

SSP-MOE Data Report - Section Three  
Aggregated Data Collection  
for Families Receiving Assistance  
under the Separate State Program(s)

**INSTRUCTIONS AND DEFINITIONS**

**General Instruction:** The State agency must 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 may use samples to estimate the monthly totals if explicitly stated in the instruction for the data element.

1. State FIPS Code: Enter your two-digit State code.
2. Calendar Quarter: The four calendar quarters are as follows:  
First quarter .....January - March  
Second quarter.... April - June  
Third quarter.....July - September  
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").

**ACTIVE CASES**

For purposes of completing this report, include all eligible families receiving assistance under the separate State programs, i.e., SSP-MOE families. All counts of families and recipients should be unduplicated monthly totals.

3. Total Number of SSP-MOE Families: Enter the number of families receiving assistance under the separate State programs for each month of the quarter. The total in this item should equal the sum of the number of two-parent families (in item #4), the number of one-parent families (in item #5) and the number of no-parent families (in item #6).  
A. First Month: B. Second Month: C. Third Month:
4. Total Number of Two-parent Families:  
**Guidance:** There is no definition of a two-parent family in statute. The TANF rules allow States to define a two-parent family as long as their definition includes the following minimum definition. For the purpose of calculating the two-parent families work participation rate, a two-parent family includes, at a minimum, all families with two natural or adoptive parents (of the same minor child) who are work-eligible individuals

and living in the home, unless both are minors and neither is a head-of-household. States may expand on this definition.

Include in the count of two-parent families, all families that meet the State's definition of a two-parent family. Also, included all families with a noncustodial parent (as the second parent) that the State included in the two-parent families work participation rate.

**Instruction:** Enter the total number of two-parent families receiving assistance under the separate State programs for each month of the quarter.

A. First Month: B. Second Month: C. Third Month:

5. Total Number of One-Parent Families: Enter the total number of one-parent families receiving assistance under the separate State programs for each month of the quarter.

A. First Month: B. Second Month: C. Third Month:

6. Total Number of No-Parent Families:

**Guidance:** The count of no-parent families includes child-only families and families with a caretaker relative as the head-of-household.

**Instruction:** Enter the total number of no-parent families receiving assistance under the separate State programs for each month of the quarter.

A. First Month: B. Second Month: C. Third Month:

7. Total Number of Recipients: Enter the total number of recipients receiving assistance under the separate State programs for each month of the quarter. The total in this item should equal the sum of the number of adult recipients (in item #8) and the number of child recipients (in item #9).

A. First Month: B. Second Month: C. Third Month:

8. Total Number of Adult Recipients: Enter the total number of adult recipients receiving assistance under the separate State programs for each month of the quarter.

A. First Month: B. Second Month: C. Third Month:

9. Total Number of Child Recipients: Enter the total number of child recipients receiving assistance under the separate State programs for each month of the quarter.

A. First Month: B. Second Month: C. Third Month:

10. Total Number of Noncustodial Parents Participating in Work Activities:

**Guidance:** Include in the count of two-parent families, a family with a noncustodial parent (as the second parent) who is receiving assistance or has been designated by the State as a member of the family receiving assistance.

**Instruction:** Enter the total number of noncustodial parents participating in work

activities under the separate State programs 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:

11. Total Amount of Assistance: Enter the dollar value of all SSP-MOE assistance (cash and non-cash) provided to families under the separate State programs for each month of the quarter. Round the amount of assistance to the nearest dollar.

A. First Month: B. Second Month: C. Third Month:

### **CLOSED CASES**

12. 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: