

TANF Data Report - Section Two
 Disaggregated Data Collection for Families
 No Longer Receiving Assistance under the TANF Program

INSTRUCTIONS AND DEFINITIONS

General Instruction: The State agency or 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 receiving assistance (i.e., family affiliation code "1"). States are not expected to track closed cases in order to collect information on families for months after the family has left the rolls. Rather, States are to report based on the last month of assistance.

1. **State FIPS Code:** Enter your two-digit State code from the following listing. These codes are the standard codes used by the National Institute of Standards and Technology. Tribal grantees should leave this field blank.

| State | Code | State | Code |
|-------------------|------|----------------|------|
| Alabama | 01 | Montana | 30 |
| Alaska | 02 | Nebraska | 31 |
| American Samoa | 60 | Nevada | 32 |
| Arizona | 04 | New Hampshire | 33 |
| Arkansas | 05 | New Jersey | 34 |
| California | 06 | New Mexico | 35 |
| Colorado | 08 | New York | 36 |
| Connecticut | 09 | North Carolina | 37 |
| Delaware | 10 | North Dakota | 38 |
| Dist. Of Columbia | 11 | Ohio | 39 |
| Florida | 12 | Oklahoma | 40 |
| Georgia | 13 | Oregon | 41 |
| Guam | 66 | Pennsylvania | 42 |
| Hawaii | 15 | Puerto Rico | 72 |
| Idaho | 16 | Rhode Island | 44 |
| Illinois | 17 | South Carolina | 45 |
| Indiana | 18 | South Dakota | 46 |
| Iowa | 19 | Tennessee | 47 |
| Kansas | 20 | Texas | 48 |

| State | Code | State | Code |
|---------------|------|----------------|------|
| Kentucky | 21 | Utah | 49 |
| Louisiana | 22 | Vermont | 50 |
| Maine | 23 | Virgin Islands | 78 |
| Maryland | 24 | Virginia | 51 |
| Massachusetts | 25 | Washington | 53 |
| Michigan | 26 | West Virginia | 54 |
| Minnesota | 27 | Wisconsin | 55 |
| Mississippi | 28 | Wyoming | 56 |
| Missouri | 29 | | |

2. **County FIPS Code:** Enter the three-digit code established by the National Institute of Standards and Technology for classification of counties and county equivalents. Codes were devised by listing counties alphabetically and assigning sequentially odd integers; e.g., 001, 003, 005. A complete list of codes is available in Appendix F of the TANF Sampling and Statistical Methods Manual. Tribal grantees should leave this field blank.
3. **Tribal Code:** For Tribal grantees, enter the three-digit Tribal code that represents your Tribe (See Appendix E of the TANF Sampling and Statistical Methods Manual for a complete listing of Tribal Codes). 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: All families selected in the sample from the same stratum must be assigned the same stratum code. Valid stratum codes may range from "00" to "99." States and Tribes with stratified samples should provide the ACF Regional Office with a listing of the numeric codes utilized to identify any stratification. States that use stratified samples must file section four of the TANF Data Report, which contains the caseload size by stratum for each report month. If a State or Tribe uses a non-stratified sample design or opts to provide data for its entire caseload, enter the same stratum code any two-digit number) for each family.

Instruction: Enter the two-digit stratum 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 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, a State 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: Enter one of the following codes for each TANF family.

1 = Data collection completed

2 = Not subject to data collection/listed in error

9. Reason for Closure:

Guidance: A closed case is a family whose assistance was terminated for the reporting month, but received assistance under the State'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 become 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 = Federal five-year time limit

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 = State (Tribal) time limit, if different than Federal
- 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 = Transfer to separate State MOE program
- 18 = Family served by a Tribal TANF program or Tribal New program

Other

- 19 = 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, 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:

Guidance: The purpose of this data element is to identify families that are eligible to receive medical assistance under the State plan approved under Title XIX. This will include children served by the Child Health Insurance Program (CHIP) when it is a part of the Title XIX program.

Instruction: Enter "1" if, for the reporting month (or for the last month of TANF assistance), any TANF family member was enrolled in Medicaid and/or CHIP 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 and/or CHIP.

1 = Yes, enrolled in Medicaid and/or CHIP

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. 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". If the Family Affiliation code is "1", the State (Tribe) must make every effort to provide the SSN. For those few individuals that the State (Tribe) cannot obtain the SSN in time to meet the reporting due date, the State (Tribe) should use "000000000" with the understanding that the State (Tribe) must replace this number with the correct SSN once the SSN is obtained.

17. **Race/Ethnicity:**
Guidance: The intent of this data element is to capture the multiplicity of race and ethnicity characteristic applicable to each person. States (Tribes) should code at least one of the race categories "YES" in addition to coding ethnicity.

Instructions: To allow for the multiplicity of race/ethnicity, please enter a one-digit code for each race and for 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):
Guidance: States and Territories must complete this data element.
Instruction: 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:
Guidance: These programs include Veteran's disability benefits, Worker's disability compensation, and Black Lung Disease disability benefits. States and Territories must complete this data element.

Instruction: 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:
Guidance: Title XIV-APDT is applicable only in the Territories. States

(Tribes) may leave this data element blank or use code "2." The Territories must complete this data element.

Instruction: 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:

Guidance: Title XVI-AABD is applicable only in the Territories. States (Tribes) may leave this data element blank or use code "2." The Territories must complete this data element.

Instruction: 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:

Guidance: States (Tribes) must complete this data element. The Territories may leave this data element blank or use code "2."

Instruction: 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:

Guidance: A noncustodial parent who is remarried should be coded a "2" or "3" depending if (s)he is living with his/her current spouse.

Instruction: 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 Federal Time Limit:

Guidance: A countable month is a month for which the adult head-of-household, a spouse of the head-of-household, or minor child head-of-household receives assistance and is not exempt from the Federal five-year time limit. Continue accumulating countable months beyond the 60 months as long as the head-of-household or the spouse of the head-of-household continues to receive assistance. For an adult who is not the head-of-household or the spouse of the head-of-household the number of months on assistance do not count toward the Federal five-year time limit.

Instruction: Enter the number of months countable toward the adult's (or minor child head-of-household's) Federal five-year time limit based on the cumulative amount of time the individual has been either the head-of-household or the spouse of the head-of-household and has received Federal TANF assistance from both the State (Tribe) and other States or Tribes. 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 State's (Tribe's) Time Limit:

Guidance: If a State (Tribe) did not opt to have a time limit other than the Federal five-year time limit, the State may leave this data element blank.

Instruction; Enter the number of months that remain countable toward the adult's (or minor child head-of-household's) State (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:

Guidance: An employed adult (or minor child head-of-household) should have earned income (See data element #29.)

Instruction: 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, 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.