CODING INSTRUCTIONS

FOR TRIBAL

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

PROGRAMS (TRIBAL TANF)

DIVISION OF TRIBAL TANF MANAGEMENT
OFFICE OF FAMILY ASSISTANCE
ADMINISTRATION FOR CHILDREN AND FAMILIES
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Disaggregated Data Collection for Families Receiving Assistance under the TANF Program

ACTIVES

Instructions and Definitions

General:

- The Tribal grantee should collect and report data for each data element. The data must be complete (unless explicitly instructed to leave the field blank) and accurate (i.e., correct).

- An "Unknown" code may appear only on four sets of data elements ([#32 and #67] Date of Birth, [#33 and #68] Social Security Number, [#41 and #74] Educational Level, and [#42 and #75] Citizenship/Alienage). For these data elements, unknown is not an acceptable code for individuals who are members of the eligible family (i.e., family affiliation code "1").

- There are five data elements for which Tribes have the option to report based on either the budget month or the reporting month. These are: #16 Amount of Food Stamps Assistance; #19 Amount of Child Support; #20 Amount of Families Cash Resources; #64 Amount of Earned Income; and [#35 and #76] Amount of Unearned Income. Whichever choice the Tribe selects must be used for all families reported each month and must be used for all months in the fiscal year.

1. State FIPS Code: Tribal grantees should enter "00" or leave blank.

2. County FIPS Code: Tribal grantees should leave this field blank.

3. Tribal Code: For Tribal grantees, enter the three-digit Tribal code that represents your Tribe. For a complete listing of Tribal Codes, contact the Division of Tribal TANF Management, Office of Family Assistance. Newly formed consortiums must contact the Division to obtain a code. State agencies should leave this field blank.

4. Reporting Month: Enter the four-digit year and two-digit month codes that identify the year and month for which the data are being reported.

5. Stratum:

   Guidance: If a Tribe opts to provide data for its entire caseload, it may use this for its own coding purposes as long as a two-digit numerical code is specified.

   Instruction: Enter any two-digit numerical code.

Family-Level Data

Definition: For reporting purposes, the TANF family means

(a) all individuals receiving assistance as part of a family under the Tribe's TANF Program; and

(b) the following additional persons living in the household, if not included under (a) above:

(1) Parent(s) or caretaker relative(s) of any minor child receiving assistance;

(2) Minor siblings of any child receiving assistance; and

(3) Any person whose income or resources would be counted in determining the family's eligibility for or amount of assistance.

6. Case Number--TANF:

Guidance: If the case number is less than the allowable eleven characters, Tribes may use lead zeros to fill in the number. This number will be used to refer back to the Tribal records concerning the case if a question about the data arises.

Instruction: Enter the number assigned by the Tribal grantee to uniquely identify the case.

7. ZIP Code: Enter the five-digit ZIP code for the TANF family's place of residence for the reporting month.

8. Funding Stream:

Guidance: If a State is paying maintenance assistance directly to a family because the family is a Tribal TANF family, then the Tribe is responsible for reporting on that family. In this circumstance, Item 8, funding stream should be coded 2. In the event that the State is paying maintenance assistance to an American Indian family under the State's program, the State is responsible for reporting on that family.

Instructions:

1. Enter 1 if a Tribal TANF family is receiving maintenance assistance directly from the Tribe.

2. Enter 2 if the State is paying maintenance assistance directly to a family because the family is a Tribal TANF family.

9. Disposition:

Guidance: If a Tribe opts to report on its entire caseload, the only applicable code for the Tribe is “1”.

Instructions: Enter code “1”.

10. New Applicant:

Guidance: A newly-approved applicant means the current reporting month is the first month in which the TANF family receives TANF assistance (and thus has had a chance to be reported on). This may be either the first month that the TANF family has ever received assistance or the first month of a new spell on assistance. A TANF family that is reinstated from a suspension is not a newly, approved applicant.

Instruction: Enter the one-digit code that indicates whether or not the TANF family is a newly-approved applicant.

1= Yes, a newly-approved application

2= No.

11. Number of Family Members:

Instruction: Enter two digits that represent the number of members in the family receiving assistance under the Tribe's TANF Program during the reporting month. Include in the number of family members, the noncustodial parent who the Tribe has opted to include as part of the eligible family, who is receiving assistance as defined in Sec. 260.31, or who is participating in work activities as defined for Tribes in their approved plan.

12. Type of Family for Work Participation:

Guidance: This data element will be used in conjunction with other data elements (dependent on the approved Tribal plan) to determine 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.

If the family receiving assistance includes a custodial and noncustodial parent, then, if neither parent is disabled, the family should be coded as a two-parent family. A noncustodial parent is defined in section 260.30 as a parent who lives in the State or States (in which the Tribal Service area is located) and does not live with his/her child(ren). The Tribe must report information on the noncustodial parent if the noncustodial parent: (1) Is receiving assistance as defined in Sec. 260.31; (2) is participating in work activities as defined in the Tribal plan; or (3) has been designated by the Tribe as a member of a family receiving assistance.

Instruction: Enter the one-digit code that represents the type of family

1= One parent family

2= Two-parent family

3= Family excluded from both the overall and two-parent work participation rates (no adult receiving assistance)

13. Receives Subsidized Housing:

Guidance: Subsidized housing refers to housing for which money was paid by the Federal, State, Tribe 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 family received subsidized housing for the reporting month.

1= Public housing.

2= Rent subsidy.

3= No housing subsidy.

14. Receives Medical Assistance:

Instruction: Enter “1” if, for the reporting month, any TANF family member is enrolled in Medicaid and thus eligible to receive medical assistance under the State plan approved under Title XIX or “2” if no TANF family member is enrolled in Medicaid.

1= Yes, enrolled in Medicaid.

2= No.

15. Receives Food Stamps:

Instruction: Enter the one-digit code that indicates whether or not the TANF family is receiving food stamp assistance.

1= Yes, receives food stamp assistance.

2= No.

16. 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. One acceptable method for calculating the amount of food stamp assistance available to the TANF family is to prorate the amount of food stamps equally among each food stamp recipient then add together the amounts belonging to the TANF recipients to get the total amount for the TANF family.

Instruction: Enter the TANF family's authorized dollar amount of food stamp assistance for the reporting month or for the month used to budget for the reporting month.

17. Receives Subsidized Child Care:

Instruction: If the TANF family receives subsidized child care for the reporting month, enter code “1” or “2”, whichever is appropriate. Otherwise, enter code “3”.

1= Yes, receives child care funded entirely or in part with Federal funds (e.g., receives TANF, CCDF, SSBG, or other federally funded child care).

2= Yes, receives child care funded entirely under a State, Tribal, and/or local program (i.e., no Federal funds used).

3= No subsidized child care received.

