

Instructions for Completing Form ACF-202 -- Caseload Reduction Report

All States wishing to receive a caseload reduction credit for FY 2000 and thereafter must complete and submit this report on behalf of the State agency administering the TANF program in accordance with these instructions.

Due Date

This report must be submitted by December 31 of the fiscal year of the report.

Submission

Submit the original to the ACF Regional Administrator. Submit a copy to: Administration for Children and Families, Office of Family Assistance, 5th Floor East, 370 L'Enfant Promenade, S.W., Washington, D.C. 20447.

Purpose

This report is intended to provide ACF with the information necessary to calculate caseload reduction credits, to ensure that the public has had an opportunity to comment on State estimates and methodologies used to compile it, and to ensure the State has considered those comments.

General Instructions

We have designed Form ACF-202 so that you can complete it electronically or manually. We do not currently have the capacity to accept electronic submissions of the report, but you may request an electronic copy from the ACF Regional Administrator in order to complete it electronically and then print your completed report.

Form ACF-202 consists of a series of tables, a narrative description, and a certification page. If you are completing this report electronically, you may need to add rows to some of the tables to accommodate all the information you need to enter. If a section of a table is not applicable, specify "none" or "not applicable," as appropriate in the first line.

Each State must submit a summary of all public comments on the State's estimates and methodology as part of its Caseload Reduction Report. Please be advised that there is no section on form ACF-202 for the State to complete for this requirement, but the instructions for "Attachments" direct the State to include the summary of comments as an attachment.

Please remember that the caseload reduction credit is based on changes both in the State's TANF caseload and in any separate State program caseloads; therefore you should be sure that the figures in this report reflect separate State program information as well as TANF information.

If you have opted to use separate reduction credits for your State's overall and two-parent participation rates, you must submit separate reports for the overall and two-parent caseloads. Please indicate at the top of each page and each attachment the caseload to which each pertains.

- Enter the name of the State and the current fiscal year in the space provided at the top of each page. If you are completing the report electronically, you will only need to enter this information once for each table and once for the certification page.

Instructions for Completing Part I

- Enter each eligibility change the State has made since FY 1995 in the appropriate category (e.g., "Changes related to Income and Resources"), numbering each change for easy reference. For convenience, we have separated Federal changes from State-implemented ones and listed some common types of State eligibility changes; however, you should be sure to include each change, whether Federal or State in origin, on a separate line. If you are completing this report electronically, you may need to add one or more rows to the table in order to list all of your State's eligibility changes in the various categories. If you are completing it manually, you may need to attach additional pages instead.

Please note that you need not list any changes the State has implemented since October 1 of the current fiscal year, since this report applies to caseload reductions in the prior fiscal year.

You should not consider the creation of a separate State program as an eligibility change, since separate State program caseloads must be included in calculating the caseload reduction credit, as we indicated above.

- For each eligibility change, enter the implementation date and your estimate of the impact the change has had on the caseload since its implementation. For example, if a particular eligibility change had the effect of reducing the caseload by 5,000 cases, you should enter, "-5,000." It is important that your estimate account for the cumulative impact of each change on the caseload since 1995, not simply the impact in the year that the State implemented the change.

Please note that an eligibility change may have a positive or negative effect on the caseload. If the effect was negative, include a minus sign in front of the number. If the effect was positive, include a plus sign in front of the number.

Please note that you must explain how you estimated the average monthly impact of each change and attach supporting documentation and calculations for these estimates in Part III of the report (the methodology section).

- Enter the total estimated net impact of all the eligibility changes you listed. In making this estimate, you should be sure that you have adjusted for any duplication in caseload impacts. In other words, the total impact may not equal the sum of all the individual impacts because of interaction among eligibility changes. In such cases, the discussion in Part III of the report (the methodology section) should address any discrepancies.
- Enter the total average monthly caseload for the prior year, including separate State program cases. You may use the combined total number of families reported in the TANF Data Report and the SSP-MOE Data Report (in section three of each report) for the prior year. If the total prior-year caseload reflects adjustments you have made in accordance with §261.40 to improve the comparability of FY 1995 and prior-year caseloads, please attach an explanation of your adjustments.
- Enter the State's estimated caseload reduction credit. In arriving at this number, you should subtract your estimated net reduction in caseload due to eligibility changes from the total caseload decline between FY 1995 and the prior year and divide the resulting number by the total FY 1995 caseload. For example, if the net result of the eligibility changes is that the State's caseload in the prior year decreased by 2,000 from the FY 1995 level, then you should subtract 2,000 from the total caseload decline between FY 1995 and the prior fiscal year. If there is a net increase in caseload due to eligibility changes, you should not subtract anything from the caseload decline between FY 1995 and the prior year.

Instructions for Completing Part II

- Enter the prior fiscal year in the heading of the column that follows "Fiscal Year 1995." For example, if this is the State's FY 2000 report (due by December 31, 1999), then the column heading should read "Fiscal Year 1999."
- Enter each reason for application denial, the number of denials for each such reason for the applicable fiscal year, and the percentage that the number represents of total denials for the fiscal year.
- Enter the total number of application denials for the applicable fiscal year. The total percentages for each year should equal 100.
- Enter the same information for each case closure reason, i.e., the reason for case closures, the number of closures for that reason, and the percentage that the number represents of total case closures.
- Enter the total number of case closures for the applicable fiscal year. The total percentages for each year should equal 100.

Instructions for Completing Part III

- Describe in detail how you arrived at the estimated impacts on the caseload of the various eligibility changes and how you arrived at the estimated caseload reduction credit.
- If there were changes in the number or distribution of application denials or case closures since FY 1995 that do not appear to be consistent with the information listed in Part II of the report, include a discussion explaining the inconsistencies.
- Attach information necessary to document the State's estimates.

Instructions for Completing Part IV

- Enter the name and title of the individual making the certification on behalf of the State.
- Sign the certification. Although you may complete the form electronically, you must submit this page with the original signature to the ACF Regional Administrator and a copy to the Office of Family Assistance, as indicated above.

Attachments

- Attach a summary of all public comments on the State's estimates and methodology.
- Be sure that all attachments are numbered and include the name of the State and the current fiscal year and indicate that they are attachments to Form ACF-202.