

Work Outcomes of TANF Exiters Report Checklist

This checklist helps TANF agencies identify issues and prepare the Work Outcomes of TANF Exiters Report. The checklist is optional and does not need to be submitted, but using it is recommended to ensure an accurate report and a smooth submission process. If you have any questions or issues related to the report, please contact TANFData@acf.hhs.gov.

Social Security Number (SSN) Checks

☐ **Are there no missing SSNs?**

Missing values can indicate an issue with the data or processing. If checks confirm that an eligible individual is missing an SSN, they should be included in the report with the value 999999999.

☐ **Are all SSNs valid and formatted correctly?**

In the report, all SSNs should be nine digits long with no dashes or spaces, and SSNs cannot contain all zeros in any digit group (e.g., 000-XX-XXXX, XXX-00-XXXX, XXX-XX-0000). SSNs also should not be repeated numbers (e.g., 111111111), with the exception of missing or invalid SSNs, which should be reported as 999999999.

☐ **Has the report been checked for duplicate SSNs?**

Cases must remain off assistance for at least 90 days after exit (or 3 months depending on your system) for the exit to be confirmed. Duplicate SSNs within a single report are therefore highly unexpected and should be investigated and resolved. Placeholder SSNs with the value of 999999999 do not count as duplicates.

Exit Date Checks

☐ **Have all exits been confirmed?**

For an exit to be confirmed, the work-eligible individual's case must remain off assistance for at least 90 days (or 3 months depending on your system) following the date of exit. As a reminder, the exit date is based on the last day or month in which the individual's case was eligible to receive cash assistance (even if they get the actual payment in a subsequent month).

☐ **Does every record have an exit date?**

Individuals must have a confirmed exit in the relevant fiscal quarter to be eligible for the report. The exit year and month must be included for all records (none should have a blank value).

☐ **Are all exit dates formatted correctly?**

Exit dates should be reported as a four-digit calendar year and two-digit month in the format YYYYMM (e.g., an exit in November 2024 should be formatted as "202411").

☐ **Do all exit dates fall within the relevant fiscal quarter for the report?**

Each report should only contain exits within the relevant quarter (e.g., the 2025 Fiscal Quarter 4 report would only include exits that occurred in July-September 2025; see the table below).

Fiscal Quarter	Included Months	Report Due Date*
FY Q1	October - December	May 15
FY Q2	January - March	August 14
FY Q3	April - June	November 14
FY Q4	July - September	February 14

*Due dates that fall on a weekend or legal holiday are extended to the next business day
<https://acf.gov/ofa/law-regulation/tanf-provisions-fra-2023>.

Final Checks

☐ **Does the total number of records in the report match expectations?**

It is recommended to open the created report to check there are only two columns and that the number of rows align with your expectations, based on your caseload. If you are resubmitting an updated report, confirm all records are included (not just updated ones).

☐ **Is the report in either CSV (recommended) or XLSX format?**

The file must be in one of these file types for submitting to the [TANF Data Portal](#) (TDP). If submitting an XLSX file, there are some additional formatting guidelines (see below).

☐ **Is the report formatted correctly? That is:**

- Data begins in the first row with no column headers (first row cannot be blank)
- Column A displays the exit year and month in the format YYYYMM
- Column B displays the 9-digit SSN with no dashes or spaces
- Missing SSNs are included as "999999999"
- The file includes all records for the quarter (even if sending additions or corrections, you must always resubmit a complete file; only the most recently uploaded file will be used!)
- If submitting an Excel file (XLSX), be sure to format the SSN column as text to preserve leading zeroes, check no columns or rows are hidden, and include only one worksheet.

Example of how your report may look:

	A	B
1	202507	999999999
2	202507	999999999
3	202508	999999999