



State and Tribal TANF Resource Repository Submission Manual



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Overview

The State and Tribal TANF Resource Repository is the central resource for the peer sharing of TANF-related tools, templates, resources, and best practices among TANF agency administrators and staff. The repository features various items for download and use, such as program and data templates, implementation guides, workforce development curricula, and training materials.

This manual provides detailed instructions on how to submit items to the repository.

Preparing Your Submission

Accepted Documentation

Please submit items within the following preferred formats:

- ✓ Word Document (.doc/.docx)
- ✓ Excel Spreadsheet (.xls/.xlsx)
- ✓ JPEG/PNG for images






Please note that PDFs are acceptable if the above formats are not available.

Required Information

Please include the required information [using this fillable form](#):

1. Title of Resource:
2. Agency:
3. Please select and complete the appropriate identification below:
 - State – *Please Specify:*
 - Territory – *Please Specify:*
 - Tribal Submission – *Please Specify Tribe:*
 - [] Tribal TANF Program
 - [] NEW Program
4. Contact Information:
5. Description of Resource (up to two sentences):
6. Resource Type (select one only from following table):

Resource Types

Category	Examples
 <p>Intake and Case Management: Tools for gathering client information, assessing eligibility, and providing ongoing case management.</p>	<p><i>Intake forms; Self-sufficiency plans; Demographic data collection templates; Case management templates; Individualized coaching plans; Case narrative templates; Referral forms for external services, housing, substance use support, and mental health; Progress tracking tools; Sample scripts for motivational interviewing or counseling.</i></p>
 <p>Program Policy & Compliance: Internal guidelines and procedures that govern TANF operations and assist compliance with federal regulations.</p>	<p><i>Internal policy manuals; Data security and confidentiality policies; Compliance protocols for reporting and auditing; Work Verification & Tracking template; Individual Responsibility Plans (IRPs) & Work Engagement Strategies; Data reporting templates; Compliance checklists for Caseload Reduction Credit (CRC) calculations.</i></p>
 <p>Workforce Readiness & Employer Engagement: Strategies and tools for preparing TANF participants for employment.</p>	<p><i>Workforce development curriculum or training materials; Vocational education and job skills training resources; Community service integration models; OJT (On-the-Job Training) program guidelines.</i></p>
 <p>Program Implementation: Resources focused on effective strategies, real-world examples, and proven methods for implementing and improving TANF programs.</p>	<p><i>Implementation guides; Success stories, narrative reports, or profiles of standout TANF programs; Guides for improving service delivery and client outcomes; Successful models for integrating external practices into TANF services.</i></p>
 <p>Two-Parent Family Support: Resources to help integrate Healthy Marriage and Responsible Fatherhood programming, DV/IPV support, and economic independence strategies into TANF programming.</p>	<p><i>Integrated Case Management Model; Healthy Relationship Education Toolkit; Self-Sufficiency Readiness Checklist; DV/IPV Safety Planning Guide; Family Engagement Metrics Dashboard; Community Partnership Mapping Tool.</i></p>



Partnerships and Community

Collaboration: Strategies and tools for working with agencies, nonprofits, and faith-based organizations to strengthen service delivery and community support.

Interagency agreements between TANF and child support agencies; Child Support & TANF Collaboration Models; Outreach and education materials; Memorandum of Understanding (MOUs) templates; Case studies; Partnership guidelines; Wraparound service plans.



Staff Development & Retention:

Strategies, tools, and materials aimed at attracting, retaining, and supporting TANF staff.

Job descriptions; Recruitment flyers; Onboarding checklists; Staff training materials; Staff satisfaction surveys; Staff engagement tools; Retention incentives.



Federal Legislation and Policy

Updates: Resources focused on laws, regulations, funding opportunities, and compliance requirements that TANF programs must follow.

Summaries of federal TANF legislation (PRWORA); Federal guidance letters; Policy memos; Compliance regulations.



Other: Resources that do not fit in other categories.

Please note that all examples are *just* examples. You are invited and encouraged to send any resource that helps uplift TANF programs. If you have any questions about Resource Type, please email us at PeerTA@blhtech.com.

Once you have completed the form (see example below), please download and save the file for submission.

Submission Form Example

Submitter Information	
Name	Jane Smith
Agency	New Hampshire Department of Health and Human Services
<i>Please select and complete the appropriate identification below:</i>	
State – Please Specify:	New Hampshire
Territory – Please Specify:	N/A
Tribal Submission – Please Specify Tribe:	N/A
<input type="checkbox"/> Tribal TANF Program	
<input type="checkbox"/> NEW Program	
Email	peerta@example.NH.com
Work Phone	603-603-0000
Resource Information	
Title of Resource	Individual Responsibility Plans (IRPs) Framework and Report
Description <i>Please summarize the purpose and intended audience (two sentences maximum).</i>	This report summarizes New Hampshire's use of IRPs to support TANF participants in achieving self-sufficiency. An accompanying framework outlines key elements of IRP development.
Resource Type <i>(please select one, referencing the table on the next page)</i>	Program Policy & Compliance

Emailing Your Submission

To complete your submission, please email PeerTA@blhtech.com with the completed form and your resource attached. Please subject your email in the following format:

State and Tribal TANF Resource Repository Submission: State/Territory/Tribe, Resource Title

Example:

State and Tribal TANF Resource Repository Submission: New Hampshire, Individual Responsibility Plans (IRPs) Framework and Report

We request that you add PeerTA@blhtech.com to your contact list to ensure responses do not get stuck in spam or junk.

You Submitted: Now What?

Confirmation of Receipt

You will receive an email from PeerTA@blhtech.com within one business day, confirming receipt of your submission.

Office of Family Assistance Review

Upon confirmation of submission, please allow up to 14 business days for the Office of Family Assistance (OFA) to review your resource for compliance. We will email you any questions or requested changes. Please note that no changes will be made to your submitted resource without your consent.

Once your resource is approved, we will notify you and prepare the resource for posting to the State and Tribal TANF Resource Repository. If your resource is not approved, we will email you an explanation from OFA.

Questions or Concerns

Contact Information

If you have any questions about the process or anything related to the PeerTA Repository, please email us at PeerTA@blhtech.com.