

**To:** Kelsi Feltz  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Ann Flagg, Director  
Office of Family Assistance (OFA)  
Administration for Children and Families (ACF)

**Date:** December 17, 2024

**Subject:** NonSubstantive Change Request – Temporary Assistance for Needy Families (TANF) Data Reporting for Work Participation (OMB #0970-0338)

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This memo requests approval of nonsubstantive changes to the approved information collection, TANF Data Reporting for Work Participation (OMB #0970-0338).

### ***Background***

Revised instructions for the TANF and SSP-MOE Data Report were recently approved as part of the TANF Data Reporting for Work Participation (OMB #0970-0338) package with a new expiration date of 10/31/2026. As states have been implementing the new instructions, some have asked clarifying questions. These questions have prompted OFA to consult with the Office of General Counsel and to propose a few minor changes to instructions to ensure alignment with TANF regulations. We are requesting expedited approval of these minor changes to ensure that states are able to continue reporting with minimum disruption.

### ***Overview of Requested Changes***

- Adding a coding option that did not fall under other options
  - Citizenship/Immigration Status (TANF Section 1 #42 and 76, TANF Section 2 #25)
    - Add new option “3 = non-qualified alien”

### ***Time Sensitivities***

We request approval as soon as possible to allow states to adapt their systems with the correct coding instructions. The state that raised the issue stated that “The errors [resulting from the available codes] are having downstream impacts and it is proving crucial that we get these resolved as soon as possible.”