18. Amount of Subsidized Child Care:

Guidance: Subsidized child care means a grant by the Federal, State, Tribal, or local government to or on behalf of a parent (or caretaker relative) to support, in part or whole, the cost of child care services provided by an eligible provider to an eligible child. The grant may be paid directly to the parent (or caretaker relative) or to a child care provider on behalf of the parent (or caretaker relative).

Instruction: Enter the total dollar amount of subsidized child care from all sources (e.g., CCDF, TANF, SSBG, State, Tribal, local, etc.) that the TANF family has received for services in the reporting month. If the TANF family did not receive any subsidized child care for services in the reporting month, enter “0”.

19. Amount of Child Support:

Instruction: Enter the total dollar value of child support received on behalf of the TANF family in the reporting month or for the month used to budget for the reporting month. This includes current payments, arrearages, recoupment, and pass-through amounts whether paid to the Tribe or the family.

20. Amount of the Family's Cash Resources:

Instruction: Enter the total dollar amount of the TANF family's cash resources as the Tribe defines them for determining eligibility and/or computing benefits for the reporting month or for the month used to budget for the reporting month.

Amount of Assistance Received and the Number of Months That the Family Has Received Each Type of Assistance under the Tribal TANF Program

Guidance: The term "assistance" includes cash, payments, vouchers, and other forms of benefits designed to meet a family's ongoing basic needs (i.e., for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses). It includes such benefits even when they are provided in the form of payments by a TANF agency, or other agency on its behalf, to individual recipients and conditioned on their participation in work experience, community service, or other work activities.

Except where excluded as indicated in the following paragraph, it also includes supportive services such as transportation and child care provided to families who are not employed.

The term "assistance" excludes:

(1) Nonrecurrent, short-term benefits (such as payments for rent deposits or appliance repairs) that:

(i) Are designed to deal with a specific crisis situation or episode of need;
(ii) Are not intended to meet recurrent or ongoing needs; and
(iii) Will not extend beyond four months.

(2) Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);

(3) Supportive services such as child care and transportation provided to families who are employed;

(4) Refundable earned income tax credits;

(5) Contributions to, and distributions from, Individual Development Accounts;

(6) Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support; and

(7) Transportation benefits provided under an Access to Jobs or Reverse Commute project, pursuant to section 404(k) of the Act, to an individual who is not otherwise receiving assistance.

The exclusion of nonrecurrent, short-term benefits under (1) of this paragraph also covers supportive services for recently employed families, for temporary periods of unemployment, in order to enable continuity in their service arrangements.

Instruction: For each type of assistance provided under the Tribal TANF Program, enter the dollar amount of assistance that the TANF family received or that was paid on behalf of the TANF family for the reporting month and the number of months that the TANF family has received assistance under the Tribe's TANF program. For TANF Child Care also enter the number of children covered by the dollar amount of child care. 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 Tribe began its TANF Program or since the effective date of the final regulations) by the TANF eligible family, enter ``0'' as the number of months of assistance.

21. Cash and Cash Equivalents:

A. Amount

B. Number of Months

22. TANF Child Care:

Guidance: For TANF Child Care, enter the dollar amount, the number of children covered by the dollar amount of child care, and the total number of months that the family has received TANF child care assistance for families not employed. For example, a TANF family may receive a total of $500.00 in TANF child care assistance for two children for the reporting month. Furthermore, the family may have received TANF child care for one or more child(ren) for a total of six months under the State (Tribal) TANF Program. In this example, the State (Tribe) would code 500, 2, and 6 for the amount, number of children and number of months respectively. Include only the child care funded directly by the Tribal 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 Children Covered

C. Number of Months

23. Transportation:

A. Amount

B. Number of Months

24. Transitional Services:

A. Amount

B. Number of Months

25. Other:

A. Amount

B. Number of Months

26. Reason for and Amount of Reductions in Assistance:

Instruction: The amount of assistance received by a TANF family may have been reduced for one or more of the following reasons. For each reason listed below, indicate whether the TANF family received a reduction in assistance. Enter the total dollar value of the reduction(s) for each group of reasons for the reporting month. If for any reason there was no reduction in assistance, enter “0”.

a. Sanctions:

i. Total Dollar Amount of Reductions due to Sanctions:

Enter the total dollar value of reduction in assistance due to sanctions.

ii. Work Requirements Sanction:

1= Yes.

2= No.

iii. Family Sanction for an Adult with No High School Diploma or Equivalent:

1= Yes.

2= No.

iv. Sanction for Teen Parent not Attending School:

1= Yes.

2= No.

v. Non-Cooperation with Child Support:

1= Yes.

2= No.

vi. Failure to comply with an Individual Responsibility Plan:

1= Yes.

2= No.

vii. Other Sanction:

1= Yes.

2= No.

b. Recoupment of Prior Overpayment:

Enter the total dollar value of reduction in assistance due to recoupment of a prior overpayment.

c. Other:

i. Total Dollar Amount of Reductions due to Other Reasons (exclude amounts for sanctions and recoupment): Enter the total dollar value of reduction in assistance due to reasons other than sanctions and recoupment.

ii. Family Cap:

1= Yes.

2= No.

iii. Reduction Based on Length of Receipt of Assistance:

1= Yes.

2= No.

iv. Other, Non-sanction:

1= Yes.

2= No.

27. Waiver Evaluation Experimental and Control Groups:

Guidance: This data element is not applicable to Tribes. Tribes should leave it blank.

28. Is the TANF Family Exempt during the reporting month from the Tribal Time-Limit Provisions:

Guidance: Under TANF rules, an eligible family that does not include a recipient who is an adult head-of-household, a spouse of the head-of-household, or a minor child head-of-household who has received federally-funded assistance for countable months up to the Tribal Time limit may continue to receive assistance. A countable month is a month of assistance for which the adult head-of-household, the spouse of the head-of-household, or the minor child head-of-household is not exempt from the Tribal time-limit provisions. Families with an adult head-of-household, a spouse of a head-of-house, or minor child head-of-household who have received countable months of assistance up to the Tribal time limit, may be exempt from termination of assistance. Exemptions from termination of assistance include a hardship exemption (as defined by the Tribal plan). Also, if, in the reporting month, the Family lives in Indian country or in an Alaskan native village where the percent of adults not employed is 50 percent or more, the month of assistance is exempt from being counted (is disregarded).

Instruction: If the TANF family has no exemption from the Tribal time limit, enter code “01”. If the TANF family does not include an adult head-of-household, a spouse of the head-of-household, or a minor child head-of-household who has received federally-funded assistance for the maximum number of countable months or is otherwise exempt from accrual of months of assistance or termination of assistance under the Tribal time limit for the reporting month, enter “02”. If the TANF family includes an adult head-of-household, a spouse of the head-of-household, or minor child head-of-household who has *not* received federally-funded assistance for the maximum number of countable months or is otherwise exempt from accrual of months of assistance or termination of assistance under the Tribal time limit for the reporting month, enter “03”, “04”, or “05”, whichever is appropriate.

If the TANF family includes an adult head-of-household, a spouse of the head-of-household, or minor child head-of-household who has received assistance for the maximum countable months and the family is exempt from termination of assistance, enter code “06”, “07”, “08”, “09”, “10”, or “11”, whichever is appropriate.

01= Family is not exempt from Federal time limit.

Family does *not* include an adult head-of-household, a spouse of the head-of-household, or minor child head-of-household who has received federally-funded assistance for the maximum number of countable months:

02= Family is exempt from accrual of months and termination of assistance under the Federal five-year time limit for the reporting month because no adult head-of-household, a spouse of the head-of-household, or minor child head-of-household in the eligible family is receiving assistance.

Family includes an adult head-of-household, a spouse of the head-of-household, or minor child head-of-household, but has accrued less than the maximum number of months of assistance:

03= Not to be used by Tribes.

04= Family is exempt from accrual of months under the Tribal time limit for the reporting month because the family is living in Indian country or an Alaskan native village, where at least 50 percent of the adults living in the Indian country or Alaskan native village are not employed.

05= Yes, family is exempt from accrual of months based on an exemption specified in the Tribal Family Assistance Plan.

Family includes an adult head-of-household, a spouse of the head-of-household, or minor child head-of-household who has received federally-funded assistance for the maximum number of countable months:

06= Not to be used by Tribes.

07= Family is exempt from termination of assistance under the Tribal time limit for the reporting month due to a hardship exemption, battery, or extreme cruelty.

08= Family is exempt from termination of assistance under Tribal policy for the reporting month based on a federally recognized good cause domestic violence waiver of time limits.

09= Family is exempt from termination of assistance under the Federal five-year time limit for the reporting month because the adult head-of-household, the spouse of the head-of-household, or minor child head-of-household is living in Indian country or an Alaskan native village, where at least 50 percent of whose adults are not employed.

10= Not to be used by Tribes.

11= Not to be used by Tribes.

29. Is the TANF Family A New Child-Only Family:

Guidance: A child-only family is a TANF family that does not include an adult or a minor child head-of-household who is receiving TANF assistance. For purposes of this data element, a new child-only family is a TANF family that: (a) has received TANF assistance for at least two months (i.e., the reporting month and the month prior to the reporting month); (b) received benefits in the prior month, but not as a child-only case; and (c) is a child-only family for the reporting month. All other families--including those that are not a child-only case during the reporting month--are coded as “not a new-child-only family”, i.e., as code “2”.

Instructions: If the TANF family is a new child-only family, enter code “1”. Otherwise, enter code “2”.

1= Yes, a new child-only family.

2= No, not a new child-only family.

Person-Level Data

Person-level data has two sections: (1) The adult and minor child head-of-household characteristic section and (2) the child characteristics section. Section 419 of the Act 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).

Detailed data elements must be reported on all individuals unless, for a specific data element, the instructions explicitly give Tribes an option to not report for a specific group of individuals.

Adult and Minor Child Head-of-Household Characteristics

This section allows for coding up to six adults (or a minor child who is either a head-of-household or married to the head-of-household and up to five adults) in the TANF family. A minor child who is either a head-of-household or married to the head-of-household should be coded as an adult and will hereafter be referred to as a “minor child head-of-household”. For each adult (or minor child head-of-household) in the TANF family, complete the adult characteristics section. A noncustodial parent is defined in section 260.30 as a parent who lives in the State or States (in which the Tribal Service area is located) and does not live with his/her child(ren). The Tribe must report information on the noncustodial parent if the noncustodial parent: (1) Is receiving assistance as defined in Sec. 260.31; (2) is participating in work activities as defined in the Tribal Plan; or (3) has been designated by the Tribe as a member of a family receiving assistance.

The Tribe has the option to count a family with a noncustodial parent receiving assistance as a two-parent family for work participation rate purposes. As indicated below, reporting for certain specified data elements in this section is optional for certain individuals (whose family affiliation code is a 2, 3, or 5).

If there are more than six adults (or a minor child head-of-household and five adults) in the TANF 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; (4) parents not in the eligible family receiving assistance; (5) caretaker relatives not in the eligible family receiving assistance; and (6) other persons whose income or resources count in determining eligibility for or amount of assistance of the eligible family receiving assistance, in descending order from the person with the most income to the person with least income (or resources if no income).

30. Family Affiliation:

Guidance: This data element is used both for (1) The adult and 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 one-digit code that shows the adult's (or minor child head-of-household's) relation to the eligible family receiving assistance.

1= Member of the eligible family receiving assistance.

Not in eligible family receiving assistance, but in the household:

2= Parent of minor child in the eligible family receiving assistance.

3= Caretaker relative of minor child in the eligible family receiving assistance.

4= Minor sibling of child in the eligible family receiving assistance.

5= Person whose income or resources are considered in determining eligibility for or amount of assistance for the eligible family receiving assistance.

31. Noncustodial Parent Indicator:

Guidance: A noncustodial parent is defined in section 260.30 as a parent who lives in the State or States (in which the Tribal Service area is located) and does not live with his/her child(ren). The Tribe must report information on the noncustodial parent if the noncustodial parent: (1) Is receiving assistance as defined in Sec. 260.31; (2) is participating in work activities as defined in the Tribal plan; or (3) has been designated by the Tribe as a member of a family receiving assistance.

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

1= Yes, a noncustodial parent.

2= No.

32. Date of Birth: Enter the eight-digit code for date of birth for the adult (or minor child head-of-household) under the Tribal TANF Program in the format YYYYMMDD. If the adult's (or minor child head-of-household's) date of birth is unknown and the family affiliation code is not “1”, enter the code “99999999”.

33. Social Security Number: Enter the nine-digit Social Security Number for the adult (or minor child head-of-household) in the format nnnnnnnnn. If the social security number is unknown and the family affiliation code is not “1”, enter “999999999”.

34. Ethnicity:

Instruction: To allow for the multiplicity of race/ethnicity, please enter the one-digit code for each category of race and ethnicity of the TANF adult (or minor child head-of-household). Reporting of this data element is optional for individuals whose family affiliation code is 5.

Ethnicity:

a. Hispanic or Latino:

1= Yes, Hispanic or Latino.

2= No.

Race:

b. American Indian or Alaska Native:

1= Yes, American Indian or Alaska Native.

2= No.

c. Asian:

1= Yes, Asian.

2= No.

d. Black or African American:

1= Yes, Black or African American.

2= No.

e. Native Hawaiian or Other Pacific Islander:

1= Yes, Native Hawaiian or Pacific Islander.

2= No.

f. White:

1= Yes, White.

2= No.

35. Gender: Enter the one-digit code that indicates the adult's (or minor child head-of-household's) gender:

1= Male.

