

# Form ACF-198 Emergency TANF Data Report

"The Paperwork Reduction Act of 1995"

Section 411 of the Social Security Act (the Act) requires States to submit certain information about their Temporary Assistance for Needy Families (TANF) programs. The primary purpose of this data collection is to obtain information that permits evaluation and reporting of Congressionally mandated requirements. The data are also used by personnel in the Administration for Children and Families, the Department (DHHS), and other Federal personnel responsible for the formulation of TANF program policy and the provision of technical assistance.

The annual amount of burden hours under the form is 97,416 hours per respondent including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimates and any other aspects of this collection of information, including suggestions for reducing this burden to: Reports Clearance Officer, Administration for Children and Families, Department of Health and Human Services, Hubert H. Humphrey Building, 200 Independence Ave., S.W., Room 338F, Washington, D.C. 20201.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The current OMB control number is displayed on the lower left-hand corner of the form. The responses to the collection information are mandatory in accordance with section 411 of the Act. No assurances of confidentiality are necessary based on the nature of this report.

Disaggregated Data Collection For Families Receiving Assistance under the TANF Program

## Section One

### Instructions and Definitions

**General Instruction:** States have asked for guidance on definitions and some clarifications on data elements. The guidance provided in this document is made in absence of regulations and States are not bounded by the guidance. However, States are required to make reasonable interpretations of the statute in meeting their responsibility to collect data on a monthly basis and reporting that data on a quarterly basis.

The State agency should collect and report data for each data element, unless explicitly instructed to leave the field blank.

1. State FIPS Code: Enter your two-digit State FIPS code. These codes are the standard codes used by the National Bureau of Standards.

2. County FIPS Code: Enter the three-digit code established by the National Bureau of Standards for classification of counties and county equivalents.
3. Reporting Month: Enter the four-digit year and two-digit month code that identifies the year and month for which the data are being reported.
4. Stratum:  
**Guidance:** All TANF eligible families selected in the sample from the same stratum must be assigned the same stratum code. Valid stratum codes may range from "00" to "99". If a State opts to provide data for its entire caseload, enter the same stratum code (any two-digit number) for each TANF eligible family.  
**Instruction:** Enter the two-digit stratum code.

## Family-Level Data

As used in this section of the Emergency TANF Data Report, a TANF eligible family is referring to a family receiving assistance under the State TANF Program.

5. Case Number - TANF:  
**Guidance:** If the case number is less than the allowable eleven characters, a State may use lead zeros to fill in the number.  
**Instructions:** Enter the number assigned by the State agency to uniquely identify the case after formal approval to receive assistance.
6. Disposition:  
**Guidance:** A family that did not receive any assistance for the reporting month but was listed on the monthly sample frame for the reporting month is "listed in error." States are to complete data collection for all sampled cases that are not listed in error.  
**Instruction:** Enter one of the following codes for each TANF sampled case.  
1 =Data collection completed  
2 =Not subject to data collection/listed in error
7. Number of Family Members: Enter two digits that represent the number of members in the family receiving assistance under the State's TANF Program during the reporting month.
8. Type of Family for Work Participation:  
**Guidance:** This data element will be used to identify the type of family (i.e., the number of parents or care-taker relatives in the family receiving assistance) in order to calculate the all family and the two-parent family work participation rates. A family with a minor child head-of-household should be coded as either a single-parent family or two-parent family, whichever is appropriate. A family that includes a disabled parent will not be considered a two-parent family for purposes of the work participation rate.  
**Instruction:** Enter the one-digit code that represents the type of family for purposes of calculating the work participation rates.  
1 =Single-Parent Family for participation rate purposes  
2 =Two-Parent Family for participation rate purposes

3 = No Parent Family for participation rate purposes (does not include parents, care-taker relatives, or minor child heads-of-household)

9. Receives Subsidized Housing:

**Guidance:** Subsidized housing refers to housing for which money was paid by the Federal, State, or Local government or through a private social service agency to the family or to the owner of the housing to assist the family in paying rent. Two families sharing living expenses does not constitute subsidized housing.

**Instruction:** Enter the one-digit code that indicates whether or not the TANF eligible family received subsidized housing for the reporting month.

1 = Yes, receives subsidized housing

2 = No housing subsidy

10. Receives Medical Assistance: Enter "1" if, for the reporting month, any member of the TANF eligible family is eligible to receive (i.e., a certified recipient of) medical assistance under the State plan approved under Title XIX or "2" if no member of the TANF eligible family is eligible to receive medical assistance under the State plan approved under Title XIX.

1 = Yes, receives medical assistance

2 = No

11. Amount of Food Stamp Assistance:

**Guidance:** For situations in which the Food Stamp household differs from the TANF family, code this element in a manner that most accurately reflects the resources available to the TANF family.

**Instruction:** Enter the TANF eligible family's authorized dollar amount of Food Stamp assistance for the reporting month.

12. Amount of Subsidized Child Care:

**Guidance:** Subsidized child care means a grant by the Federal, State or Local government to a parent (or care-taker relative) to support, in part or whole, the cost of child care services provided by an eligible provider to an eligible child.

**Instruction:** Enter the dollar amount of subsidized child care that the TANF eligible family has received for services in the reporting month. If TANF eligible family did not receive any subsidized child care, enter "0" as the amount.

Amount of Assistance Received and the Number of Months that the Family Has Received Each Type of Assistance under the State TANF Program

**Instructions:** For each type of assistance provided under the State's TANF Program, enter the dollar amount of assistance that the TANF eligible family received or that was paid on behalf of the TANF eligible family for the reporting month and the number of months that the TANF eligible family has received assistance under the State's TANF program. If, for a "type of assistance", no dollar amount of assistance was provided during the reporting month, enter "0" as the amount. If, for a "type of assistance", no assistance has been received (since the State began its TANF Program) by the TANF eligible family, enter "0" as the number of months of assistance.

13. Cash and Cash Equivalents:

A. Amount B. Number of Months

14. Work Subsidies:

A. Amount B. Number of Months

15. TANF Child Care:

**Guidance:** Include only the child care funded directly by the State TANF Program. Do not include child care funded under the Child Care and Development Fund, even though some of the funds were transferred to the CCDF from the TANF program.

A. Amount B. Number of Months

16. Other:

**Guidance:** Other includes all forms of assistance, except those included in items 13, 14, and 15 above. See the early guidance document, TANF-ACF-PA-97-1, for a definition of "assistance." Examples are transportation, supportive services, and contributions to individual development accounts.

A. Amount B. Number of Months

Reason for and Amount of Reduction in Assistance

For each reason for which the TANF eligible family received a reduction in assistance for the reporting month, enter the dollar amount of the reduction in assistance. Otherwise, enter "0".

17. Sanctions:

18. Recoupment of Prior Overpayment:

19. Other:

**Guidance:** Other refers to any reason for a reduction in assistance other than reasons covered by item 17 and 18. For example, family is paid a reduced benefit because it moved into the State from another State or family receives a reduced benefit because of State's family cap policy.

## Person-Level Data

Person-level data has two sections: the adult and minor child head-of-household characteristic section and the child characteristics section. Section 419 of the Statute defines adult and minor child. An adult is an individual that is not a minor child. A minor child is an individual who (a) has not attained 18 years of age or (b) has not attained 19 years of age and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training.)

## Adult and Minor Child Head-of-Household Characteristics

This section allows for coding up to six adults (or a minor child head-of-household and up to five adults) in the TANF eligible family. A minor child head-of-household should be coded as an adult. For each adult (or minor child head-of-household) in the TANF eligible family, complete the adult characteristics section.

If there are more than six adults (or a minor child head-of-household and five adults) in the TANF eligible family, use the following order to identify the persons to be coded: (1)

the head-of-household; (2) parents in the eligible family receiving assistance; (3) other adults in the eligible family receiving assistance.

20. Date of Birth: Enter the eight-digit code for date of birth for the adult (or minor child head-of-household) under the State TANF Program in the format YYYYMMDD.

21. Race: Enter the one-digit code for the race of the TANF adult (or minor child head-of-household).

1 = White, not of Hispanic origin

2 = Black, not of Hispanic origin

3 = Hispanic

4 = American Indian or Alaska Native

5 = Asian or Pacific Islander

6 = Other

9 = Unknown

22. Receives Federal Disability Benefits:

**Guidance:** For purposes of coding this element, Federal disability benefits include benefits or aid received under Title II OASDI, Title XIV-APTD, Title XVI-AABD or Title XVI-SSI or other benefits based on Federal disability status.

**Instruction:** Enter the one-digit code that indicates whether the adult (or minor child head-of-household) receives Federal disability benefits.

1 = Yes, receives Federal disability benefits

2 = No

23. Marital Status: Enter the one-digit code for the adult's (or minor child head-of-household's) marital status for the reporting month.

1 = Single, never married

2 = Married, living together

3 = Married, but separated

4 = Widowed

5 = Divorced

24. Relationship to Head-of-Household:

**Guidance:** This data element is used both for (1) the adult or minor child head-of-household section and (2) the minor child section. The same coding schemes are used in both sections. Some of these codes may not be applicable for adults.

**Instruction:** Enter the two-digit code that shows the adult's relationship (including by marriage) to the head of the household, as defined by the Food Stamp Program or as determined by the State, (i.e., the relationship to the principal person of each person living in the household). If minor child head-of-household, enter code "01."

01 = Head of household

02 = Spouse

03 = Parent

04 = Daughter or son

05 = Stepdaughter or stepson

06 = Grandchild or great grandchild 07 = Other related person (brother, niece, cousin)

08 = Foster child 09 = Unrelated child 10 = Unrelated adult

25. Teen Parent With Child In the Family:

**Guidance:** A teen parent is a person who is under 20 years of age and that person's child is also a member of the TANF family.

**Instruction:** Enter the one-digit code that indicates the adult's (or minor child head-of-household's) teen parent status.

1 =Yes, a teen parent

2 =No

Educational Level: Educational level is divided into two parts: the highest level of education attained and the highest degree attained.

26. Highest Level of Education Attained: Enter the two-digit code to indicate the highest level of education attained by the adult (or minor child head-of-household).

00 =no formal education

01-12 =Grade level completed in primary/secondary school including secondary level vocational school or adult high school

27. Highest Degree Attained: If the adult (or minor child head-of-household) has a degree(s), enter the one-digit code that indicates the adult's (or minor child head-of-household's) highest degree attained. Otherwise, leave the field blank.

Blank = No degree

1 =High school diploma, GED, or National External Diploma Program

2 =Awarded Associate's Degree

3 =Awarded Bachelor's Degree

4 =Awarded graduate degree (Master's or higher)

5 =Other credentials (degree, certificate, diploma, etc.)

28. Citizenship:

**Instruction:** Enter the one-digit code that indicates the adult's (or minor child head-of-household's) citizenship.

1 =U.S. citizen, including naturalized citizens

2 =Non-citizen

3 =Unknown

29. Employment Status: Enter the one-digit code that indicates the adult's (or minor child head-of-household's) employment status.

1 =Employed

2 =Unemployed, looking for work

3 =Not in labor force (i.e, unemployed, not looking for work, includes discouraged workers)

30. Work Participation Status:

**Guidance:**

Disregarded from the participation rate means the TANF eligible family is not included in the calculation of the work participation rate.

Exempt means that the individual will not be penalized for failure to engage in work (i.e., good cause exception); however, the TANF eligible family is included in the calculation of the work participation rate.

**Instructions:** Enter the one-digit code that indicates the adult's (or minor child head-of-household's) work participation status.

1. Disregarded from participation rate, single custodial parent with child under 12 months
2. Disregarded from participation rate because all of the following apply: required to participate, but not participating, sanctioned for the reporting month, but not sanctioned for more than 3 months within the preceding 12-month period
3. Disregarded from participation rate, participating in a Tribal Work Program, State has opted to exclude all Tribal Work Program participants from its Work Participation rate
4. Exempt, disabled
5. Exempt, other
6. Deemed engaged in work, single teen head-of-household or married teen who maintains satisfactory school attendance or participating in education directly related to employment for an average of at least 20 hours per week during the reporting month
7. Deemed engaged in work, parent or relative (who is the only parent or caretaker relative in the family) with child under age 6 and parent engaged in work activities for at least 20 hours per week
8. Required to participate
9. Not applicable

#### Adult Work Participation Activities:

**Guidance:** To calculate the average number of hours per week of participation in a work activity, add the number of hours of participation across all weeks in the month and divide by the number of weeks in the month. Round to the nearest whole number. Some weeks have days in more than one month. Include such a week in the calculation for the month that contains the most days of the week (e.g., the week of July 27 - August 2, 1997 would be included in the July calculation). Acceptable alternatives to this approach must account for all weeks in the fiscal year. One acceptable alternative is to place the week in which ever month the Friday falls (i.e., the JOBS approach). A second acceptable alternative is to count each month as having 4.33 weeks.

During the first or last month of any spell of assistance, a family may happen to receive assistance for only part of the month. If a family receives assistance for only part of a month, the State may count it as a month of participation if an adult (or minor child head-of-household) in the family (both adults, if they are both required to work) is engaged in work for the minimum average number of hours for the full week(s) that the family receives assistance in that month.

**Instruction:** For each work activity in which the adult (or minor child head-of-household) participated during the reporting month, enter the average number of hours per week of participation. For each work activity in which the adult (or minor child head-of-household) did not participate, enter zero as the average number of hours per week of participation.

#### 31. Unsubsidized Employment:

32. Subsidized Private Sector Employment:
33. Subsidized Public Sector Employment:
34. Work Experience:
35. On-the-Job Training:
36. Job Search and Job Readiness Assistance:
37. Community Service Programs:
38. Vocational Educational Training:
39. Job Skills Training Directly Related to Employment:
40. Education Directly Related to Employment for Individuals with No High School Diploma or Certificate of High School Equivalency:
41. Satisfactory School Attendance for Individuals with No High School Diploma or Certificate of High School Equivalency:
42. Providing Child Care Services to an Individual Who Is Participating in a Community Service Program:
43. Additional Work Activities Permitted Under Waiver Demonstration:
44. Other Work Activities:

**Guidance:** Reporting on this data element is optional. States may want to demonstrate their additional efforts at helping individuals become self-sufficient even though these activities are not considered in the calculation of the work participation rates.

45. Earned Income: Enter the dollar amount of Earned Income (Gross income, not net of payroll deductions) that the adult (or minor child head-of-household) in the TANF eligible family has received for the reporting month.
46. Unearned Income: Enter the dollar amount of Unearned Income that the adult (or minor child head-of-household) in the TANF eligible family has received for the reporting month.

## Child Characteristics

This section allows for coding up to ten children in the TANF eligible family. A minor child head-of-household should be coded as an adult, not as a child. If there are more than ten children in the TANF eligible family, use the following order to identify the persons to be coded: children in the eligible family receiving assistance in order from youngest to oldest.

47. Date of Birth: Enter the eight-digit code for date of birth for this child under the State TANF Program in the format YYYYMMDD.
48. Race: Enter the one-digit code for the race of the TANF child.
  - 1 = White, not of Hispanic origin
  - 2 = Black, not of Hispanic origin
  - 3 = Hispanic
  - 4 = American Indian or Alaska Native
  - 5 = Asian or Pacific Islander
  - 6 = Other
  - 9 = Unknown
49. Receives Federal Disability Benefits:

**Guidance:** For purposes of coding this element, Federal disability benefits include benefits or aid received under Title II OASDI, Title XIV-APTD, Title XVI-AABD or Title XVI-SSI or other benefits based on Federal disability status.

**Instruction:** Enter the one-digit code that indicates whether the child receives Federal disability benefits.

1 = Yes, receives Federal disability benefits

2 = No

50. Relationship to Head-of-Household:

**Guidance:** This data element is used both for (1) the adult or minor child head-of-household section and (2) the minor child section. The same coding schemes are used in both sections. Some of these codes may not be applicable for children.

**Instruction:** Enter the two-digit code that shows the child's relationship (including by marriage) to the head of the household, as defined by the Food Stamp Program or as determined by the State, (i.e., the relationship to the principal person of each person living in the household.)

01 = Head of household

02 = Spouse

03 = Parent

04 = Daughter or son

05 = Stepdaughter or stepson

06 = Grandchild or great grandchild

07 = Other related person (brother, niece, cousin)

08 = Foster child

09 = Unrelated child

10 = Unrelated adult

51. Teen Parent With Child In the Family:

**Guidance:** A teen parent is a person who is under 20 years of age and that person's child is also a member of the TANF family.

**Instruction:** Enter the one-digit code that indicates the child's teen parent status.

1 =Yes, a teen parent

2 =No

**Educational Level:** Educational level is divided into two parts: the highest level of education attained and the highest degree attained.

52. Highest Level of Education Attained: Enter the two-digit code to indicate the highest level of education attained by the child.

00 =no formal education

01-12 =Grade level completed in primary/secondary school including secondary level vocational school or adult high school

53. Highest Degree Attained:

**Guidance:** This data element is used both for (1) the adult or minor child head-of-household section and (2) the minor child section. The same coding schemes are used in both sections. Some of these codes may not be applicable for children.

**Instruction:** If the child has a degree(s), enter the one-digit code that indicates the child's highest degree attained. Otherwise, leave the field blank.

Blank = No degree

1 =High school diploma, GED, or National External Diploma Program

2 =Awarded Associate's Degree

3 =Awarded Bachelor's Degree

4 =Awarded graduate degree (Master's or higher)

5 =Other credentials (degree, certificate, diploma, etc.)

9 =Not applicable

54. Citizenship:

**Instruction:** Enter the one-digit code that indicates the child's citizenship.

1 =U.S. citizen, including naturalized citizens

2 =Non-citizen

3 =Unknown

55. Unearned Income: Enter the dollar amount of Unearned Income (total from all sources) that the child in the TANF eligible family has received for the reporting month.

## Section Two

Disaggregated Data Collection For Families No Longer Receiving Assistance under the TANF Program

### Instructions and Definitions

**General Instruction:** The State agency should collect and report data for each data element.

1. State FIPS Code: Enter your two-digit State code from the following listing. These codes are the standard codes used by the National Bureau of Standards.

State	State Code
Alabama	01
Alabama	01
Alaska	02
American Samoa	60
Arizona	04
Arkansas	05
California	06
Colorado	08
Connecticut	09
Delaware	10
Dist. of Columbia	11
Florida	12
Georgia	13
Guam	66
Hawaii	15

State	State Code
Idaho	16
Illinois	17
Indiana	18
Iowa	19
Kansas	20
Kentucky	21
Louisiana	22
Maine	23
Maryland	24
Massachusetts	25
Michigan	26
Minnesota	27
Mississippi	28
Missouri	29
Montana	30
Nebraska	31
Nevada	32
New Hampshire	33
New Jersey	34
New Mexico	35
New York	36
North Carolina	37
North Dakota	38
Ohio	39
Oklahoma	40
Oregon	41
Pennsylvania	42
Puerto Rico	72

2. Reporting Month: Enter the four-digit year and two-digit month code that identifies the year and month for which the data are being reported.
3. Stratum:  
**Guidance:** All families selected in the sample from the same stratum must be assigned the same stratum code. Valid stratum codes may range from "00" to "99". States with stratified samples should provide the ACF Regional Office with a listing of the numeric codes utilized to identify any stratification. If a State uses a non-stratified sample design or opts to provide data for its entire caseload, enter the same stratum code (any two-digit number) for each family.  
**Instruction:** Enter the two-digit stratum code.
4. Case Number - TANF: Enter the number that was assigned by the State agency or Tribal grantee to uniquely identify the TANF family.

5. Disposition: Enter one of the following codes for each TANF family.
  - 1 = Data collection completed
  - 2 = Not subject to data collection/listed in error
6. Reason for Closure:
 

**Guidance:** A closed case is a family whose assistance was terminated for the reporting month, but received assistance under the State's TANF Program in the prior month. A temporally suspended case is not a closed case. If there is more than one applicable reason for closure, determine the principal (i.e., most relevant) reason. If two or more reasons are equally relevant, use the reason with the lowest numeric code.

**Instructions:** Enter the one-digit code that indicates the reason for the TANF family no longer receiving assistance.

  - 1 = Employment
  - 2 = Marriage
  - 3 = Five Year Time Limit
  - 4 = Sanction
  - 5 = State (Tribal) policy
  - 8 = Other

## Section Three

### Aggregated Data Collection for Families Receiving Assistance Under the TANF Program

#### Instructions and Definitions

7. State FIPS Code: Enter your two-digit State code.
8. Calendar Quarter: The four calendar quarters are as follows:
  - First quarter .....January - March
  - Second quarter.... April - June
  - Third quarter.....July - September
  - Fourth quarter.....October - December

Enter the four-digit year and one-digit quarter code (in the format YYYYQ) that identifies the calendar year and quarter for which the data are being reported (e.g., first quarter of 1997 is entered as "19971").

Families Receiving Assistance

For purposes of completing this report, include all TANF eligible families receiving assistance under the State TANF Program. All counts of families and recipients should be unduplicated monthly totals.
9. Total Amount of Assistance: Enter the dollar value of all assistance (cash and non-cash) provided to TANF families under the State TANF Program for each month of the quarter. Round the amount of assistance to the nearest dollar.
  - A. First Month: B. Second Month: C. Third Month:
10. Total Number of Families: Enter the number of families receiving assistance under the State TANF Program for each month of the quarter.

A. First Month: B. Second Month: C. Third Month:

11. Total Number of Two-parent Families: Enter the total number of 2-parent families receiving assistance under the State TANF Program for each month of the quarter.

A. First Month: B. Second Month: C. Third Month:

12. Total Number of One-Parent Families: Enter the total number of one-parent families receiving assistance under the State TANF Program for each month of the quarter.

A. First Month: B. Second Month: C. Third Month:

13. Total Number of Recipients: Enter the total number of recipients receiving assistance under the State TANF Program for each month of the quarter.

A. First Month: B. Second Month: C. Third Month: