
Temporary Assistance for Needy Families Program Instruction

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Family Assistance
Washington, DC 20201

No. TANF-ACF-PI-2022-03

Date: April 27, 2022

TO: Territorial agencies administering the Temporary Assistance for Needy Families (TANF) Program under Title IV-A of the Social Security Act (the Act) and the federal Aid to Aged, Blind, or permanently and totally Disabled persons (AABD) programs under Titles I, X, and XIV, or XVI of the Act.

SUBJECT: Revision to the instructions for form ACF-196TR, the Territorial TANF & AABD Financial Report.

REFERENCES: Titles I, IV-A, X, XIV and XVI of the Social Security Act and 45 CFR 265(3)(c).

PURPOSE: To transmit form ACF-196TR and revised instructions for completing it.

BACKGROUND:

Previously, in accordance with TANF-ACF-PI-2021-01, we apprised territories of updates to the form ACF-196TR used to report TANF financial data for each grant year. This program instruction is to alert territories of updates to the associated instructions.

- As of federal fiscal year (FY) 2022 reporting, QE 12/31/21, expenditures should be reported in exact dollars and cents (rather than rounded).
- For AABD reporting, we have added a clarification to explain that there is no longer a line item for the federal share of AABD expenditures. The federal share (and amount available in the Payment Management System for drawdown) can be determined by subtracting total AABD expenditures (Col E, Line 10) from the territory share of expenditures (Col E, Line 13).

ACTION:

Beginning with the FY 2022 first quarter report (report ending December 31, 2021), a territory should use these updated ACF-196TR instructions to report TANF expenditures. The territory must submit TANF financial data electronically using the ACF Online Data Collection (OLDC) system. ACF must receive reports within 45 days of the end of each fiscal year quarter, meaning by February 14, May 15, August 14, and November 14 for quarters 1 through 4, respectively.

Form ACF-196TR is available in OLDC and both the form and revised instructions are attached to this PI for your convenience.

A territory must continue to submit quarterly reports for each grant year until it reports that it has expended all of the TANF federal funds awarded for that grant year. AABD expenditures reported on this same report will be reconciled after all AABD expenditures have been submitted for the fiscal year on the quarter ending 9/30 196TR. When it has expended all TANF funds from that year, the territory must submit a report marked “final”.

ATTACHMENT: Form ACF-196TR and instructions for completing the form, revised as of FY 2022.

INQUIRIES: Please direct inquiries to the TANF Program Manager in your region.

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