2= Female.

36. Receives Disability Benefits: The Act specifies five types of disability benefits. For each type of disability benefits, enter the one-digit code that indicates whether or not the adult (or minor child head-of-household) received the benefit.

a. Receives Federal Disability Insurance Benefits Under the Social Security OASDI Program (Title II of the Social Security Act):

1= Yes, received Federal disability insurance.

2= No.

b. Receives Benefits Based on Federal Disability Status under Non-Social Security Act Programs: These programs include Veteran's disability benefits, Worker's disability compensation, and Black Lung Disease disability benefits.

1= Yes, received benefits based on Federal disability status.

2= No.

c. Receives Aid to the Permanently and Totally Disabled Under Title XIV-APDT of the Social Security Act:

1= Yes, received aid under Title XIV-APDT.

2= No.

d. Receives Aid to the Aged, Blind, and Disabled Under Title XVI-AABD of the Social Security Act:

1= Yes, received aid under Title XVI-AABD.

2= No.

e. Receives Supplemental Security Income under Title XVI-SSI of the Social Security Act:

1= Yes, received aid under Title XVI-SSI.

2= No.

37. Marital Status: Enter the one-digit code for the adult's (or minor child head-of-household's) marital status for the reporting month. Reporting of this data element is optional for individuals whose family affiliation code is 5.

1= Single, never married.

2= Married, living together.

3= Married, but separated.

4= Widowed.

5= Divorced.

38. 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 or Tribe (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.

39. Parent With Minor Child in the Family:

Guidance: A parent with a minor child in the family may be a natural parent, adoptive parent, or step-parent of a minor child in the family. Reporting of this data element is optional for individuals whose family affiliation code is 3 or 5.

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

1= Yes, a parent with a minor child in the family and used in two-parent participation rate.

2= Yes, a parent with a minor child in the family, but not used in two-parent participation rate.

3= No.

40. Needs of a Pregnant Woman: Some States (Tribes) consider the needs of a pregnant woman in determining the amount of assistance that the TANF family receives. If the adult (or minor child head-of-household) is pregnant and the needs associated with this pregnancy are considered in determining the amount of assistance for the reporting month, enter a “1” for this data element. Otherwise enter a “2” for this data element. This data element is applicable only for individuals whose family affiliation code is 1.

1= Yes, additional needs associated with pregnancy are considered in determining the amount of assistance.

2= No.

41. Educational Level: Enter the two-digit code to indicate the highest level of education attained by the adult (or minor child head-of-household). Unknown is not an acceptable code for individuals whose family affiliation code is “1”. Reporting of this data element is optional for individuals whose family affiliation code is 5.

01-11= Grade level completed in primary/secondary school including secondary level vocational school or adult high school.

12= High school diploma, GED, or National External Diploma Program.

13= Awarded Associate's Degree.

14= Awarded Bachelor's Degree.

15= Awarded graduate degree (Master's or higher).

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

98= No formal education.

99= Unknown.

42. Citizenship/Alienage:

Instruction: Enter the one-digit code that indicates the adult's (or minor child head-of-household's) citizenship/alienage. Unknown is not an acceptable code for individuals whose family affiliation code is “1”. Reporting of this data element is optional for individuals whose family affiliation code is 5.

1= U. S. citizen, including naturalized citizens.

2= Qualified alien.

9= Unknown.

43. Cooperation with Child Support: Enter the one-digit code that indicates if the adult (or minor child head-of-household) has cooperated with child support. Reporting of this data element is optional for individuals whose family affiliation code is 5.

1= Yes, adult (or minor child head-of-household) has cooperated with child support.

2= No.

9= Not applicable.

44. Number of Months Countable toward Tribal Time Limit: Enter the number of months countable toward the adult's (or minor child head-of-household's) Tribal time limit based on the cumulative amount of time the individual has received TANF from both the State or Tribe and other States or Tribes. Reporting of this data element is optional for individuals whose family affiliation code is 2, 3, or 5.

45. Number of Countable Months Remaining Under the Tribe's Time Limit: Enter the number of months that remain countable toward the adult's (or minor child head-of-household's) Tribal time limit. Reporting of this data element is optional for individuals whose family affiliation code is 2, 3, or 5.

46. Is Current Month Exempt from the State's (Tribe's) Time Limit: Enter the one-digit code that indicates the adult's (or minor child head-of-household's) current exempt status from Tribe's time limit. Reporting of this data element is optional for individuals whose family affiliation code is 2, 3, or 5.

1= Yes, adult (or minor child head-of-household) is exempt from the Tribe's time limit for the reporting month.

2= No.

47. Employment Status: Enter the one-digit code that indicates the adult's (or minor child head-of-household's) employment status. Reporting of this data element is optional for individuals whose family affiliation code is 5.

1= Employed.

2= Unemployed, looking for work.

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

48. Work Participation Status:

Guidance: This item is used in calculating the work participation rates. The following two definitions are used in reporting this item and in determining which families are included in and excluded from the calculations.

"Disregarded" from the participation rate means the TANF 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 family is included in the calculation of the work participation rate.

A Tribe is not required to disregard all families that could be disregarded. For example, a family with a child under 12 months may be disregarded. However, if the family is meeting the work requirements, the Tribe may want to include the family in its work participation rate. In this situation, the Tribe should use work participation status code "19" rather than code "01".

Instruction: Enter the two-digit code that indicates the adult's (or minor child head-of-household's) work participation status. If the Tribe chooses to include the noncustodial parent in the two-parent work participation rate, the Tribe must code the data element "Type of Family for Work Participation Rate" with a "2" and enter the applicable code for this data element. If a State (Tribe) chooses to exclude the noncustodial parent from the two-parent work participation rate, the State (Tribe) must code the data element "Type of Family for Work Participation" with a "1" and code the data element "Work Participation Status" for the noncustodial parent with a "99". This data element is not applicable for individuals whose family affiliation code is 2, 3, 4, or 5 (i.e., use code "99" or leave blank).

01= Disregarded from participation rate, family with child under 12 months.

02= Disregarded from participation rate because all of the following apply: required to participate, but not participating; and sanctioned for the reporting month, but not sanctioned for more than 3 months within the preceding 12-month period (Note, this code should be used only in a month for which the family is disregarded from the participation rate). While one or more adults may be sanctioned in more than 3 months within the preceding 12-month period, the family may not be disregarded from the participation rate for more than 3 months within the preceding 12-month period).

03= Disregarded, family is part of an ongoing research evaluation (as a member of a control group or experimental group) approved under Section 1115 of the Social Security Act.

04= Not applicable to Tribes

05= Exempt for reasons specified in negotiated Tribal TANF plan.

06= Exempt, single custodial parent with child under age 6 and child care unavailable.

07= Exempt, disabled.

08= Exempt, caring for a severely disabled child.

09= Exempt, under a federally recognized good cause domestic violence waiver.

10= Not applicable to Tribes.

11= Exempt, other.

12= Required to participate, but not participating; sanctioned for the reporting month; and sanctioned for more than 3 months within the preceding 12-month period.

13= Required to participate, but not participating; and sanctioned for the reporting month, but not sanctioned for more than 3 months within the preceding 12-month period.

14= Required to participate, but not participating; and not sanctioned for the reporting month.

15= Deemed engaged in work--single teen head-of-household or married teen who maintains satisfactory school attendance.

16= Deemed engaged in work--single teen head-of-household or married teen who participates in education directly related to employment for an average of at least 20 hours per week during the reporting month.

17= 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.

18= Required to participate and participating, but not meeting minimum participation requirements.

19= Required to participate and meeting minimum participation requirements.

99= Not applicable (e.g., person living in household and whose income or resources are counted in determining eligibility for or amount of assistance of the family receiving assistance, but not in eligible family receiving assistance or noncustodial parent that the Tribe opted to exclude in determining participation rate).

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 include the week in the calculation for whichever 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 (Tribe) 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 any full week(s) that the family receives assistance in that month.

Limitations: The limitations[1] concerning job search and job readiness are:

(1) Job search and job readiness assistance only count for 6 weeks in any fiscal year;

(3) If the Tribe's total unemployment rate for a fiscal year is at least 50 percent greater than the United States' total unemployment rate for that fiscal year, then an individual's participation in job search or job readiness assistance counts for up to 12 weeks in that fiscal year.

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, except as noted above. 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. These work activity data elements are applicable only for individuals whose family affiliation code is 1.

49. Unsubsidized Employment.

50. Subsidized Private-Sector Employment.

51. Subsidized Public-Sector Employment.

52. Work Experience.

53. On-the-job Training.

54. Job Search and Job Readiness Assistance.

[1] A Tribe, which has negotiated different limitations, should use their best judgement to determine which code to use.

Instruction: As noted above, the statute limits participation in job search and job readiness training in two ways. Enter, in this data element, the average number of hours per week of participation in job search and job readiness training that are within the statutory limitations.

Otherwise, count the additional hours of work participation under the work activity “Other Work Activities”.

55. Community Service Programs.

56. Vocational Educational Training.

57. Job Skills Training Directly Related to Employment.

58. Education Directly Related to Employment for Individuals with no High School Diploma or Certificate of High School Equivalency.

59. Satisfactory School Attendance for Individuals with No High School Diploma or Certificate of High School Equivalency.

60. Providing Child Care Services to an Individual Who Is Participating in a Community Service Program.

61. This data element is not applicable for Tribes. If the Tribe’s approved plan contains work activities not listed above, the total average hours for those activities should be reported in data element 62 “Other Work Activities”.

62. Other Work Activities: Tribes should report total average hours for activities not elsewhere reported.

63. Required Hours of Work under Waiver Demonstration: Not applicable to Tribes. Leave blank.

64. Amount of Earned Income: Enter the dollar amount of the adult's (or minor child head-of-household's) earned income for the reporting month or for the month used to budget for the reporting month. Include wages, salaries, and other earned income in this item.

65. Amount of Unearned Income: Unearned income has five categories. For each category of unearned income, enter the dollar amount of the adult's (or minor child head-of-household's) unearned income for the reporting month or for the month used to budget for the reporting month.

    a. Earned Income Tax Credit (EITC):

    Guidance: Earned Income Tax Credit is a refundable Federal, State, or local tax credit for families and dependent children. EITC payments are received monthly (as advance payment through the employer), annually (as a refund from IRS), or both.

Instruction: Enter the total dollar amount of the Earned Income Tax Credit actually received, whether received as an advance payment or a single payment (e.g., tax refund), by the adult (or minor child head-of-household) during the reporting month or the month used to budget for the reporting month. If the Tribe counts the EITC as a resource, report it here as unearned income in the month received (i.e., reporting month or budget month, whichever the State is using). If the Tribe assumes an advance payment is applied for and obtained, only report what is actually received for this item.

b. Social Security: Enter the dollar amount of Social Security benefits that the adult in the State (Tribal) TANF family has received for the reporting month or for the month used to budget for the reporting month.

c. SSI: Enter the dollar amount of SSI that the adult in the State (Tribal) TANF family has received for the reporting month or for the month used to budget for the reporting month.

d. Worker's Compensation: Enter the dollar amount of Worker's Compensation that the adult in the State (Tribal) TANF family has received for the reporting month or for the month used to budget for the reporting month.

e. Other Unearned Income:

Guidance: Other unearned income includes (but is not limited to) RSDI benefits, Veterans benefits, Unemployment Compensation, other government benefits, a housing subsidy, a contribution or income-in-kind, deemed income, Public Assistance or General Assistance, educational grants/scholarships/loans, and other. Do not include EITC, Social Security, SSI, Worker's Compensation, value of food stamp assistance, the amount of a Child Care subsidy, or the amount of Child Support.

Instruction: Enter the dollar amount of other unearned income that the adult in the Tribal TANF family has received for the reporting month or for the month used to budget for the reporting month.

Child Characteristics

This section allows for coding the child characteristics for up to ten children in the TANF family. A minor child head-of-household should be coded as an adult, not as a child. The youngest child should be coded as the first child in the family, the second youngest child as the second child, and so on. If there are more than ten children in the TANF family, use the following order to identify the persons to be coded: (1) children in the eligible family receiving assistance in order from youngest to oldest; (2) minor siblings of child in the eligible family receiving assistance from youngest to oldest; and (3) any other children.

66. Family Affiliation:

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 one-digit code that shows the child's relation to the eligible family receiving assistance.

1= Member of the eligible family receiving assistance.

Not in eligible family receiving assistance, but in the household

2= Parent of minor child in the eligible family receiving assistance.

3= Caretaker relative of minor child in the eligible family receiving assistance.

4= Minor sibling of child in the eligible family receiving assistance.

5= Person whose income or resources are considered in determining eligibility for or amount of assistance for the eligible family receiving assistance.

67. Date of Birth: Enter the eight-digit code for date of birth for this child under the State (Tribal) TANF Program in the format YYYYMMDD. If the child's date of birth is unknown and the family affiliation code is not “1”, enter the code “99999999”.

68. Social Security Number: Enter the nine-digit Social Security Number for the child in the format nnnnnnnnn. Reporting of this data element is optional for individuals whose family affiliation code is 4. If the Social Security number is unknown and the family affiliation code is not “1”, enter “999999999”.

69. Race/Ethnicity:

Instruction: To allow for the multiplicity of race/ethnicity, please enter the one-digit code for each category of race and ethnicity of the TANF adult (or minor child head-of-household).

Reporting of this data element is optional for individuals whose family affiliation code is 5.

Ethnicity:

a. Hispanic or Latino:

1= Yes, Hispanic or Latino.

2= No.

Race:

b. American Indian or Alaska Native:

1= Yes, American Indian or Alaska Native.

2= No.

c. Asian:

1= Yes, Asian.

2= No.

d. Black or African American:

1= Yes, Black or African American.

2= No.

e. Native Hawaiian or Other Pacific Islander:

1= Yes, Native Hawaiian or Pacific Islander.

2= No.

f. White:

1= Yes, White.

2= No.

70. Gender: Enter the one-digit code that indicates the adult's (or minor child head-of-household's) gender:

1= Male.

2= Female.

71. Receives Disability Benefits: The Act specifies five types of disability benefits. Two of these types of disability benefits are applicable to children. For each type of disability benefits, enter the one-digit code that indicates whether or not the child received the benefit.

a. Receives Benefits Based on Federal Disability Status under Non-Social Security Act Programs: These programs include Veteran's disability benefits, Worker's disability compensation, and Black Lung Disease disability benefits.

1= Yes, received benefits based on Federal disability status.

2= No.

b. Receives Supplemental Security Income under Title XVI-SSI of the Social Security Act:

1= Yes, received aid under Title XVI-SSI.

2= No.

72. 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 Tribe, (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.

73. Parent With Minor Child in the Family:

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. Code “1” is not applicable for children. A parent with a minor child in the family may be a natural parent, adoptive parent, or step-parent of a minor child in the family. Reporting of this data element is optional for individuals whose family affiliation code is 4 or 5.

Instruction: Enter the one-digit code that indicates the child's parental status.

1= Yes, a parent with a minor child in the family and used in two-parent participation rate.

2= Yes, a parent with a minor child in the family, but not used in two-parent participation rate.

3= No.

74. Educational Level: Enter the two-digit code to indicate the highest level of education attained by the child. Unknown is not an acceptable code for individuals whose family affiliation code is “1”. Reporting of this data element is optional for individuals whose family affiliation code is 4.

01-11= Grade level completed in primary/secondary school including secondary level vocational school or adult high school.

12= High school diploma, GED, or National External Diploma Program.

13= Awarded Associate's Degree.

14= Awarded Bachelor's Degree.

15= Awarded graduate degree (Master's or higher).

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

98= No formal education.

99= Unknown.

75. Citizenship/Alienage:

Instruction: Enter the one-digit code that indicates the child's citizenship/alienage. Unknown is not an acceptable code for an individual whose family affiliation code is “1”. Reporting of this data element is optional for individuals whose family affiliation code is “4”.

1= U.S. citizen, including naturalized citizens.

2= Qualified alien.

9= Unknown.

76. Amount of Unearned Income: Unearned income has two categories. For each category of unearned income, enter the dollar amount of the child's unearned income.

    a. SSI: Enter the dollar amount of SSI that the child in the State (Tribal) TANF family has received for the reporting month or for the month used to budget for the reporting month.

    b. Other Unearned Income: Enter the dollar amount of other unearned income that the child in the State (Tribal) TANF family has received for the reporting month or for the month used to budget for the reporting month.

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

CLOSED CASES

Instructions and Definitions

General Instruction: The Tribal grantee should collect and report data for each data element. The data must be complete (unless explicitly instructed to leave the field blank) and accurate (i.e., correct).

An "Unknown" code may appear only on four data elements (#15 Date of Birth, #16 Social Security Number, #24 Educational Level, and #25 Citizenship/Alienage). For these data elements, unknown is not an acceptable code for individuals who are members of the eligible family (i.e., family affiliation code "1"). Tribes are not expected to track closed cases in order to collect information on families for months after the family has left the rolls. Rather, Tribes are to report based on the last month of assistance.

1. State FIPS Code: Tribal grantees should enter "00" or leave blank.

2. County FIPS Code: Tribal grantees should leave this field blank.

3. Tribal Code: For Tribal grantees, enter the three-digit Tribal code that represents your Tribe. For a complete listing of Tribal Codes, contact the Division of Tribal TANF Management, Office of Family Assistance. Newly formed consortiums must contact the Division to obtain a code. State agencies should leave this field blank.

4. 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.

5. Stratum:

   Guidance: If a Tribe opts to provide data for its entire caseload (i.e., does not select a sample of cases to report on), the Tribe may use this data element for its own coding purposes as long as a two digit numerical code is specified.

   Instruction: Enter any two-digit numerical code.

Family-Level Data

Definition: For reporting purposes, the TANF family means

(a) All individuals receiving assistance as part of a family under the State's (Tribe's) TANF Program; and

(b) the following additional persons living in the household, if not included under (a) above:

(1) Parent(s) or caretaker relative(s) of any minor child receiving assistance;

(2) Minor siblings (including unborn children) of any child receiving assistance; and

(3) Any person whose income or resources would be counted in determining the family's eligibility for or amount of assistance.

6. Case Number--TANF:

Guidance: If the case number is less than the allowable eleven characters, a Tribe may use lead zeros to fill in the number.

Instruction: Enter the number that was assigned by the State agency or Tribal grantee to uniquely identify the TANF family.

7. ZIP Code: Enter the five-digit ZIP code for the family's place of residence for the reporting month.

8. Disposition:

Guidance: If a Tribe opts to report on its entire caseload, the only applicable code for the Tribe is "1".

Instructions: Enter code "1".

9. Reason for Closure:

Guidance: A closed case is a family whose assistance was terminated for the reporting month, but received assistance under the Tribe's TANF Program in the prior month. A temporarily 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. For example, when an adult marries, the income and resources of the new spouse are considered in determining eligibility. If, at the time of the marriage, the family becomes ineligible because of the addition of the spouse's income and/or resources, the case closure should be coded using code "2".

If the family did not became ineligible based on the income and resources at the time of the marriage, but rather due to an increase in earnings subsequent to the marriage, then the case closure should be coded using code “1”.

Instruction: Enter the two-digit code that indicates the reason for the TANF family no longer receiving assistance.

01= Employment and/or excess earnings.

02= Marriage.

03= Not applicable to Tribes.

Sanctions:

04= Work-related sanction.

05= Child support sanction.

06= Teen parent failing to meet school attendance requirement.

07= Teen parent failing to live in an adult setting.

08= Failure to finalize an individual responsibility plan (e.g., did not sign plan).

09= Failure to meet individual responsibility plan provision or other behavioral requirements (e.g., immunize a minor child, attend parenting classes).

State (Tribal) Policies:

10= Tribal time limit reached.

11= Child support collected.

12= Excess unearned income (exclusive of child support collected).

13= Excess resources.

14= Youngest child too old to qualify for assistance.

15= Minor child absent from the home for a significant time period.

16= Failure to appear at eligibility/redetermination appointment, submit required verification materials, and/or cooperate with eligibility requirements.

17= For Tribes, transfer to a State program, another program of the reporting Tribe or another Tribe’s TANF program.

Other:

18= Family voluntarily closes the case.

99= Other.

10. Received Subsidized Housing:

Guidance: Subsidized housing refers to housing for which money was paid by the Federal, State, Tribal, 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 family received subsidized housing for the reporting month (or for the last month of TANF assistance).

1= Public housing.

2= Rent subsidy.

3= No housing subsidy.

11. Received Medical Assistance: Enter “1” if, for the reporting month (or for the last month of TANF assistance), any TANF family member was enrolled in Medicaid and, thus eligible to receive medical assistance under the State plan approved under Title XIX or “2”' if no TANF family member was enrolled in Medicaid.

1= Yes, enrolled in Medicaid.

2= No.

12. Received Food Stamps: Enter the one-digit code that indicates whether or not the TANF family received food stamp assistance for the reporting month (or for the last month of TANF assistance).

1= Yes, received food stamp assistance.

2= No.

13. Received Subsidized Child Care:

Instruction: If the TANF family received subsidized child care for services in the reporting month (or for the last month of TANF assistance), enter code “1” or “2”, whichever is appropriate. Otherwise, enter code “3”.

1= Yes, received federally funded (entirely or in part) child care (e.g., receives either TANF, CCDF, SSBG, or other federally funded child care).

2= Yes, received child care funded entirely under a State, Tribal, and/or local program (i.e., no Federal funds used).

3= No.

Person-Level Data

This section allows for coding up to sixteen persons in the TANF family. If there are more than sixteen persons in the TANF 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) children in the eligible family receiving assistance;

(4) other adults in the eligible family receiving assistance;

(5) parents not in the eligible family receiving assistance;

(6) caretaker relatives not in the eligible family receiving assistance;

(7) minor siblings of a child in the eligible family; and

(8) other persons, whose income or resources count in determining eligibility for or amount of assistance of the eligible family receiving assistance, in descending order from the person with the most income to the person with the least income (resources if no income).

As indicated below, reporting for certain specified data elements in this section is optional for certain individuals (whose family affiliation code is a 2, 3, 4, or 5).

14. Family Affiliation:

Instruction: Enter the one-digit code that shows the individual's relation to the eligible family receiving assistance.

1= Member of the eligible family receiving assistance.

Not in eligible family receiving assistance, but in the household:

2= Parent of minor child in the eligible family receiving assistance.

3= Caretaker relative of minor child in the eligible family receiving assistance.

4= Minor sibling of child in the eligible family receiving assistance.

5= Person whose income or resources are considered in determining eligibility for or amount of assistance for the eligible family receiving assistance.

15. Date of Birth: Enter the eight-digit code for date of birth for this individual under TANF in the format YYYYMMDD. If the individual's date of birth is unknown and the individual's family affiliation code is not ``1,'' enter the code “99999999”.

16. Social Security Number: Enter the nine-digit Social Security Number for the individual in the format nnnnnnnnn. If the social security number is unknown and the individual's family affiliation code is not ``1,'' enter “999999999”.

17. Race/Ethnicity: Instructions: To allow for the multiplicity of race/ethnicity, please enter the one-digit code for each category of race and ethnicity of the TANF individual. Reporting of this data element is optional for individuals whose family affiliation code is 4 or 5.

Ethnicity:

a. Hispanic or Latino:

1= Yes, Hispanic or Latino.

2= No.

Race:

b. American Indian or Alaska Native:

1= Yes, American Indian or Alaska Native.

2= No.

c. Asian:

1= Yes, Asian.

2= No.

d. Black or African American:

1= Yes, Black or African American.

2= No.

e. Native Hawaiian or Other Pacific Islander:

1= Yes, Native Hawaiian or Pacific Islander.

2= No.

f. White:

1= Yes, White.

2= No.

18. Gender: Enter the one-digit code that indicates the individual's gender.

1= Male.

2= Female.

19. Received Disability Benefits:

Instructions: The Act specifies five types of disability benefits. For each type of disability benefits, enter the one-digit code that indicates whether or not the individual received the benefit.

a. Received Federal Disability Insurance Benefits Under the Social Security OASDI Program (Title II of the Social Security Act):

Enter the one-digit code that indicates the adult received Federal disability insurance benefits for the reporting month (or the last month of TANF assistance). This item is not required to be coded for a child.

1= Yes, received Federal disability insurance.

2= No.

b. Receives Benefits Based on Federal Disability Status under Non-Social Security Act Programs: These programs include Veteran's disability benefits, Worker's disability compensation, and Black Lung Disease disability benefits. Enter the one-digit code that indicates the individual received benefits based on Federal disability status for the reporting month (or the last month of TANF assistance). This data element should be coded for each adult and child with family affiliation code “1”.

1= Yes, received benefits based on Federal disability status.

2= No.

c. Received Aid to the Permanently and Totally Disabled Under Title XIV-APDT of the Social Security Act: Enter the one-digit code that indicates the adult received aid under a State plan approved under Title XIV for the reporting month (or the last month of TANF assistance). This item is not required to be coded for a child.

1= Yes, received aid under Title XIV-APDT.

2= No.

d. Received Aid to the Aged, Blind, and Disabled Under Title XVI-AABD of the Social Security Act: Enter the one-digit code that indicates the adult received aid under a State plan approved under Title XVI-AABD for the reporting month (or the last month of TANF assistance). This item is not required to be coded for a child.

1= Yes, received aid under Title XVI-AABD.

2= No.

e. Received Supplemental Security Income Under Title XVI-SSI of the Social Security Act: Enter the one-digit code that indicates the individual received aid under a State plan approved under Title XVI-SSI for the reporting month (or the last month of TANF assistance). This data element should be coded for each adult and child with family affiliation code “1”.

1= Yes, received aid under Title XVI-SSI.

2= No.

20. Marital Status: Enter the one-digit code for the marital status of the adult recipient. Reporting of this data element is optional for individuals whose family affiliation code is 4 or 5.

1= Single, never married.

2= Married, living together.

3= Married, but separated.

4= Widowed.

5= Divorced.

21. Relationship to Head-of-Household:

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

22. Parent With Minor Child in the Family:

Guidance: A parent with a minor child in the family may be a natural parent, adoptive parent, or step-parent of a minor child in the family. Reporting of this data element is optional for individuals whose family affiliation code is 3, 4, or 5.

Instruction: Enter the one-digit code that indicates the individual's parental status.

1= Yes, a parent with a minor child in the family.

2= No.

23. Needs of a Pregnant Woman: Some States (Tribes) consider the needs of a pregnant woman in determining the amount of assistance that the TANF family receives. If the individual was pregnant and the needs associated with this pregnancy were considered in determining the amount of assistance for the last month of TANF assistance, enter a "1" for this data element. Otherwise enter a "2" for this data element. This data element is applicable only for individuals whose family affiliation code is 1.

1= Yes, additional needs associated with pregnancy were considered in determining the amount of assistance.

2= No.

24. Educational Level: Enter the two-digit code to indicate the highest level of education attained by the individual. Unknown is not an acceptable code for individuals whose family affiliation code is "1". Reporting of this data element is optional for individuals whose family affiliation code is 4 or 5.

01-11= Grade level completed in primary/secondary school including secondary level vocational school or adult high school.

12= High school diploma, GED, or National External Diploma Program.

13= Awarded Associate's Degree.

14= Awarded Bachelor's Degree.

15= Awarded graduate degree (Master's or higher).

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

98= No formal education.

99= Unknown.

25. Citizenship/Alienage:

Instruction: Enter the one-digit code that indicates the adult's (or minor child head-of-household's) citizenship/alienage. Unknown is not an acceptable code for an individual whose family affiliation code is “1”. Reporting of this data element is optional for individuals whose family affiliation code is 4 or 5.

1= U.S. citizen, including naturalized citizens.

2= Qualified alien.

9= Unknown.

26. Number of Months Countable toward Tribal Time Limit: Enter the number of months countable toward the adult's (or minor child head-of-household's) Tribal time limit based on assistance received from (1) the Tribe and (2) from other Tribes or from States. Reporting of this data element is optional for individuals whose family affiliation code is 2, 3, 4, or 5.

27. Number of Countable Months Remaining Under Tribe's Time Limit: Enter the number of months that remain countable toward the adult's (or minor child head-of-household's) Tribal time limit. Reporting of this data element is optional for individuals whose family affiliation code is 2, 3, 4, or 5.

28. Employment Status: Enter the one-digit code that indicates the adult's (or minor child head-of-household's) employment status. Leave this field blank for other minor children. Reporting of this data element is optional for individuals whose family affiliation code is 4 or 5.

    1= Employed.

    2= Unemployed, looking for work.

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

29. Amount of Earned Income: Enter the amount of the adult's (or minor child head-of-household's) earned income for the last month on assistance or for the month used to budget for the last month on assistance.

30. Amount of Unearned Income: Enter the dollar amount of the individual's unearned income for the last month on assistance or for the month used to budget for the last month on assistance.

Aggregated Data Collection for Families Applying for, Receiving, and No Longer Receiving Assistance under the TANF Program

Instructions and Definitions

General Instruction: The State agency or Tribal grantee is to collect and report data for each data element, unless explicitly instructed to leave the field blank. Monthly caseload counts (e.g., number of families, number of two-parent families, and number of closed cases) and number of recipients must be unduplicated monthly totals. States and Tribal grantees may use samples to estimate the monthly totals only for data elements #4, #5, #6, #15, #16, and #17.

1. State FIPS Code: Tribal grantees should enter “00” or leave blank.

2. Tribal Code: For Tribal grantees only, enter the three-digit Tribal code that represents your Tribe. For a complete listing of Tribal Codes, contact the Division of Tribal TANF Management, Office of Family Assistance. Newly formed consortiums must contact the Division to obtain a code. State agencies should leave this field blank.

3. Calendar Quarter: The four calendar quarters are as follows:

   1= First quarter--January-March.

   2= Second quarter--April-June.

   3= Third quarter--July-September.

   4= 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'').

Applications

Guidance: The term ``application'' means the action by which an individual indicates in writing to the agency administering the State (or Tribal) TANF Program his/her desire to receive assistance.

Instruction: All counts of applications should be unduplicated monthly totals.

4. Total Number of Applications: Enter the total number of approved and denied applications received for each month of the quarter. For each month in the quarter, the total in this item should equal the sum of the number of approved applications (in item #5) and the number of denied applications (in item #6). The monthly totals for this element may be estimated from samples.

A. First Month:

B. Second Month:

C. Third Month:

5. Total Number of Approved Applications: Enter the number of applications approved during each month of the quarter. The monthly totals for this element may be estimated from samples.

   A. First Month:

   B. Second Month:

   C. Third Month:

6. Total Number of Denied Applications: Enter the number of applications denied (or otherwise disposed of) during each month of the quarter. The monthly totals for this element may be estimated from samples.

   A. First Month:

   B. Second Month:

   C. Third Month:

Active Cases

For purposes of completing this report, include all TANF eligible cases receiving assistance (i.e., cases funded under the TANF block grant) as cases receiving assistance under the Tribal TANF Program. All counts of families and recipients should be unduplicated monthly totals.

7. Total Amount of Assistance: Enter the dollar value of all assistance (cash and non-cash) provided to TANF families under the State (Tribal) 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:

8. Total Number of Families: Enter the number of families receiving assistance under the State (Tribal) TANF Program for each month of the quarter. The total in this item should equal the sum of the number of two-parent families (in item #9), the number of one-parent families (in item #10) and the number of no-parent families (in item #11).

   A. First Month:

   B. Second Month:

   C. Third Month:

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

   A. First Month:

   B. Second Month:

   C. Third Month:

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

   A. First Month:

   B. Second Month:

   C. Third Month:

11. Total Number of No-Parent Families: Enter the total number of no-parent families receiving assistance under the State (Tribal) TANF Program for each month of the quarter.

   A. First Month:

   B. Second Month:

   C. Third Month:

12. Total Number of Recipients: Enter the total number of recipients receiving assistance under the State (Tribal) TANF Program for each month of the quarter. The total in this item should equal the sum of the number of adult recipients (in item #13) and the number of child recipients (in item #14).

   A. First Month:

   B. Second Month:

   C. Third Month:

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

   A. First Month:

   B. Second Month:

   C. Third Month:

14. Total Number of Child Recipients: Enter the total number of child recipients receiving assistance under the State (Tribal) TANF Program for each month of the quarter.

A. First Month:

B. Second Month:

C. Third Month:

15. Total Number of Noncustodial Parents Participating in Work Activities: Enter the total number of noncustodial parents participating in work activities (even if not receiving assistance) under the State (Tribal) TANF Program for each month of the quarter. The monthly totals for this element may be estimated from samples.

A. First Month:

B. Second Month:

C. Third Month:

16. Total Number of Births: Enter the total number of births in families receiving assistance under the State (Tribal) TANF Program for each month of the quarter. The monthly totals for this element may be estimated from samples.

A. First Month:

B. Second Month:

C. Third Month:

17. Total Number of Out-of-Wedlock Births: Enter the total number of out-of-wedlock births in families receiving assistance under the State (Tribal) TANF Program for each month of the quarter. The monthly totals for this element may be estimated from samples. Tribes should report this data based on their historical cultural interpretation of out-of-wedlock.

A. First Month:

B. Second Month:

C. Third Month:

Closed Cases

18. Total Number of Closed Cases: Enter the total number of closed cases for each month of the quarter.

A. First Month:

B. Second Month:

C. Third Month: