

**TANF Report on Engagement in Additional
Work Activities and Expenditures on other
Benefits and Services and TANF/WIA Study
Supporting Statement for OMB Clearance Request**

Part B: Statistical Methods

May 2011

Revised October 2011

B1. Respondent Universe and Sampling Methods

Respondents will be identified through the following process:

- There have been preliminary discussions with personnel from the Administration for Children and Families (ACF) and Employment and Training Administration (ETA) at the Department of Labor (DOL).
- A review of relevant statistical data reported to ACF and DOL to aid in deciding on which states to interview. Meeting with a Technical Working Group and discussions with ACF and ETA staff to aid in state selection. Discussions will be steered by the specific state selection criteria set by ACF.
- Requests for information from the ACF and ETA Regional Offices to identify individuals within the state to interview.

ACF will approve a final list of States, which fall under the proposed criterion for review and approval. The selection criteria include factors such as the size of the caseload, the percentage of zero-hour cases, and particularly creative ways of assuring Workforce Investment Act/ Temporary Assistance for Needy Families (TANF/WIA) coordination. ACF will consult with DOL on final site selection decisions. Due to the resources available for this study, ten states in total will be selected, based on the criteria set forth by ACF and the information provided through discussions. The sample will not be representative of the nation but rather will provide snapshots of particular programs. Four people from each state will take part in the discussions, resulting in 40 total respondents.

B2. Procedures for Collection of Information

As outlined above, the procedure for selecting the specific states will be guided by discussions with ACF, and ETA Central and Regional Offices, and a Technical Working Group. These discussions will be guided specifically by the criteria outlined by ACF (listed in the previous section). Upon state selection, we will contact the state TANF and DOL agency personnel and explain what we are looking for, and ask them to designate to whom we should speak. Appointments will be set up according to local personnel schedules. A copy of the questions to be asked will be forwarded to them. Contractor staff will use the approved instruments to guide the discussions. Contractor staff will take notes during the discussion, obtain relevant written materials that are readily available, and prepare written summaries of each discussion and group of discussions for submission to ACF. These summaries will be shared with the states for approval of the material.

We anticipate that the discussions will vary depending on the respondent and that 4 people from ten states (40 respondents) will be interviewed over the year in which the interviews will be conducted. We expect the interview to last for 2 hours each, giving a total of 80 hours.

Exhibit B2.1

Estimated Response Time

Instrument	Number of Respondents over Two Years	Average Burden Hours Per Response
Discussion Guide for Use with State Personnel	40	2

Total	40	-

B3. Methods to Maximize Response Rates and Deal with Nonresponse

Since what we are doing is trying to present the state’s “story” concerning data that has been submitted, and successful TANF/WIA coordination, it is expected that the cooperation rate of the states will be high. If a state or local administrator who is chosen opts not to participate, we will choose another state. Since we are not manipulating data, the questions that would be raised concerning a statistical study do not apply here.

B4. Tests of Procedures or Methods to be Undertaken

We are not sending out a general questionnaire. Therefore, we will not be testing one.

B5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

This ICR is a qualitative study that will later help inform a more rigorous quantitative analysis. The information will be collected by Mathematica Policy Research, Inc (MPR) and its subcontractor, on behalf of the US Department of Health and Human Services (HHS), Administration for Children and Families (ACF). With ACF oversight and approval, MPR will be responsible for data collection, analysis, and report preparation.

Inquiries regarding statistical aspects of the study design should be directed to:

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Dr. Baker is the project officer and will oversee the design of the data collection instruments.