
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-2017-03

Date: August 1, 2017

- TO:** Tribal Agencies administering the Temporary Assistance for Needy Families (TANF) program under Title IV-A of the Social Security Act, and other interested parties.
- SUBJECT:** Form ACF-196T Tribal TANF Financial Report Form.
- REFERENCES:** Title IV-A, section 412 of the Social Security Act, 45 CFR 264.245, 78 FR 60285, and 45 CFR 286.255.
- PURPOSE:** This Program Instruction informs Tribes of the renewal of ACF-196T by the Office of Management and Budget (OMB) and the requirement for Tribes to use the Form and to submit it electronically

BACKGROUND:

Pursuant to Section 412(h) of the Social Security Act and the Tribal TANF regulations at 45 CFR 286.245 and 45 CFR 286.255, Tribal TANF grantees are required to submit TANF expenditures quarterly. Tribes should do so using Form 196T. The form should be submitted electronically. Electronic submission is available through the Internet using the [On Line Data Collection \(OLDC\)](#) system. Access to OLDC can be obtained by contacting the [ACF Regional Grants Management Officer](#) in your area.

POLICY:

Tribes must use the ACF-196T form to report TANF expenditures quarterly. In addition to the quarterly reports for the current year TANF award, Tribes must also submit quarterly reports for prior TANF awards where funds have not been completely expended.

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

Tribal grantees should submit TANF expenditure data electronically. Electronic submission is available through the Internet using [OLDC](#). Access to OLDC can be obtained by contacting the ACF Regional Grants Management Officer in your area (see attachment).

In case of emergency circumstances, such as natural disasters, that affect a tribe's ability to submit the required information electronically, ACF has the authority to extend the filing deadline, upon request from the grantee. ACF will also allow a paper submission via fax, or as an email attachment, in situations where

the use of mail, courier, or overnight delivery service may not be sufficient to meet a specific deadline. If such an occurrence arises, Tribal grantees should contact their Regional Program Officer and Grants Management Officer and provide a written statement of the situation with their requested accommodation. For additional information, see the Final Notice “To Announce the Implementation of Required Electronic Submission of State or Tribal Plans, and Program and Financial Reporting Forms for Mandatory Grant Programs,” at [78 FR 60285](#).

Attachments:

1. Instructions for the completion of the ACF-196T Form.
2. Copy of the ACF 196T Tribal TANF Report Form.

Hyperlinks:

[Contact information for ACF Regional Grants Management Officers](#)

[Request for Online Data Collection \(OLDC\) Access.](#)

Effective Date:

August 1, 2017

INQUIRIES:

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

/s/

Ben Goldhaber
Deputy Assistant Secretary for Administration

/s/

Clarence Carter
Director
Office of Family Assistance