

WF1600 – TDC – TANF COLLECTION REPORT INSTRUCTIONS**Change #1-2012****June 1, 2012****WF1600.01 GENERAL**

The TANF Data Collection System (TDC) was developed to collect data required by the final TANF Regulations for the TANF Data Report that is not collected in EIS or EPIS during the regular course of business.

Completion of data collection for the TANF sample is the county contribution of information mandated by federal requirement. This data is combined with other data extracted from several automated systems. Information compiled from all sources is used to calculate the official participation rate for North Carolina. State TANF funding is tied to the data collection process. Failure to report the information completely, timely, and accurately results in substantial fiscal penalty. Report data for all cases is listed on the county sample even if the family is now living in another county or state.

WF1600.02 SYSTEM ACCESS

- A. Access to the TDC - TANF Data Collection System is granted through the DHHS Customer Support Center. Workers needing access to the TDC - TANF Data Collection System must complete an electronic Information Resource Access Authorization Form (e-IRAAF). The staff member will have a user name and password assigned and be allowed access to the county's data in the system. A worker can only access the sample cases for his/her own county. There is no inquiry-only access to the system; all users have update capability. The system has a built-in audit system and will display the last individual who has updated case information for each sample case. The state staff has access to all counties' data and can review all cases for completion and accuracy.
- B. This application is Internet based and can be accessed through Internet Explorer Versions lower than 6.0. In the Address Bar of your Internet Browser, key: <http://www.tdc.dhhs.state.nc.us>.

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- C. Key in your user name and password assigned by state staff on the welcome screen (below). Click on the login button.

The screenshot shows the login interface for the DHHS TANF Data Collection System. At the top, there is a teal header with the text "DHHS TANF" in large yellow letters, "Department of Health and Human Services" in smaller white text, and "Temporary Assistance for Needy Families Data Collection System" in white text. Below the header is a "LOGIN" section with a teal background and white text that says "Please provide your Username and Password to continue...". Underneath, there are two input fields: "USERNAME:" and "PASSWORD:", each followed by a white text box. To the right of the password field is a blue "Login" button. Below the login fields is a "LOGIN STATUS" section with a teal background and white text that says "MESSAGE:". The entire form is set against a light gray background.

- D. The authorization and navigation screen (below) appears when the login is successful. The first time a user accesses the system, the user must click on the Change Password button and assign a password which will be permanent. No one else will know the password, so if the password is forgotten, the user must contact the state staff to have the password reset to the generic sign-on. The next step is to select TANF Case Selection from the drop-down box in the left-hand corner of the screen. This will take you to the Case Selection Screen.

The screenshot shows the authorization and navigation screen after a successful login. It features the same teal header as the login screen. Below the header is a "LOGIN" section with a teal background and white text that says "Please provide your Username and Password to continue...". Underneath, there are two input fields: "USERNAME:" and "PASSWORD:", each followed by a white text box. To the right of the password field is a blue "Login" button. Below the login fields is a "LOGIN STATUS" section with a teal background and white text that says "MESSAGE: You have been authorized to use the TANF Data Collection System...". At the bottom of the screen, there is a navigation area with a teal background and white text. On the left, there is a drop-down menu labeled "TANF Case Selection" with a blue arrow pointing down, followed by a blue "GO" button. On the right, there is a blue "Change Password" button. The entire form is set against a light gray background.

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E. The Sample Case Selection Screen displays.

All TANF Samples that have been produced are listed on the drop-down list on the left side of the screen. The user needs to select the current sample by clicking on the month and year and sample number indicated by EIS Terminal Message or the TANF Data Collection Schedule as available for data entry. Click on the appropriate month and the SEARCH button to move to the Sample Report and Selection Screen.

F. The Results Report screen displays.

This screen contains the cases selected in the county's TANF sample for the month and year indicated. It contains the Report Month, Sample, Case ID, Head of Household last and first name, Case Status, Stratum, Excluded?, Locks and County Number. Only designated state staff members can exclude cases from the sample and lock the sample. If the user sees that the sample has locks depicted in the County Lock and/or the Validation Lock fields, the user should first check the month, year and number of the sample. If the sample selected is determined to be the active sample and is locked, contact the Performance Management Section, Data Management Team in the state office at (919) 733-4530.

Each case in the active sample should show "Incomplete" in the Case Status field in red. If the county had no cases selected in the sample in the Report Month, a message will appear at the bottom of the screen indicating No records Were Found. The fields on the screen contain information about the sample cases and the stratum assigned to the cases. North Carolina does not report all of the cases that receive Work First; we select a representative sample of the cases.

The TANF sample includes both active and closed cases:

1. Stratum 1 = Newly approved cases (child only, one parent, and two-parent cases); A total of 80 cases for the State will be sampled each month.
2. Stratum 2 = On-going all-family cases (including child-only and one parent cases, no two-parent cases); A total of 210 cases for the State will be sampled each month.
3. Stratum 3 = Closed cases (terminated from assistance the prior month). These cases require responses based on the last month the case was active; A total of 100 cases for the State will be sampled each month.
4. Stratum 4 = On-going two-parent cases (any two parent cases, incapacitated or able-bodied cases); A total of 100 cases for the State will be sampled each month.

NOTE: Report data on a case active in the sample month even if the case was subsequently determined to be ineligible for the month.

If the locks are not depicted, select each case individually for completion by clicking on the Case ID, which is underlined. Once a case is selected from the results Report screen, the first screen of data completion appears.

WF1600.03 GENERAL RULES FOR DATA COMPLETION FOR TANF SAMPLE CASES

- A. All questions must be answered except certain fields automatically brought forward from the Eligibility Information System (EIS) and displayed in the TANF Data Collection System (TDC) for **adults and children included in the family receiving Work First Family**

Assistance. The following fields are brought forward from EIS and cannot be entered or changed by the worker in the TDC system:

- Name
- Date of Birth
- Social Security Number
- Race
- Ethnicity
- Gender

- B. Each screen has both a **Cancel** and **Save** button at the bottom of the screen. The Data Collection System automatically saves all data entered on a screen when the user moves to another screen.
1. Users should use the Save button if, while they are keying a sample case, they will have to be away from the case for more than five minutes. The system will time out after five minutes of inactivity, and if the work already entered on a particular screen is not saved, it will be lost. The user should use the Cancel button if the data entered on the screen is erroneous and the user will have to re-key the data at a later time.
 2. Make sure all required fields on each screen have an entry before saving the selected case as “complete”.
 3. Use the drop-down boxes for selection to assure accuracy in reporting.

Complete the TANF sample as early as possible – **avoid waiting until the last day.**

- C. Cases go in the two-parent participation rate if there are two natural or adoptive **parents** in the case. Whether the parents are able bodied or incapacitated does not matter. Stepparents are not considered “parents” for this field.
- D. Child support reported is the amount of child support *paid* on behalf of children in the case for the Report Month. It does not matter if the family received the child support. Do **not** report the amount of child support *received* for the report month.
- E. Affiliates are individuals who are **not** in the Work First Family Assistance family unit:

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1. Siblings (i.e., SSI recipient sibling, ineligible alien sibling)
 2. Caretaker relative payee
 3. Legal guardian/custodian payee
 4. Parents who are not included in the case (i.e., SSI recipient parent, ineligible alien parent, parent in IV-D non-cooperation status)
 5. Other individuals whose income/resources are used to determine eligibility (i.e., sponsor of aliens, spouse of a minor child)
 6. Always attempt to obtain all information requested for the affiliate screen. Despite all attempts, do not ask the affiliate when it is apparent that they are unable, unwilling or refuse to provide information needed for the sample. In this event, you may use “unknown”, if “unknown” is a text box choice option. Enter 0's (zeros) in the text box if “unknown” is not an option.
- F. A two-parent case in Pay After Performance (not in sanction) is not considered in sanction status. Therefore, the appropriate response is “NO” for sanction and ‘0’ (zero) for the amount.
- G. Assure that hours of participation are keyed timely in EPIS for selected cases.
- H. Report data for each case for the Report Month only.
- I. Round all entries to the nearest whole dollar. Do not enter cents in any field.
- J. One data form will be used for each case that was sampled in your county. Report data on this form for the Report Month only or for income used to determine benefits for the Report Month.
- K. Questions regarding the data on this screen should be directed to the Performance Management Section, Data Management Team at (919) 733-4530 or your Work First Program Consultant.

WF1600.04 CASE LEVEL DATA (FAMILY SCREEN)

The Family Data Screen is the initial screen for data entry of TANF Data for the federal report. Complete all fields on the screen for the Report Month.

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DHHS TANF Back to Last Search TANF Case Selection GO

Case ID: 111111 Sample: 1 HOH: Mouse, Minnie County: Alamance Report Date: Jan 2003
County Lock Validation Lock Exclude Case

Case Complete County Lock Validation Lock Exclude Case

FAMILY ADULTS CHILDREN AFFILIATES

Receives Housing: 1 - Public housing Cash Resources: \$ 0 Child Support: \$ 0

Receives Child Care: 3 - No subsidized childcare Amount: \$ 0
TANF Child Care: Amount: \$ 0 # of Children: 0 # of Months: 0
TANF Transportation: Amount: \$ 0 # of Months: 0
TANF Transitional: Amount: \$ 0 # of Months: 0

Sanction Data: Total Sanction Reduction Amount: \$ 0
Sanction for Adult with No High School Diploma or Equivalent: |Y|N| Work Requirement Sanction: |Y|N|
Sanction for Teen Parent not Attending School: |Y|N| Non-Cooperation with Child Support: |Y|N|
Failure to Comply with and Individual Responsibility Plan: |Y|N| Other Sanction: |Y|N|

ADULT>> Cancel Save Back to Last Search

- A. **Receives Housing:** Did the Work First family receive subsidized housing for the report month? Click on the drop-down box and select the appropriate response.
- 1=Public housing (i.e. housing authorities)
2=Rent subsidy (Section 8)
3=No housing subsidy
- B. **Cash Resources:** Enter the total dollar amount of the Work First family's cash resources (cash in checking/savings accounts, cookie jars). Do not report other assets or reserve, only cash resources. Round to the nearest whole dollar or enter '0' (zero).
- C. **Child Support:** Enter the total dollar value of child support **paid** on behalf of the Work First children in the report month, whether **paid** to the State or the family. This would include current month support paid or any other support types, such as arrearages, **paid** for the Report Month. **Round to the nearest whole dollar.** If there was no child support paid for the family in the Report Month, enter '0' (zero).
- D. **Receives Child Care:** Click on the drop-down box and select the appropriate response.
- 1 = Yes, federal funds. (Use when child care is funded entirely or in part with Federal funds, e.g., TANF, CCDF, SSBG, or any other federal funds.)

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2 = Yes, state/tribal/other. (Use when child care is funded by non-federal funds such as Smart Start.)

3 = No subsidized child care.

E. **Amount:** If the answer to the above question is 1 or 2, there must be a dollar amount for child care entered in this field. **Round to the nearest whole dollar.** If the answer to the above question is 3 because the family did not receive any subsidized child care in the report month, enter '0' (zero).

F. **TANF Child Care, Transportation & Transitional Services:**
For each type of assistance provided by TANF funds, enter the dollar amount of assistance that the Work First family received or that was paid on behalf of the family for the Report Month. If no assistance was provided, enter '0' (zero).

For TANF Child Care also enter the number of children covered by the dollar amount of child care. This is for child care paid out of the TANF block grant to the county. Funds transferred to Child Care by the state do not count as TANF child care. Enter the number of months that TANF Child Care, Transportation or Transitional Assistance has been provided to the family, even if there is no assistance in the Report Month. Remember, any cash or cash-like benefits provided to **unemployed** families may be assistance. **Round amount(s) to the nearest whole dollar** or enter '0' (zero).

G. **Total Sanction Reduction Amount** – Enter the total dollar value of the reduction(s) for all sanction reasons for the Report Month. Round to the nearest whole dollar or enter '0' (zero).

H. **Sanction Reason:** Click on the radio buttons for each as follows:

Y = Yes

N = No

- **Sanction for Adult with No High School Diploma or Equivalent**
(Standard policy in North Carolina does not provide for “Sanction for Adult with No High School Diploma or Equivalent”. Always click on “NO” for this sanction type.)
- **Sanction for Teen Parent not Attending School**
- **Failure to Comply with an Individual Responsibility Plan**
(“Failure to Comply with an Individual Responsibility Plan” is to be interpreted as failure to comply with the core requirements of the MRA.)
- **Work Requirement Sanction** (“Work Requirement Sanction” is to be interpreted as failure to comply with the MRA Plan of Action.)

- **Non-Cooperation with Child Support**
- **Other Sanction** (This would include the reduction in Needs for a parent subject to the criminal violation policy and failure to comply with a substance abuse treatment plan.)

If any sanction is checked 'Y', then the Total Sanction Reduction Amount from Section G above must be greater than zero.

Click on the ADULTS tab at the top of the screen or the ADULTS button at the bottom of the screen to move to the Adults (included in the payment) Screen.

WF1600.05 PERSON LEVEL DATA (ADULTS SCREEN)

The screenshot shows a web-based data entry interface. At the top, there is a header bar with the following information: Case ID: 59749, Sample: 1, HOH: MCCLOUD, STEPHANIE, County: Guilford, Report Date: Aug 2006. Below the header are four tabs: FAMILY, ADULTS (which is selected), CHILDREN, and AFFILIATES. The main content area is titled 'Person-Level Data' and contains several input fields:

- DOB: [text box]
- Social Security: [text box]
- Race/Ethnicity: [text box]
- Gender: [text box]
- Marital Status: [drop-down menu]
- Citizenship: [drop-down menu]
- Relationship to HOH: [drop-down menu]
- Non-Custodial Parent: Y N
- Parent with Minor Child: [drop-down menu]
- Child Support Coop.: [drop-down menu]
- Education: [drop-down menu]
- Work Eligible?: [drop-down menu]
- # Deemed Core Hrs (Wkly): [text box]

 Below this section are two more sections:

- Income**: Contains four fields: Earned Income: \$ [text box], Earned Income Tax Credit: \$ [text box], Worker's Compensation: \$ [text box], and Other Unearned Income: \$ [text box].
- Disability Benefits**: Contains four fields: Non-SSA: Y N, Amt of Social Security: \$ [text box], OASDI: Y N, SSI: Y N, and Amt of SSI: \$ [text box].

For adults included in the family receiving assistance, the Name, Date of Birth, Social Security Number (if in EIS), Race/Ethnicity, and Gender for the adult will be pulled forward from EIS into the TDC - TANF Data Collection System. If the data shows zeros for Date of Birth or Social Security Number, the data must be entered into EIS by the end of the quarter. Each adult included in the payment for the Report Month will be listed on the left-hand side of the screen. Select each adult by clicking on the name.

- A. **Marital Status:** Use the drop-down box to select from the valid values. If the parents are married, indicate this as Married, Living With Spouse in the Marital Status field for each adult.

- 1 = Single, never married
- 2 = Married, living together
- 3 = Married, but separated
- 4 = Widowed
- 5 = Divorced

B. **Citizenship:** Click on the drop-down box and select the appropriate response.

- 1 = U.S. citizen, including naturalized citizens
- 2 = Eligible alien (Non U.S. Citizen)

C. **Relationship to Head-of-Household:** Click on the drop-down box and select the two-digit code that shows the adult's relationship (including by marriage) to the head of the household, (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
- 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

Remember, the Head of Household's name is brought over from EIS and will be at the top of the screen. Also, if there are two parents in the case and they are not married to each other, they cannot be Head of Household and Spouse.

D. **Non-Custodial Parent Indicator:** Click on the appropriate radio button for the one-digit code that indicates the adult's (or minor child head-of-household's) non-custodial parent status.

- Y=Yes, a non-custodial parent
- N=No

E. **Parent with Minor Child In the Family:** Click on the drop-down box for the one-digit code that indicates the individual's parental status. **This element is critical in determining whether or not a case is included in the All-Parent or Two-Parent Participation Rate.**

- 1 = Yes, a parent with a minor child in the family and **used in the two-parent participation rate** (family has two natural or adoptive parents in the case) - able-bodied or incapacitated.
- 2 = Yes, a parent with a minor child in the family, used in the all-parent participation rate (family has only one natural or adoptive parent in the case).
- 3 = No, not a parent of a minor child (family that has no parent in the case). All children are to be coded '3'. A family headed by an included step-parent would be coded as '3'.

F. **Child Support Coop:** Click on the drop-down box for the one-digit code that indicates if the adult has cooperated with child support.

- 1=Yes, adult has cooperated with child support.
- 2=No, has not cooperated.
- 9=Not applicable

If there is a sanction on the case screen for non-cooperation with child support, there **MUST** be an adult or affiliate who is coded as being in non-coop with Child Support status.

G. **Education:** Click on the drop-down box and select the two-digit code to indicate the highest level of education attained by the adult.

- 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

H. **Work Eligible:** Click on the drop-down box and select the one-digit code to indicate if the adult is eligible for work. Unknown is **not** an option.

- 1 - Yes, adult or minor child HOH receiving TANF
- 9 - No, parent caring for disabled family member
- 12 - No, a deceased individual who died in a month preceding the report month and, due to State requirements to provide timely notification to the family before reducing the grant or other reasons (e.g., the family failed to report the death to the TANF agency), the family's grant for the report month included the deceased individual's needs

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Change #4-2008 TDC – TANF DATA COLLECTION REPORT INSTRUCTIONS October 21, 2008

- I. **Number of Deemed Core Hours (Wkly):** This section applies to those clients engaged in work experience or community service. For clients not engaged in these activities, enter '0' (zero). A description of the process for determining deemed hours can be found in the Work First Manual at WF118.III.D.4. For clients where deeming hours is appropriate, this field should be completed with the number of hours difference between the hours required to be included in the participation rate numerator and the number of hours of community service/work experience the client is allowed to complete. For example, if the client is required to complete 30 hours to count in the participation rate, and according to the deeming formula they can only participate in 20 hours of community service/work experience during the week, then you would enter the difference – 10 hours – in this field. The maximum number of hours that may be entered in this field is 20.

- J. **Amount of Earned Income:** Enter the dollar amount of the adult's earned income for the month used to budget for the reporting month **rounding to the nearest whole dollar**. Include wages, salaries, and other earned income in this item. If there was no Earned Income enter '0' (zero).

- K. **Amount of Earned Income Tax Credit (EITC):** 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 during the reporting month. **Round to the nearest whole dollar or enter '0' (zero)**.

- L. **Amount of Worker's Compensation:** Enter the dollar amount of Worker's Compensation that the adult in the Work First family has received for the month used to budget for the reporting month. **Round to the nearest whole dollar or enter '0' (zero)**.

- M. **Amount of Other Unearned Income:** This includes Unemployment Insurance, other non-federal disability payments, retirement, etc., for the month used to budget for the reporting month. **Round to the nearest whole dollar or enter '0' (zero)**.

- N. **Receives Program (Other Federal Disability) Benefits Based on Federal Disability Status Under Non-Social Security Act Programs (Non-SSA):** These programs include Veteran's disability benefits, worker's disability compensation, and Black Lung Disease disability benefits. Click on the radio button for:

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

N=No

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- O. **Amount of Social Security (Federal Disability Insurance Benefits Under the Social Security Program):** Enter the dollar amount of Social Security benefits that the adult in the Work First family has received for the month used to budget for the reporting month. **Round to the nearest whole dollar or enter '0' (zero).**

- P. **Receives Aid Under SSI:** Click on the radio button for:

Y = Yes, received aid.
N = No

- Q. **Amount of SSI:** Enter the dollar amount of SSI benefits that the adult in the Work First family received for the month used to budget the reporting month. **Round to the nearest whole dollar or enter '0' (zero).**

If Receives Aid Under SSI was checked 'Y' then the dollar amount entered in this section must be greater than zero.

- R. **Receives Social Security (OASDI) (Federal Disability Insurance Benefits Under the Social Security Program):** Click on the radio button for:

Y=Yes, received Social Security disability insurance.
N=No

If this section is checked 'Y', then the dollar amount in Section O – Amount of Social Security must be greater than zero.

WF1600.06 CHILDREN DATA SCREEN

DHHS TANF Back to Last Search TANF Case Selection GO

Case ID: 111111 Sample: 1 HOH: Mouse, Minnie County: Alamance Report Date: Jan 2003

County Lock Validation Lock Exclude Case

FAMILY ADULTS CHILDREN AFFILIATES

9876543212
Duck, Daisy

Person-Level Data

DOB: []
Social Security: []
Race/Ethnicity: []
Gender: []
Citizenship: []
Relationship to HOH: []
Parent with Minor Child: []
Education Level: []

Unearned Income

Other Unearned Income: \$ []

Disability Benefits

Non-SSA: Y N SSI: Y N Ant of SSI: \$ []

AFFILIATE>> <<ADULT Cancel Save Back to Last Search

This screen will display up to ten children who are included in the family receiving assistance. Each child who is included in the Work First payment for the Report Month will be listed on the left-hand side of the screen. Click on the name of each child to select that child's data screen. Complete all fields for each child. The Date of Birth, Social Security Number (if in EIS), Race/Ethnicity, and Gender are pulled from EIS for each child onto the screen. These data fields cannot be changed in the TDC - TANF Data Collection System; they must be changed in EIS. If the Social Security Number for a child appears as zeroes, the worker must obtain the number, and enter it into EIS before the end of the quarter.

A. **Citizenship:** Click on the drop-down box for the appropriate response.

1 = U.S. citizen, including naturalized citizens

2 = Eligible alien (Non US Citizen)

B. **Relationship to Head-of-Household:** Click on the drop-down box for the two-digit code that shows the child's relationship (including by marriage) to the head of the household, (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

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

C. **Parent with Minor Child:** Click on the drop-down box. Always select '3'- Not a parent. (This field is scheduled to be removed from the screen.)

D. **Education Level:** Use the drop-down box to select the highest level of education completed by the child. **Acceptable responses include 01-12 and 98 only for children.**

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

98 = No formal education

E. **Amount of Other Unearned Income:** Enter the amount of unearned income that is not SSI, Work First, or Child Support received by the child. This includes Unemployment Insurance, other non-federal disability payments, retirement, etc., for the month used to budget for the reporting month. **Round to the nearest whole dollar or enter '0' (zero).**

F. **Receives Programs (Other Federal Disability) Benefits Based on Federal Disability Status Under Non-Social Security Act Programs (Non-SSA):** These programs include Veteran's disability benefits, worker's disability compensation, and Black Lung Disease disability benefits. Click on the radio button to respond Yes or No.

Y = Yes, received benefits based on Federal disability status.
N = No

G. **Receives Aid Under SSI:** Click on the radio button to respond Yes or No.

Y=Yes, received aid.
N=No

H. **Amount of SSI:** Enter the amount of SSI received by the child. **Round to the nearest whole dollar or enter '0' (zero).**

If Section G – Receives Aid Under SSI is checked 'Y', then the dollar amount entered here must be greater than zero.

If there are additional individuals in the household, the user may need to click on the Affiliate Tab near the top of the screen or the Affiliate button at the bottom of the screen to go to the Affiliate Screen to enter data about those additional individuals. Refer to Section VII. below.

If there are no additional individuals in the household, use the **Family** tab near the top of the screen to return to the Family Screen. If all data fields are completed, click on the **Case Completed** Box on the Family Screen, then click on the **Back to Last Search** button to return to the Report Results List. The Report Results List screen should show the case as Completed. Select any additional cases and complete the data fields for those cases in the same manner.

WF1600.07 THE AFFILIATE DATA SCREEN

Affiliates are certain persons in the family who are NOT in the case/family unit on the DSS-8125. Affiliates include non-recipient payees, ineligible family members such as ineligible alien parents or siblings, SSI parents and siblings, legal custodian/guardians, alien sponsors. Key an affiliate’s last name, a comma, first name then click on “Add Person”. Proceed to key the data requested.

The individual’s name should appear on the left-hand side of the screen, and the fields that must be completed for the individual will be opened for data entry. Not all fields have to be completed for all individuals. The worker may have to contact the family to secure the information required on the Affiliate Screen. Fields that appear on the screen as dimmed and do not open when you select them do not have to be completed. Up to ten Affiliates can be added on the screen. If the household has more than ten Affiliates, enter only the first ten individuals. If an Affiliate has been added in error, use the DELETE button to delete that individual. If the user is entering an individual and discovers that this individual does not have to be reported while still working in the screen, use the CANCEL button to cancel the information added during that screen.

- A. **Family Affiliation:** Click on the drop-down box and select the appropriate response.

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- 2 = Parent of minor child(ren) in the eligible family receiving assistance; this includes parents who are in sanction for non-cooperation with child support, parents who are receiving SSI or are not included in the payment, parents who are ineligible aliens.
- 3 = Caretaker relative of the minor child(ren) in the eligible family receiving assistance; this includes those payees who are not included in the case.
- 4 = Minor sibling of the child(ren) in the eligible family receiving assistance; including siblings receiving SSI or newborns not included in the case in EIS before the end of the month, so they did not appear on the Children Screen.
- 5 = Other person whose income or resources are counted in determining eligibility for or amount of assistance for the eligible family; this could include sponsors for eligible alien families.

No other individuals who may live in the household should be reported as Affiliates on this screen.

- B. **Date of Birth:** Use the drop down button to enter the month for the date of birth. Enter the day (DD) and year (CCYY). For affiliates with a Family Affiliation other than 2 – Parent of minor child(ren) – if their birthdate is unknown you may enter 99999999.
- C. **Gender:** Use the drop-down box to enter the one-digit code that indicates the adult's (or minor child head-of-household's) gender.
 - 1=Male
 - 2=Female
- D. **Race/Ethnicity:** Click on the drop down button to enter the race/ethnicity code for the individual. Reporting of this data element is optional for individuals whose family affiliation code is '4' or '5'.

- A-H Asian – Hispanic
- A-N Asian – Non Hispanic
- B-H Black or African American – Hispanic
- B-N Black or African American – Non Hispanic
- I-H American Indian or Alaska Native – Hispanic
- I-N American Indian or Alaska Native – Non Hispanic
- P-H Native Hawaiian or other Pacific Islander – Hispanic
- P-N Native Hawaiian or other Pacific Islander – Non Hispanic
- U-H Unreported – Hispanic
- U-N Unreported – Non Hispanic
- W-H White – Hispanic
- W-N White – Non Hispanic
- AB-H Asian, Black or African American – Hispanic
- AB-N Asian, Black or African American – Non Hispanic

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ABP-H	Asian, Black or African American, Native Hawaiian or other Pacific Islander – Hispanic
ABP-N	Asian, Black or African American, Native Hawaiian or other Pacific Islander – Non Hispanic
ABPW-H	Asian, Black or African American, Native Hawaiian or other Pacific Islander, White – Hispanic
ABPW-N	Asian, Black or African American, Native Hawaiian or other Pacific Islander, White – Non Hispanic
ABW-H	Asian, Black or African American, White – Hispanic
ABW-N	Asian, Black or African American, White – Non Hispanic
AP-H	Asian, Native Hawaiian or other Pacific Islander – Hispanic
AP-N	Asian, Native Hawaiian or other Pacific Islander – Non Hispanic
APW-H	Asian, Native Hawaiian or other Pacific Islander, White - Hispanic
APW-N	Asian, Native Hawaiian or other Pacific Islander, White - Non Hispanic
AW-H	Asian, White – Hispanic
AW-N	Asian, White – Non Hispanic
BP-H	Black or African American, Native Hawaiian or other Pacific Islander – Hispanic
BP-N	Black or African American, Native Hawaiian or other Pacific Islander – Non Hispanic
BPW-H	Black or African American, Native Hawaiian or other Pacific Islander, White – Hispanic
BPW-N	Black or African American, Native Hawaiian or other Pacific Islander, White – Non Hispanic
BW-H	Black or African American, White – Hispanic
BW-N	Black or African American, White – Non Hispanic
IA-H	American Indian or Alaska Native, Asian – Hispanic
IA-N	American Indian or Alaska Native, Asian – Non Hispanic
IAB-H	American Indian or Alaska Native, Asian, Black or African American – Hispanic
IAB-N	American Indian or Alaska Native, Asian, Black or African American – Non Hispanic
IABP-H	American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander – Hispanic
IABP-N	American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander – Non Hispanic
IABPW-H	American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White – Hispanic
IABPW-N	American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White – Non Hispanic

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IABW-H	American Indian or Alaska Native, Asian, Black or African American, White – Hispanic
IABW-N	American Indian or Alaska Native, Asian, Black or African American, White – Non Hispanic
IAP-H	American Indian or Alaska Native, Asian, Native Hawaiian or other Pacific Islander – Hispanic
IAP-N	American Indian or Alaska Native, Asian, Native Hawaiian or other Pacific Islander – Non Hispanic
IAPW-H	American Indian or Alaska Native, Asian, Native Hawaiian or other Pacific Islander, White – Hispanic
IAPW-N	American Indian or Alaska Native, Asian, Native Hawaiian or other Pacific Islander, White – Non Hispanic
IAW-H	American Indian or Alaska Native, Asian, White – Hispanic
IAW-N	American Indian or Alaska Native, Asian, White – Non Hispanic
IB-H	American Indian or Alaska Native, Black or African American – Hispanic
IB-N	American Indian or Alaska Native, Black or African American – Non Hispanic
IBP-H	American Indian or Alaska Native, Black or African American, Native Hawaiian or other Pacific Islander – Hispanic
IBP-N	American Indian or Alaska Native, Black or African American, Native Hawaiian or other Pacific Islander – Non Hispanic
IBPW-H	American Indian or Alaska Native, Black or African American, Native Hawaiian or other Pacific Islander, White – Hispanic
IBPW-N	American Indian or Alaska Native, Black or African American, Native Hawaiian or other Pacific Islander, White – Non Hispanic
IBW-H	American Indian or Alaska Native, Black or African American, White – Hispanic
IBW-N	American Indian or Alaska Native, Black or African American, White – Non Hispanic
IP-H	American Indian or Alaska Native, Native Hawaiian or other Pacific Islander – Hispanic
IP-N	American Indian or Alaska Native, Native Hawaiian or other Pacific Islander – Non Hispanic
IPW-H	American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, White – Hispanic
IPW-N	American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, White – Non Hispanic
IW-H	American Indian or Alaska Native, White – Hispanic
IW-N	American Indian or Alaska Native, White – Non Hispanic
PW-H	Native Hawaiian or other Pacific Islander, White – Hispanic
PW-N	Native Hawaiian or other Pacific Islander, White – Non Hispanic

- E. **Citizenship:** Use the drop-down box and select the appropriate response. This field is optional for Affiliates with a Family Affiliation of '4' or '5'.

1 = U.S. citizen, including naturalized citizens.
2 = Eligible alien (Non US Citizen)
9 = Unknown

- F. **Relationship to Head-of-Household:** Use the drop-down box to select the two-digit code that shows the adult's relationship (including by marriage) to the head of the household, (i.e., the relationship to the principal person of each person living in the household). If minor child head-of-household, enter code "01."

Please note, if the Head of Household pre-filled at the top of the screen from EIS is not on the Adult tab, they must be entered on the Affiliate Screen.

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

- G. **Parent with Minor Child:** Use the drop down-box to select the appropriate response for the individual's parental status. This element is critical in determining whether or not a case is included in the All-Parent or Two-Parent Participation Rate. This field is optional for Affiliates with a Family Affiliation of '3', '4', or '5'.

Typically, an affiliate is not "a parent with a minor child in the eligible family" because policy requires that the parent be included in the case. However, occasionally a parent is ineligible to be included in the case due to SSI income or alienage. These parents should be coded a '3' on this field.

Remember that parents who are in IV-D non-cooperation status will also have to be reported as affiliates.

NOTE: The IV-D non-coop parent must be coded as a '1' or '2', depending on whether the case has one or two parents. Use code '1' for two parent households; use code '2' for one parent households; and use code '3' for ineligible alien parents of recipient child(ren).

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

2=Yes, a parent with a minor child in the family, used in the **all-parent participation rate.**

3=No. **(All children are to be coded 3).**

H. **Education Level:** Use the drop-down box to select the two-digit code to indicate the highest level of education attained by the adult. This field is optional for Affiliates with a Family Affiliation of '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

ADULT ONLY DATA

NOTE: No information should be entered in this section for Affiliates who are minors.

I. **Work Eligible:** Click on the drop-down box and select the one-digit code to indicate if the adult is eligible for work. Unknown is not an option.

2 - Yes, non-recipient parent due to sanction

3 - Yes, non-recipient parent due to time limit

5 - Yes, non-recipient parent due to other reasons

6 - No, non-recipient, but not a parent

7 - No, ineligible alien due to immigration status

8 - No, non-recipient parent receiving SSI

9 - No, parent caring for disabled family member

10 - No, a parent receiving SSDI (and State or Territory opts to exclude)

11 - No, a non-recipient, noncustodial parent

12 - No, a deceased individual who died in a month preceding the report month and, due to State requirements to provide timely notification to the family before reducing the grant or other reasons (e.g., the family failed to report the death to the TANF agency), the family's grant for the report month included the deceased individual's needs

- J. **Marital Status:** Enter the marital status of the adult, using the drop-down box. This field is optional for Affiliates with a Family Affiliation of '5'.
- 1=Single, never married
 - 2=Married, living together
 - 3=Married, but separated
 - 4=Widowed
 - 5=Divorced
- K. **Child Support Coop:** Use the drop-down box to select the one-digit code that indicates if the adult has cooperated with child support. This field is optional for Affiliates with a Family Affiliation of '5'.
- 1=Yes, adult has cooperated with child support.
 - 2=No, has not cooperated.
 - 9=Not applicable
- L. **Receives (SSA) Federal Disability Insurance Benefits Under the Social Security Program (OASDI):** Use the radio buttons to select the appropriate response.
- Y=Yes, received Social Security disability insurance.
 - N=No
- M. **Amount of Earned Income:** Enter the dollar amount of the adult's earned income for the month used to budget for the reporting month **rounding to the nearest whole dollar or enter '0' (zero)**. Include wages, salaries, and other earned income in this item.
- N. **Amount of Earned Income Tax Credit (EITC):** 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 during the reporting month. **Round to the nearest whole dollar or enter '0' (zero)**.
- O. **Amount of Worker's Compensation:** Enter the dollar amount of Worker's Compensation that the adult in the Work First family has received for the month used to budget for the reporting month. **Round to the nearest whole dollar or enter '0' (zero)**.
- P. **Amount of Social Security (Federal Disability Insurance Benefits Under the Social Security Program):** Enter the dollar amount of Social Security benefits that the adult in the Work First family has received for the month used to budget for the reporting month. **Round to the nearest whole dollar or enter '0' (zero)**.

If Section L – Receives (SSA) Federal Disability Insurance Benefits Under the Social Security Program (OASDI) was checked 'Y', then the dollar amount entered must be greater than zero.

Q. Number of Deemed Core Hours (Wkly): This section applies to those clients engaged in work experience or community service. For clients not engaged in these activities, enter '0' (zero). A description of the process for determining deemed hours can be found in the Work First Manual at WF118.III.D.4. For clients where deeming hours is appropriate, this field should be completed with the number of hours difference between the hours required to be included in the participation rate numerator and the number of hours of community service/work experience the client is allowed to complete. For example, if the client is required to complete 30 hours to count in the participation rate, and according to the deeming formula they can only participate in 20 hours of community service/work experience during the week, then you would enter the difference – 10 hours – in this field. The maximum number of hours that may be entered in this field is 20.

R. Receives Programs (Other Federal Disability) Benefits Based on Federal Disability Status Under Non-Social Security Act Programs (Non-SSA): These programs include Veteran's disability benefits, worker's disability compensation, and Black Lung Disease disability benefits. Use the radio buttons to select the appropriate response.

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

N=No

S. Receives Aid Under SSI: Use the radio buttons to select the appropriate response.

Y=Yes, received aid.

N=No

T. Amount of SSI: Enter the dollar amount of SSI benefits that the adult in the Work First family received for the month used to budget for the reporting month. **Round to the nearest whole dollar or enter '0' (zero).**

If Section S – Receives Aid Under SSI is checked 'Y', then the dollar amount entered must be greater than zero.

U. Amount of Other Unearned Income: Enter the amount of other unearned income. This includes Unemployment Insurance, other non-federal disability payments, retirement, etc., for the month used to budget for the reporting month. **Round to the nearest whole dollar or enter '0' (zero).**

When all fields have been completed for Affiliates, use the FAMILY tab near the top of the screen or the FAMILY button at the bottom of the screen to return to the Family Screen. If all data fields are completed, click on the Case Completed box on the Family Screen, then click on the Back to Last Search button to return to the Report Results list. The Report Results List Screen should show the case as Completed. Select any additional cases and complete the data fields for those cases in the same manner.

WF1600.08 SEARCH CRITERIA

- A. Complete Only: Use this function to display the **completed** cases. Click in the 'Complete only' radio box and click on the Search button. If found, completed cases will appear.
- B. Incomplete Only: Use this function to display the **incompleted** cases. Click in the 'Incomplete only' radio box and click on the Search button. If found, incomplete cases will appear.
- C. All: This function displays all cases in the county for the sample. This is the default search.
- D. Excluded Only: Use this function to display the **Excluded** cases. Click in the 'Excluded only' radio box and click on the Search button. If found, excluded cases will appear.
- E. Included Only: Use this function to display the **Included** cases. Click in the 'Included only' radio box and click on the Search button. If found, included cases will appear.

WF1600.09 LOGGING OUT OF THE TANF DATA COLLECTION SYSTEM

When your work for that session is completed, move to the drop-down box in the upper right-hand side of the screen and select 'Log Out of System' from the menu and click on the 'GO' button. This will take the user out of the system.

WF1600.10 REVIEW FOR COMPLETION AND ACCURACY

TANF Data Collection System (TDC) Verification Queries

The following queries were primarily designed with the expectation that county Work First staff, supervisors, and Work First Representatives, will check data entry into the TANF Data Collection (TDC) system for accuracy. The queries are pulled from tables that are updated daily so counties must review the data prior to the monthly data entry deadline.

The queries can be found in the Client Services Data Warehouse in the TANF Data Collection State Sanctioned folder. This State Sanctioned folder is divided into subfolders to make access to these queries easier. These subfolders are titled, All Data Queries, Work Eligible Indicator Queries, Relationship to Head of Household and Marital Status Queries, EPIS Related Queries, and Other Queries. The following is a detailed explanation of the queries in these subfolders. IRAAF forms should be submitted to DHHS Customer Support for all county staff needing access to these queries.

A. All Data Queries

These queries provide information for every field entered into the TDC. They include information for each case in the sample from all fields entered on each of the tabs in the TANF Data Collection system. The query results must be used to review the data entered to ensure that it is accurate. The queries are sorted by EIS Case ID and organized so that county staff can print out the results for each query, combine the results by EIS Case ID, and review all data entered for each case to ensure that it is accurate and that data for each individual is logical when compared to data for other individuals on the case.

1. TANF Data Collection - Family Tab
2. TANF Data Collection - Adult Tab
3. TANF Data Collection - Children Tab
4. TANF Data Collection - Affiliate Tab

B. Work Eligible Indicator Queries

These queries focus on the Work Eligible (WE) codes entered for all Adults and Affiliates.

The first two are used to ensure data entry is completed and accurate.

1. TANF - Work Eligibility - Adults

This query lists the Work Eligible code for all Adult recipients on all cases. The query is used to ensure that the WE code assigned is correct for every individual.

2. TANF - WE Code and Family Affil Code - Affiliates

This query lists the Family Affiliation and Work Eligible codes for all adult Affiliates on all cases. This query is used to compare the data in the two fields to determine whether WE and Family Affiliation codes are entered correctly and that the codes entered can be used with each other.

3. TDC - Affiliate adults - WE=2 but No Family Tab Sanction

This query looks for specific errors related to the WE code entered. This query lists only those cases with potential errors.

This query lists all cases where the WE code is 2 (Yes, non-recipient parent due to sanction), but the sanctions on the Family tab are all checked 2 (No). County staff are expected to review these cases and either change the WE code to reflect that there are no sanctions or ensure that at least one sanction is checked 'Yes' on the Family tab.

4. TDC - Affiliate Adults - Citizenship and WE Do Not Match

This query looks for specific errors related to the WE code entered. This query lists only those cases with potential errors. The results of this query include all cases where the WE code and the affiliate's Citizenship code do not match. This query includes two types of cases:

- those where the Citizenship is coded 9 (Unknown) but the WE code is not 7 (No, ineligible alien due to immigration); and,
- those where the WE code is 7 but the Citizenship is not coded 9.

Work Eligible Code 7 can ONLY be used if the Citizenship code is a 9.

County staff are expected to review these cases and correct the data entry to ensure that the WE and Citizenship codes are appropriate.

5. TDC - Affiliate Adults - Family Affiliation and WE Do Not Match

This query looks for specific errors related to the WE code entered. This query lists only those cases with potential errors.

This query identifies all cases where the Family Affiliation code and the WE code do not match. This includes:

- cases where the Family Affiliation code is 2 (Parent of minor child (not in eligible family receiving assistance)) while the WE code is 6 (No, non-recipient but not a parent), as well as,

- those cases where the Family Affiliation code indicates the Affiliate is not a parent (3, 4, or 5), but the WE code specifically states it is for parents (2, 3, 4, 5, 8, 9, 10, 11).

County staff must review these cases and correct the data entry to ensure that the WE code and Family Affiliation are correct and that they may be used together.

6. TDC - Affiliate Parents - WE Indicator and SSI Do Not Match

This query looks for specific errors related to the WE code entered. This query lists only those cases with potential errors.

This query lists all cases where the Work Eligible code does not match information entered regarding the SSI status of the Affiliate.

Results of this query include:

- cases where the WE code indicates the Affiliate is receiving SSI (8 - No, non-recipient parent receiving SSI) but Receives SSI is checked 'N' (coded 2 on the query) or the SSI amount entered is 0; and
- cases where the WE code is other than 8 but Receives SSI is checked 'Y' (coded 1 on the query) or the SSI amount is greater than zero.

Note that this query only includes Affiliate parents with a Family Affiliation code of 2. This query must be utilized after the results of the "Family Affiliation and WE do not match" query has been run and reviewed to ensure the Family Affiliation codes are all correct.

7. TDC - Work Eligible = 5

This query looks for specific errors related to the WE code entered. This query lists only those cases with potential errors.

This query lists all Affiliates who have a WE code of 5 (Yes, non-recipient parent due to other reasons).

This code will cause the case to show up on the Federal Error Report. This code is very rarely applicable. This query is provided for counties to review these cases to determine whether another code would be more appropriate.

C. Relationship to Head-of-Household and Marital Status Queries**1. TANF - Relationship to HOH - Adults, Children, and Affiliates**

The results of this query show the Relationship to Head-of-Household (HOH) for all Adults, Children, and Affiliates in three separate tables.

These tables are used to ensure that correct Relationship to HOH codes have been entered and that the codes for all individuals for each EIS ID make sense when compared to each other. We are working to combine the Adults, Children, and Affiliates into a single table and will update this query when that is completed.

2. TANF - Marital Status - Adults and Affiliates

This query lists the Marital Status Code for all Adults and Affiliates who are not minor children. This query must be reviewed to ensure that the codes entered are correct and that Adults and Affiliates on the same case have Marital Status codes that make sense when compared to each other.

3. TDC - Relationship to HOH=Spouse but Marital Status is Not Married

This query is designed to identify only those Adults and Affiliates whose Relationship to HOH code = 2 (Spouse) but their Marital Status Code is 1 (Single, never married), 4 (Widowed), or 5 (Divorced). County staff must review these cases to determine which code needs to be corrected so that these fields make sense when compared to each other.

4. TDC - Child Only Cases with No Affiliate Listed

This query lists all Child Only cases marked completed by the county where no Affiliate has been entered. For these cases, where the Head of Household is not pre-entered on the Adult tab, the individual must be entered as an Affiliate. This was the most common error on the most recent federal error report.

D. EPIS Related Queries

The following queries use information from the Employment Programs Information System (EPIS) to provide information on work-related and employment activities for cases in the TANF sample.

1. Hours Per Individual Per EPIS Activity

This query provides results in two tables. The first table lists all EPIS component hours entered for every Adult recipient with separate lines for each component type completed. The second table lists all EPIS employment hours completed by every Adult recipient by employment type. The two tables are currently separate in the query results; however, we are working to combine these results into one table and will update this query when that has been accomplished.

2. TDC - Adults in Sample Without Completed Hours in EPIS for Report Month

This query lists all recipient Adults who have no hours entered in EPIS. This query must be reviewed to determine which cases need to have EPIS hours entered so that those hours may be counted toward the participation rate.

3. TANF - Participation Greater Than 50 Hours Per Week

This query identifies those individuals who have an average of more than 50 hours of completed EPIS component activity per week. Because the EPIS information is saved in monthly tables, the query uses the total number of component hours completed for the month and uses that number to determine the average hours per week.

This query must be reviewed to identify individuals with unusual EPIS completed component hours entry. These cases must be reviewed to ensure that the hours entered in EPIS are correct.

E. Other Queries

1. TANF - 24 and 60 Month Tracking - Adults

This query lists the number of months that have been used on the 24-month and 60-month time limits for all Adult recipients. This query is for information purposes only.

2. TDC - Children Under Age 6 with Incorrect Ed Level

This query must be reviewed to check the Education Level code for recipient Children under age 6. This query lists only those children under 6 who have an education code other than 98 (No formal education). These cases must be reviewed and the Education Level corrected for these children.

3. TDC - Adults - Child Support Coop = No

This query lists Adult recipients (on the Adult tab) who have Child Support Cooperative checked 'No'. This information is provided to counties for review to determine whether the code is correct, and if so, whether the case is in sanction for non-cooperation with child support.

4. TDC - Check Parent with Minor Child Code

This query contains 3 separate tables listing individuals with Parent with Minor Child codes that must be checked for appropriateness. For Adult recipients, it lists all cases with a code of 3 (No); for Children, it identifies all cases that are not 3 (No); and for Affiliates, it lists all cases that are not 3 (No). Each case must be reviewed to ensure the correct code is entered.

5. TDC - Adults and Children With Data Elements Left Blank

This query lists all Adult and Child recipients with data elements left blank on cases that the county has marked as completed. It provides the opportunity for counties to identify cases that have been completed in error and complete the data entry prior to the deadline.

6. TDC - Affiliates With Name Not Entered

This query lists Affiliates whose names were entered incorrectly and are showing up in the system as _Person, 1. County staff will need to delete any Affiliate with this name and, where appropriate, re-enter the data under the correct name. This error occurs when staff do not click the Add Person button after entering the Affiliate's name.

Before the end of the business day on the deadline each month, review all cases in the TANF Data Collection sample list for the month to ensure that all cases have "Completed" as the case status. Corrections can be made to any case, even in 'Completed' status, until the **Valid and County Locks** are applied by state staff on the deadline date. After the locks have been applied, the sample data has been sent for report preparation and cannot be revised.