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# 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 20447

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No. TANF-ACF-PI-2013-01

Date: January 14, 2013

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**TO:** State Agencies administering the Temporary Assistance for Needy Families (TANF) program under Title IV-A of the Social Security Act, and other interested parties.

**SUBJECT:** OMB approved Form ACF-196 State TANF Financial Report Form.

**PURPOSE:** This Program Instruction informs States of the approval of ACF-196 by the Office of Management and Budget (OMB) and the requirement for States to use the form.

**REFERENCES:** Title IV-A, Section 411 of the Social Security Act (the Act), 45 CFR 265.3, and the American Recovery and Reinvestment Act (ARRA) of 2009, (Public Law 111-5).

**BACKGROUND:** On August 7, 2012, OMB approved the use of the ACF-196 report form. States must use the ACF-196 report form pursuant Section 411 of the Act, and 45 CFR 265.3. Furthermore, a column was removed from the form which was for States' reporting of TANF Emergency Funds awarded during FY 2009 and/or FY 2010 under ARRA. Finally please note that Line 7 – *Total Expenditures* has an additional requirement for submission of any estimation methodologies that might have been used to determine expenditure amount within any of the expenditures categories.

**ACTION:** Beginning with the FY 2013 first quarter report (report ending December 31, 2012), States must use the ACF-196 Form to report TANF expenditures. In addition to the quarterly reports for the current year TANF award, States must also submit a quarterly report for prior TANF awards when funds are expended. For the quarter ending 9/30 of each year, a quarterly report is required for all prior TANF awards that have carryover/reserve funds (whether funds were expended during the year or not).

Quarterly reports must be received by ACF within 45 days of the end of each quarterly period.

**ATTACHMENTS:**

1. [Instructions for the completion of the ACF-196 Form.](#) [ PDF ]
2. [Copy of the ACF 196 TANF Report Form.](#) [ PDF ] [XLS]
3. [Contact information for ACF Regional Grants Management Officers](#) [ PDF ]

**EFFECTIVE DATE:** January 1, 2013

**INQUIRES:** Inquires and comments should be directed to the ACF Regional Office.

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Acting Deputy Assistant Secretary  
for Administration

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Earl S. Johnson  
Director  
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