

## Trafficking Victim Assistance Program (TVAP) Background

The Trafficking Victims Protection Act of 2000 (TVPA), as amended, authorizes the Secretary of Health and Human Services (HHS) to expand benefits and services to victims of severe forms of trafficking in persons in the United States. Such benefits and services may include services to assist potential victims of trafficking. Section 107(b)(1)(B)(i) of the TVPA (22 U.S.C. § 7105(b)(1)(B)(i)) authorizes the Secretary of HHS to expand non-entitlement benefits and services to victims of severe forms of trafficking in persons in the United States and their family members with derivative T visas. It further states that such benefits and services “may include services to assist potential victims of trafficking in achieving certification and to assist minor dependent children of victims of severe forms of trafficking in persons or potential victims of trafficking.”

The Trafficking Victim Assistance Program (TVAP) is inclusive of two distinct programs: the Trafficking Victim Assistance Program (TVAP) and the Aspire: Child Trafficking Victim Assistance Demonstration Program. The performance indicators contained within this reporting workbook should be submitted for both TVAP programs. TVAP award recipients must provide program performance indicator data to OTIP on a quarterly and annual basis, as indicated.

OTIP collects information to measure grant project performance, provide technical assistance to grant recipients, assess program outcomes, improve program evaluation, respond to congressional inquiries and mandated reports, and inform policy and program development that is responsive to the needs of victims.

The information collection captures information on participant demographics (e.g., age, sex, and country of origin); types of trafficking experienced (e.g., sex, labor, or both); types of enrollment; types of services requested and provided, along with their cost; barriers to service delivery; subrecipients enrolled into the grantee’s network; victim outreach activities; and the types of training provided to subrecipient organizations or other partners.

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PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to gather data on the grant program to assess program performance, inform evaluation efforts, tailor technical assistance for recipients, respond to inquiries from stakeholders, and inform policy and program development. Public reporting burden for this collection of information is estimated to average XX hours per grant recipient, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to retain a benefit (22 U.S.C. 7105, Trafficking Victims Protection Act). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0467 and the expiration date is 2/28/2026. If you have any comments on this collection of information, please contact Vera Soto, Office on Trafficking in Persons, by email at Vera.Soto@acf.hhs.gov.

## How to Use This Workbook

Trafficking Victim Assistance Program (TVAP) grant recipients are expected to submit client program entry, delivery barriers and monitoring, client case closure, outreach, and partnership development data to OTIP on a quarterly basis and client service use and costs of services data on an annual basis. The name of each quarterly submission tab will start with a 'Q.' The name of each annual submission tab will start with 'FY.'

Over the course of the TVAP program, grant recipients will use the OMB-approved forms below to collect data from clients and program partners. This data will then be aggregated and submitted to OTIP via this Excel-based data collection workbook and submitted via GrantSolutions.gov to fulfill post-award performance reporting requirements.

### **TVAP Program Data Collection Forms (x9)**

- Client Characteristics and Enrollment Form
- Barriers to Service Delivery Form
- Client Case Closure Form
- Client Service Use and Delivery Form
- Client Outreach Form
- Subrecipient Enrollment
- Client Service Costs



## Trafficking Victim Assistance Program (TVAP)

### Terms and Definitions

| Term                                                                 | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>Definitions for Client Enrollment, Service Delivery, and Exit</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Enrollment</b>                                                    | occurs when a victim of human trafficking is entered into the program to receive comprehensive case management services. This includes occasions when a victim reconnects to the program after a period of absence and the case is reopened.                                                                                                                                                                                                                         |
| <b>Exit</b>                                                          | or disenrollment occurs when a client separates from the program and is no longer receiving comprehensive case management services. This may occur when the client completes the program or for a variety of other reasons.                                                                                                                                                                                                                                          |
| <b>Clients</b>                                                       | are those individuals enrolled in OTIP funded programs such as the Trafficking Victim Assistance Programs or Domestic Victims of Human Trafficking (DVHT) Programs. United States citizens and Lawful Permanent Residents who have experienced human trafficking are eligible to enroll in DVHT Programs including the Domestic Victims of Human Trafficking Services and Outreach Program and the Victims of Human Trafficking in Native Communities Program.       |
| <b>Subrecipient Partnerships</b>                                     | are a type of relationship between at least two organizations in which the organization funded by the government (e.g., grant recipient) has agreed to share its financial resources with one or more organizations (e.g., subrecipients) to conduct a program.                                                                                                                                                                                                      |
| <b>Human Trafficking</b>                                             | is a crime involving the exploitation of someone to perform labor or commercial sex acts through force, fraud, or coercion.                                                                                                                                                                                                                                                                                                                                          |
| <b>Sex Trafficking</b>                                               | occurs when someone is induced to perform a commercial sex act through force, fraud, or coercion – or when the person providing the act is 17 years old or younger.                                                                                                                                                                                                                                                                                                  |
| <b>Labor Trafficking</b>                                             | occurs when someone is recruited, harbored, transported, provided, or obtained for labor or services through force, fraud, or coercion to subject them to involuntary servitude, peonage, debt bondage, or slavery.                                                                                                                                                                                                                                                  |
| <b>Disability</b>                                                    | is defined as the product of interactions among individuals' bodies; their physical, emotional, and mental health; and the physical and social environment in which they live, work, or play. Disability exists where this interaction results in limitations of activities and restrictions to full participation at school, at work, at home, or in the community (Institute of Medicine and International Classification of Functioning, Disability, and Health). |
| <b>Hearing Difficulty</b>                                            | is being deaf or having serious difficulty hearing.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Vision Difficulty</b>                                             | is being blind or having serious difficulty seeing, even when wearing glasses.                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Cognitive Difficulty</b>                                          | is having difficulty remembering, concentrating, or making decisions because of a physical, mental, or emotional problem.                                                                                                                                                                                                                                                                                                                                            |
| <b>Ambulatory Difficulty</b>                                         | is having serious difficulty walking or climbing stairs.                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Self-Care Difficulty</b>                                          | is having difficulty bathing or dressing.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Independent Living Difficulty</b>                                 | is having difficulty doing errands alone such as visiting a doctor's office or shopping because of a physical, mental, or emotional problem.                                                                                                                                                                                                                                                                                                                         |
| <b>Housing</b>                                                       | <a href="https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf">https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf</a>                                                                                                                                                                                                                                                                                        |
| <b>Emergency Housing</b>                                             | is any facility whose primary purpose is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless (e.g., domestic violence shelters, human trafficking shelters, etc.).                                                                                                                                                                                                                                  |
| <b>Institutional Housing</b>                                         | is any facility whose primary purpose is to provide 24-hour care, treatment, and/or supervision. This includes psychiatric treatment facilities, juvenile detention centers, jails, prisons, foster care home settings, substance abuse treatment facilities, detox centers, long-term care facilities, and nursing homes.                                                                                                                                           |
| <b>Permanent Housing</b>                                             | is community-based housing with no time limit on how long an individual can reside in the housing or receive housing assistance, living as independently as possible. This includes Permanent Supportive Housing as well as housing owned or rented by the client.                                                                                                                                                                                                   |
| <b>Transitional Housing</b>                                          | is designed to provide homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing is time limited with clients staying up to 24 months in the housing, typically with accompanying supportive services. Individuals must have a lease (or sublease) or occupancy agreement in place when residing in transitional housing.                                                |
| <b>Services and Benefits</b>                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Basic Necessities</b>                                             | are encounters between a client and service provider in which a client is provided directly with items needed for daily living or with funds to purchase said items. This includes providing clients with personal care items such as shampoo, conditioner, soap, lotion, clothing, feminine hygiene products, and food.                                                                                                                                             |
| <b>Case Management</b>                                               | is an encounter between a case management provider and a client during which services are provided that assist clients in the management of their health and social needs, including client needs assessments, the establishment of service plans, and the maintenance of referral, tracking, and follow-up systems. This also includes assisting clients in understanding their rights and advocating on their behalf with referral partners.                       |
| <b>Childcare</b>                                                     | includes encounters between the client's child or children and childcare provider including babysitters, daycare, Early Head Start, Head Start, after and/or before school care, day camps, etc. This includes assistance securing childcare, funding provided for childcare, and referrals to childcare providers.                                                                                                                                                  |
| <b>Crisis Intervention</b>                                           | includes encounters in which a client or potential client in crisis receives interventions and services. This includes assistance or referrals provided for client emergencies as well as the provision of intervention techniques by a service provider aimed at alleviating emotional distress.                                                                                                                                                                    |
| <b>Education Services</b>                                            | are encounters in which a client accesses educational courses in an informal, traditional, or online setting. This includes English as a Second Language (ESL) courses, General Education courses, GED test preparation, and enrollment in higher education. These courses can be directly provided by the grant recipient or through a referral.                                                                                                                    |
| <b>Employment Assistance</b>                                         | includes encounters between a client and service provider in which they receive assistance in finding and securing employment. This may include interview preparation, assistance in job hunting or resume building, or engagement in job placement programs. This can be directly provided by the grant recipient or through a referral.                                                                                                                            |
| <b>Family Reunification</b>                                          | are encounters between a client and service provider or on behalf of a client (with their consent) in which efforts are made to reunify the client with their family members in the United States. This may include making phone calls to arrange family reunification, holding meetings to prepare for family reunification, and assisting clients in obtaining and completing any necessary reunification paperwork.                                               |
| <b>Housing/Shelter Services</b>                                      | are encounters between a client and service provider to assist the client in securing and maintaining housing. This may include full or partial payment of a client's rent or utilities, enrollment in housing programs or housing units, completion of housing related paperwork, and assistance with the client's housing search.                                                                                                                                  |
| <b>Interpreter/Translator Services</b>                               | are encounters between a translator or interpreter and client to assess service needs and/or to provide services to a client. This includes the use of language lines for interpretation services.                                                                                                                                                                                                                                                                   |

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| <b>Legal Advocacy and Services</b>                 | are generally encounters between a client and an attorney or paralegal to discuss the client's rights and legal options or to follow through on legal remedies. This may include expunging criminal records because of the trafficking experience or assistance with civil or family court issues. This may also include using program funds to provide 'know your rights' presentations to facilitate legal representation by private attorneys willing to act on behalf of clients pro bono. However, program funding cannot be used for criminal defense attorney services. |
| <b>Life Skills</b>                                 | are encounters between a client and service provider to develop skills necessary for full participation in everyday life. This includes assisting clients in learning how to do laundry, navigate public transportation, maintain personal hygiene, develop healthy relationships, enact conflict resolution, and cook healthy and balanced meals.                                                                                                                                                                                                                             |
| <b>Medicaid</b>                                    | is health insurance available to low-income individuals and families.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Mental/Behavioral Health Services</b>           | are encounters between a licensed mental health provider (psychiatrist, psychologist, LCSW, and certain other master's prepared mental health providers licensed by specific states) or an unlicensed mental health provider credentialed by the center, and a client, during which mental health services (i.e., services of a psychiatric, psychological, psychosocial, or crisis intervention nature) are provided. Clinicians and Hospitals use diagnostic codes from the DSM-5 for insurance purposes.                                                                    |
| <b>Other Services</b>                              | are encounters between a provider, other than those listed above, and a client during which other forms of services are provided.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Peer Support and Mentoring</b>                  | are encounters between a client and their peers (e.g., individuals who have shared a similar experience of human trafficking and/or substance use) to provide support, share knowledge, and/or work toward recovery through peer-led support groups, one-on-one coaching, mentoring programs, etc                                                                                                                                                                                                                                                                              |
| <b>Safety Planning</b>                             | is an encounter between a client and service provider in which they develop a practical plan to avoid and react to dangerous situations. This plan should be based on the specific needs of each client.                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Section 8</b>                                   | is the Housing Choice Voucher Program which assists low-income families, the elderly, and the disabled to afford safe housing in the private market.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>SNAP</b>                                        | is the Supplemental Nutrition Assistance Program, formerly known as SNAP, which provides food-purchasing assistance to individuals and families.                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>SSDI</b>                                        | is Social Security Disability Insurance, a type of financial assistance provided to workers who become disabled before reaching retirement age.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>SSI</b>                                         | is Supplemental Security Income, a type of financial assistance provided to low-income people who are aged 65 or older, blind, or disabled.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Substance Use Assessment/Treatment Services</b> | are encounters between a substance abuse provider (e.g., credentialed substance abuse counselor, rehabilitation therapist, psychologist) and a client during which alcohol or drug abuse services (i.e., assessment and diagnosis, treatment, aftercare) are provided.                                                                                                                                                                                                                                                                                                         |
| <b>TANF</b>                                        | is the Temporary Assistance to Needy Families program, formerly known as welfare, which provides financial assistance to pregnant women and families with one or more dependent children.                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Transportation Services</b>                     | are encounters in which a service provider provides a client with the necessary resources to access transportation which enables clients to access services. This includes providing clients with bus/rail passes, cabs/cab vouchers, or gas assistance. This may occur with the service provider purchasing transportation on behalf of the client, providing clients with gifts cards to the same purpose, or providing clients with cash to purchase transportation themselves.                                                                                             |
| <b>Victim Advocacy</b>                             | is an encounter between a client and service provider in which the client is provided information and support to help them understand and exercise their rights as a victim of crime within the criminal justice process.                                                                                                                                                                                                                                                                                                                                                      |
| <b>WIC</b>                                         | is the Special Supplemental Nutrition Program for Women, Infants, and Children, which provides nutrition assistance to low-income pregnant women, breastfeeding women, infants, and children under the age of five.                                                                                                                                                                                                                                                                                                                                                            |
| <b>Trafficking Exploitation Industry/Venue</b>     | This data element describes the industry through which, or venue where, the client experienced trafficking exploitation to provide commercial sex acts or labor/services. The industry or venue can be formally recognized, or family owned.                                                                                                                                                                                                                                                                                                                                   |
| <b>Agriculture/Field Labor</b>                     | This value should be selected if the client was trafficked to grow crops or cultivate soil. Includes: Farming operations that are not legally or formally recognized as businesses, such as agriculture on family-owned lands.                                                                                                                                                                                                                                                                                                                                                 |
| <b>Auto-Mechanic/Auto-Shop/Car Repair</b>          | This value should be selected if the client was trafficked to repair or maintain a motor vehicle of any type, including diagnostic testing, inspections, cleaning, and cosmetic improvements.                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Arts/Entertainment</b>                          | This value should be selected if the client was trafficked to provide recreational entertainment or art, including modeling and the performing arts.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Bar/Cantina/Nightclub</b>                       | This value should be selected if the client was trafficked through an establishment that serves alcohol/drinks as their primary business product.                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Begging/Peddling</b>                            | This value should be selected if the client was made to beg for money or ask strangers for donations that primarily benefit their exploiters. Includes: begging/peddling in exchange for quick or time-limited services such as selling candy or car window-washing at stoplights where the primary purpose of the labor is to beg or peddle and not necessarily to provide a good or service.                                                                                                                                                                                 |
| <b>Carnival</b>                                    | This value should be selected if the client was trafficked to provide entertainment through traveling oddity and wonder shows or performances. This value should be selected if the client was a carnival performer or if the client supported the carnival through sale of retail goods/tickets, animal caretaking, event management tasks.                                                                                                                                                                                                                                   |
| <b>Carpentry/Woodworking</b>                       | This value should be selected if the client was trafficked to make or repair any object made of wood. IMPORTANT NOTE: This industry should not be confused with Construction. If the primary work performed involved the development of the land and installation of building materials, select Construction.                                                                                                                                                                                                                                                                  |
| <b>Cobbling</b>                                    | This value should be selected if the client was trafficked to assemble, repair, or make modifications to shoes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Commercial Cleaning</b>                         | This value should be selected if the client was trafficked to provide janitorial or out-call cleaning services for commercial or public properties. IMPORTANT NOTE: This includes businesses like Merry Maids but does not refer to housekeeping staff at a hotel (Hotel/Hospitality).                                                                                                                                                                                                                                                                                         |
| <b>Commercial Sex</b>                              | This value should be selected if the client was recruited, harbored, transported, provided, obtained, patronized, or solicited for the purpose of engaging in a sex act in exchange for something of value. For minor clients, this value should be selected any time the client is offered anything of value in exchange for a sex act, even if engagement sex act does not take place. IMPORTANT NOTE: If the Type of Commercial Sex is known, please be sure to specify.                                                                                                    |
| <b>Construction</b>                                | This value should be selected if the client was trafficked to provide improvements to real estate or infrastructure through building, repairs, or demolition. IMPORTANT NOTE: This industry should not be confused with private interior household repair like handyman services (Domestic Work).                                                                                                                                                                                                                                                                              |
| <b>Domestic Work</b>                               | This value should be selected if the client was trafficked to provide childcare, housekeeping, household repair, or other household duties to an employer or family member. IMPORTANT NOTE: Household repair includes things like providing "handyman" services or backyard gardening but should not be confused with specialized lawn care (Landscaping) or other contracted work home improvement work (Construction).                                                                                                                                                       |
| <b>Elder Care</b>                                  | This value should be selected if the client was trafficked to provide non-medical daily needs or to fulfill other caregiver duties for the elderly or otherwise vulnerable adults.                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Escort Services</b>                             | This value should be selected if the client was supplied to buyers to provide commercial sex or romantic companionship; OR, the client primarily provided commercial sex services on an "out-call" basis, meeting clients at various locations such as hotels or private residences                                                                                                                                                                                                                                                                                            |
| <b>Factories/Manufacturing</b>                     | This value should be selected if the client was trafficked to package food or merchandise to be sold; OR, to provide any other type of type of industrial factory-oriented labor.                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Fishing</b>                                     | This value should be selected if the client was trafficked to catch/obtain fish, shellfish, or other sea life from a natural body of water (i.e., ocean, bay, gulf, etc.); OR to harvest aquatic animals or plants in controlled or selected aquatic environments.                                                                                                                                                                                                                                                                                                             |
| <b>Forced Criminal Activity</b>                    | This value should be selected if the client was trafficked when providing labor or services that contribute to an illegal/illicit business operation. Includes: assault, arms smuggling/dealing, decoy services, extortion, financial scams, human smuggling/foot guiding, drug cultivation/production, drug transporting/distribution, drug smuggling, look-out/scouting, robbery, and wildlife smuggling, etc.                                                                                                                                                               |

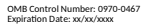
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| <b>Forestry/Logging</b>                          | This value should be selected if the client was trafficked to create, cultivate, manage, use, transport, carry and/or repair forests, trees, or tree products such as wood for recreational or commercial use.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Garment/Textiles</b>                          | This value should be selected if the client was trafficked to use, alter, repair, or make modifications to a variety of fabrics, both man-made and natural fibers, as well as leather, fur, metals, and plastic.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Health Care</b>                               | This value should be selected if the client was trafficked to provide medical care to patients. Includes: doula/midwife services, CNA/GNA work, home health care services, residential care facility services, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Health/Beauty</b>                             | This value should be selected if the client was trafficked to provide cosmetology-related services to clients. Includes: acupuncture services, hair salon/barber shop services, hair braiding, and nail salon services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Herdng Livestock/Animal Husbandry</b>         | This value should be selected if the client was trafficked to care for and raise animals for their byproducts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Hotel/Hospitality</b>                         | This value should be selected if the client was trafficked to provide lodging or other temporary accommodations to customers. Includes: front desk/front of housework and in-house housekeeping. IMPORTANT NOTE: This venue should not be confused with Commercial Cleaning and does not refer to tourist attractions Ski Resorts/Casinos (Recreation/Sports) or Cruise Ships (Transportation). This value should NOT be selected if a minor was induced to engage in a commercial sex act within a Hotel/Motel. In this situation, Exploitation Industry should be Commercial Sex and Commercial Sex Venue should be Commercial Space-Based.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Illicit Massage/Health</b>                    | This value should be selected if the client was trafficked through a business that claimed to offer legitimate health/beauty/spa services, but whose true purpose is providing commercial sex services to clients. Includes: massage parlors, nail salons, acupressure shops, spas, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Landscaping</b>                               | This value should be selected if the client was trafficked to modify the aesthetic features of land. Includes: Commercial gardening, grass cutting, hedge trimming, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Mining/Quarrying</b>                          | This value should be selected if the client was trafficked to harvest of coal or other minerals, oil, fuel, or gas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Other</b>                                     | This value should be selected if the client described a trafficking situation that does not reasonably fit into any of the other venues/industries provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Personal Sexual Servitude</b>                 | This value should be selected if the client was heavily controlled (and usually confined) for the sole purpose of providing personal sexual services to one/specific person(s).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Production of Child Sexual Abuse Material</b> | This value should be selected if the client was induced to provide or produce visual material depicting sexually explicit displays, sexual activity, or sexual abuse, intended to erotically stimulate a person or through a business that produces such material. Includes: pornography, sextortion or revenge pornography, image-based abuse (nude photos), etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Recreation/Sports</b>                         | This value should be selected if the client was trafficked through a business that provides a venue for patrons to partake in amusement or leisure or through athletic leagues or teams. Includes: casinos, ski resorts, pools, amusement/theme parks, recreational camps, golf courses, racetracks, family-owned gambling businesses, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Religious Institution</b>                     | This value should be selected if the client was trafficked through a spiritual or religious institution or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Restaurant/Food Service</b>                   | This value should be selected if the client was trafficked through a business primarily engaged in selling prepared food. The industry or venue can be formally recognized, or family owned. Includes: fast food, sit-down restaurants, food/ice cream trucks, food stands, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Retail Sales</b>                              | This value should be selected if the client was trafficked through a business primarily engaged in selling merchandise. This value should also be selected for informal sales and family business street retail sales.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Stripping/Dancing</b>                         | This value should be selected if the client was trafficked to remove their clothing and provide dance performances. IMPORTANT NOTE: This value should not be confused with Bar/Club/Cantina – a venue whose primary business purpose is the sale of alcoholic beverages.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Transportation</b>                            | This value should be selected if the client was trafficked to facilitate the movement of passengers and cargo, the warehousing and movement of goods, scenic and sightseeing transportation, or any related support activities. Includes: cruise ships, shipping, trucking, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Traveling Sales Crew</b>                      | This value should be selected if the client was trafficked to dispose of any form of waste. This value should be selected if the child was employed in a formal or informal capacity and should be interpreted broadly. Includes: collection, landfill, transfer, waste-to-energy, or recycling services, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Waste Management/Recycling</b>                | This value should be selected if the client was trafficked to dispose of any form of waste. This value should be selected if the child was employed in a formal or informal capacity and should be interpreted broadly. Includes: collection, landfill, transfer, waste-to-energy, or recycling services, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Not Reported</b>                              | This value should be selected if the exploitation industry through which, or venue where, a client was exploited to provide commercial sex acts or labor/services is not known or is not reported.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Commercial Sex Venue</b>                      | This value describes the venue where the client was induced to engage in commercial sex.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Commercial Space-Based</b>                    | This value should be selected if the client was induced to engage in commercial sex within or through a commercial space. This value should be selected regardless of whether these businesses, or their associated agents, employees, or staff were involved in, or aware of, trafficking occurring on-site or within the business. IMPORTANT NOTE: For all sex trafficking situations, if the exploitation industry is known, all relevant field values for both Exploitation Industry and Commercial Sex Venue should be selected. Example: if a client was induced to engage in commercial sex within a cantina, Bar/Club/Cantina and Commercial Sex should be selected for Exploitation Industry and Commercial Space-Based should be selected for Commercial Sex Venue.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Institution-Based</b>                         | This value should be selected if the client was induced to engage in commercial sex within or through a formal facility or organization of a public character in which people live and/or receive care. This value should be selected regardless of whether these institutions, or their associated employees or staff were involved in, or aware of, trafficking occurring on-site or within the institution. This should be selected regardless of the institution's fiduciary relationships or how the institution is funded. Examples of Institutions: immigration facilities, detention facilities, educational facilities, child welfare agencies, shelters, transitional housing, or other nonprofit housing providers, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Technology-Based</b>                          | This value should be selected if the client was induced to engage in commercial sex, or to produce sexually explicit digital content or child sexual abuse material for the purposes of online, digital, virtual, or other technology-based distribution. This value should be used when the commercial sex act is advertised or viewable by online users (through mobile applications, social media or gaming platforms, or websites), or when content is shared digitally (via text message, video cassettes, or analog video recording). The actual location of where the sex act will take place or where the child sexual abuse material is created does not need to be known. This value should be selected regardless of whether the website, application, or other technological hosts, or their associated administrators were involved in, or aware of, trafficking occurring on their platform. IMPORTANT NOTE: For all sex trafficking situations, if the exploitation industry is known, all relevant field values for both Exploitation Industry and Commercial Sex Venue should be selected. Example: if a client was induced to produce child sexual abuse material that was distributed online, Production of Child Sexual Abuse Material and Commercial Sex should be selected for Exploitation Industry and Internet-Based should be selected for Commercial Sex Venue. |
| <b>Outdoor/Street-Based</b>                      | This value should be selected if the client was induced to engage in commercial sex along a track, stroll, block, along a smuggling route, or through any outdoor or street-based venue. Examples: any commercial or recreational vehicle motor vehicle not used as a residence including cars, trucks, vans, RVs, caravans, trucks or truck stops, parks, fields, vacant or otherwise condemned properties, outdoor recreational facilities like basketball courts or football fields.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Residence-Based</b>                           | This value should be selected if the client was induced to engage in a commercial sex within a non-commercial private residence. The residence does not need to be a fixed, regular, and/or adequate nighttime residence for any occupants. IMPORTANT NOTE: if the residence is part of a residential facility, or institution-based or affiliated entity, please select Institution-Based. Examples: private domiciles or residences such as houses, apartments, condominiums, townhomes, RVs, or trailers, smuggling safe houses, warehouses, or ransom houses, drug production/distribution homes sometimes referred to as "trap houses" or "drug houses", etc. Not Reported: This value should be selected if the venue where the client was induced to engage in a commercial sex act is not known or was not reported.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

The screenshot displays a financial reporting application. At the top, a navigation bar includes tabs for 'Home', 'Reports', 'Settings', and 'Help'. The main area is divided into a grid of report cards. The first column lists various reports, including 'Balance Sheet', 'Income Statement', 'Cash Flow Statement', and 'Statement of Retained Earnings'. The subsequent columns provide detailed data for these reports, organized into tables with multiple columns and rows. The data includes numerical values, percentages, and descriptive text. The interface is designed for financial analysis and reporting.

| Parameter | Definition/Formula                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Significance/Notes                                                                                                                                                                                                                                             | Reference/Source |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|           | <p>1. <math>\text{Mean} = \frac{\sum f_i x_i}{\sum f_i}</math></p> <p>2. <math>\text{Standard Deviation} = \sqrt{\frac{\sum f_i x_i^2}{\sum f_i} - \left(\frac{\sum f_i x_i}{\sum f_i}\right)^2}</math></p> <p>3. <math>\text{Coefficient of Variation} = \frac{\text{Standard Deviation}}{\text{Mean}} \times 100</math></p> <p>4. <math>\text{Skewness} = \frac{\sum f_i x_i^3}{\sum f_i} - 3 \left(\frac{\sum f_i x_i}{\sum f_i}\right) \left(\frac{\sum f_i x_i^2}{\sum f_i}\right) + 2 \left(\frac{\sum f_i x_i}{\sum f_i}\right)^3</math></p> <p>5. <math>\text{Kurtosis} = \frac{\sum f_i x_i^4}{\sum f_i} - 4 \left(\frac{\sum f_i x_i}{\sum f_i}\right) \left(\frac{\sum f_i x_i^3}{\sum f_i}\right) + 6 \left(\frac{\sum f_i x_i}{\sum f_i}\right) \left(\frac{\sum f_i x_i^2}{\sum f_i}\right)^2 - 3 \left(\frac{\sum f_i x_i}{\sum f_i}\right)^4</math></p> | <p>1. Measures the central tendency of the data.</p> <p>2. Measures the spread or dispersion of the data.</p> <p>3. Measures the relative spread of the data.</p> <p>4. Measures the asymmetry of the data.</p> <p>5. Measures the peakedness of the data.</p> |                  |

Please reference pages 3-5 of the Grant Recipient Reporting Reference Guide to populate this table.

[illegible]



|                       |                             |
|-----------------------|-----------------------------|
| Grant Recipient Name: |                             |
| Grant Number:         |                             |
| Report Type:          | Quarterly                   |
| Report Period:        | Q1 (10/1/2025 - 12/31/2025) |

**THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BENEFIT:** Through this information collection, ACF is gathering data on the grant program to assess program performance, inform evaluation, tailor technical assistance, report to stakeholders, and inform policy and program development. Public reporting burden for this collection of information is estimated to average .167 hours per response, including the time for reviewing existing materials for collection of information, searching existing data sources, gathering the data needed, reviewing the collection of information, this collection of information is required to retain a benefit (22 USC 7305, Trafficking Victims Protection Act). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number.

**Reporting Expectations:**  
The grant recipient is expected to collect on the Client Case Closure data elements when a client is disenrolled from the Trafficking Victim Assistance Program (TVAP). Information should be reported to OTIP on a quarterly basis:

Quarter 1 Reporting Period: October 1 - December 31 (due January 30)  
 Quarter 2 Reporting Period: January 1 - March 31 (due April 30)  
 Quarter 3 Reporting Period: April 1 - June 30 (due July 30), and  
 Quarter 4 Reporting Period: July 1 - September 31 (due October 30)

**Navigating This Workbook:** Each row in the table below represents one client served. Upon case closure, each unique client should be added to the table (or given their own row). Clients should not be removed from the table. If a client cycles back into the program, they should be given a new row in the Client Program Entry tab with their new intake date.

Each of the columns in the table below correspond to a data element in the Grant Recipient Reporting Reference Guide. See the Reference Guide or the Operational Guidance tab for more information. There are 6 total Client Case Closure columns or data elements.

The second row of the table (containing the grey color cells) provides the format of the data that should be reported in the column and, where there are structured options to choose from, the grey cell will contain a note with corresponding response options. You can hide the notes by navigating to the Review tab in Excel. Click on Notes, and select Show/Hide Note.

- Reason for Case Closing Response Options:
- Client relocated
  - Client unable to meet program expectations
  - Determined ineligible for services
  - Incarcerated and out of contact with program
  - Lost contact with client
  - No longer in need of services
  - Time limitations of the program
  - Transfer to another service program
  - Other (specify)

- Living Situation Response Options:
- Emergency Housing
  - Institutional Housing
  - No Housing/Place not meant for habitation
  - Permanent Housing
  - Transitional Housing
  - Unknown

- Continued Presence or T Visa Response Options:
- Continued Presence
  - Bona Fide T Visa
  - T Visa
  - Unknown

Please reference page 6 of the Grant Recipient Reporting Reference Guide to populate this table.

[illegible]



Grant Recipient Name: \_\_\_\_\_  
Grant Number: \_\_\_\_\_  
Report Type: Quarterly  
Report Period: Q1 (10/1/2025 - 12/31/2025)

OMB Control Number: 0970-0467  
Expiration Date: xx/xx/xxxx

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is gathering data on the grant program to assess program performance, inform evaluation, tailor technical assistance, report to stakeholders, and inform policy and program development. Public reporting burden for this collection of information is estimated to average .167 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to retain a benefit (22 USC 7105, Trafficking Victims Protection Act). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number.

Please reference page 7 of the Grant Recipient Reporting Reference Guide to populate this table.

**Reporting Expectations:**  
The grant recipient is expected to collect on the Barriers to Service Delivery data elements and report this information to OTIP on a quarterly basis:  
  
Quarter 1 Reporting Period: October 1 - December 31 (due January 30)  
Quarter 2 Reporting Period: January 1 - March 31 (due April 30)  
Quarter 3 Reporting Period: April 1 - June 30 (due July 30), and  
Quarter 4 Reporting Period: July 1 - September 31 (due October 30)  
  
**Navigating This Workbook:**  
Each row in the table below corresponds to a quarterly reporting period. Any and all barriers to service delivery encountered during a single reporting period should be summarized in one row (see example row). Grant recipients should use the response options provided and should expound on those barriers in the written PPR report that accompanies their workbook submission.

- Barriers to Service Delivery Response Options:
- Feelings of No Support and Isolation
  - Ineffective Coordination with Federal Agencies
  - Ineffective Coordination with Local Agencies
  - Lack of Adequate Funding
  - Lack of Adequate Resources
  - Lack of Adequate Training
  - Lack of Cooperation of Client
  - Lack of Formal Rules and Regulations
  - Lack of Internal Procedures
  - Lack of Knowledge of Victims' Rights
  - Language Barriers
  - Safety Concerns
  - Client Legal Status
  - Other (specify)
  - None

| TVAP Client Services - Barriers to Service Delivery |                                                    |                                                  |
|-----------------------------------------------------|----------------------------------------------------|--------------------------------------------------|
| drop down list, one selection                       | open text, refer to field value options            | open text                                        |
| Reporting Period                                    | Barriers to Service Delivery                       | If Barriers to Service Delivery 'Other', Specify |
| EXAMPLE ROW                                         | Lack of Adequate Resources, Safety Concerns, Other |                                                  |
| Q1 (10/1/2025 - 12/31/2025)                         |                                                    |                                                  |
| Q2 (1/1/2026 - 3/31/2026)                           |                                                    |                                                  |
| Q3 (4/1/2026 - 6/30/2026)                           |                                                    |                                                  |
| Q4 (7/1/2026 - 9/30/2026)                           |                                                    |                                                  |



Grant Recipient Name: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Report Type: Quarterly

Report Period: Q1 (10/1/2023 - 12/31/2023)

OMB Control Number: 0970-0467  
Expiration Date: xx/xx/xxxx

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is gathering data on the grant program to assess program performance, inform evaluation, tailor technical assistance, report to stakeholders, and inform policy and program development. Public reporting burden for this collection of information is estimated to average .3 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to retain a benefit (22 USC 7105, Trafficking Victims Protection Act). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number.

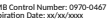
Please reference pages 9-10 of the Grant Recipient Reporting Reference Guide to populate this table.

**Reporting Expectations:**  
The grant recipient is expected to collect on the Victim Outreach data elements and report this information to OTIP on a quarterly basis:  
  
Quarter 1 Reporting Period: October 1 - December 31 (due January 30)  
Quarter 2 Reporting Period: January 1 - March 31 (due April 30)  
Quarter 3 Reporting Period: April 1 - June 30 (due July 30), and  
Quarter 4 Reporting Period: July 1 - September 31 (due October 30)  
  
**Navigating This Workbook:**  
Each row in the table below corresponds to a quarterly reporting period. Any and all outreach activities conducted during a single reporting period should be summarized in one row (see example row). Grant recipients should use the response options provided and should expound on outreach activities conducted in the written PPR report that accompanies their workbook submission.

The second row of the table (containing the grey color cells) provides the format of the data that should be reported in the column and, where there are structured options to choose from, the grey cell will contain a note with corresponding response options. You can hide the notes by navigating to the Review tab in Excel. Click on Notes, and select Show/Hide Note.

- Outreach Setting Response Options:
- Agricultural Settings
  - Casinos
  - Commercial Establishments
  - Consulates
  - Court-Based Settings
  - Day Labor Settings
  - Detention Settings
  - Digital: Social Media
  - Digital: Other
  - Education Settings
  - Factories
  - Health Care Settings
  - Homeless Encampments
  - Hotel/Hospitality Settings
  - Massage Parlors
  - Shelter Settings
  - Street Settings
  - Strip Clubs
  - Youth Care Settings
  - Other (specify)

| TVAP Client Outreach          |                                                 |                                         |                                                  |                                      |                              |
|-------------------------------|-------------------------------------------------|-----------------------------------------|--------------------------------------------------|--------------------------------------|------------------------------|
| drop down list, one selection | number                                          | number                                  | open text, refer to field value options          | number                               |                              |
| Reporting Period              | Number of Public Awareness Activities Conducted | Number of Outreach Activities Conducted | Outreach Settings                                | If Outreach Setting 'Other', Specify | Number of Victims Identified |
| EXAMPLE ROW                   | 6                                               | 15                                      | Agricultural Settings, Day Labor Settings, Other | Embassies                            | 10                           |
| Q1 (10/1/2025 - 12/31/2025)   |                                                 |                                         |                                                  |                                      |                              |
| Q2 (1/1/2026 - 3/31/2026)     |                                                 |                                         |                                                  |                                      |                              |
| Q3 (4/1/2026 - 6/30/2026)     |                                                 |                                         |                                                  |                                      |                              |
| Q4 (7/1/2026 - 9/30/2026)     |                                                 |                                         |                                                  |                                      |                              |



|                       |                             |
|-----------------------|-----------------------------|
| Grant Recipient Name: |                             |
| Grant Number:         |                             |
| Report Type:          | Quarterly                   |
| Report Period:        | Q1 (10/1/2025 - 12/31/2025) |

OMB Control Number: 0970-0467  
Expiration Date: xx/xx/xxxx

**THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-130) STATEMENT OF PUBLIC BURDEN:** Through this information collection, ACF is gathering data on the grant program to assess program performance, inform evaluation, tailor technical assistance, report to stakeholders, and inform policy and program development. Public reporting burden for this collection of information is estimated to average .367 hours per response, including the time for reviewing instructions, gathering existing data sources, gathering the data needed, reviewing the collection of information, this collection of information is required to retain a benefit (22 USC 1105), Trafficking Victims Protection Act). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number.

Please reference pages 12-13 of the Grant Recipient Reporting Reference Guide to populate this table.

#### Reporting Expectations

The grant recipient is expected to collect data elements only on subrecipients or entities/organizations with whom the grant recipient has a formal contractual relationship to provide services. This data should be updated as entities/organizations are enrolled into the grant recipient's network on a rolling basis. Any updates are to be reported on a quarterly basis.

Quarter 1 Reporting Period: October 1 - December 31 (due January 30)  
Quarter 2 Reporting Period: January 1 - March 31 (due April 30)  
Quarter 3 Reporting Period: April 1 - June 30 (due July 30), and  
Quarter 4 Reporting Period: July 1 - September 31 (due October 30)

**Navigating This Workbook:**  
Each row in the table below

Each row in the table below corresponds to a subrecipient organization. If there are not subrecipients to be reported, this tab may be left blank. The second row of the table (containing the grey color cells) provides the format of the data that should be reported in the column and, where there are structured options to choose from, the grey cell will contain a note with corresponding response options. You can hide the notes by navigating to the Review tab in Excel. Click on Notes, and select Show/Hide Note.

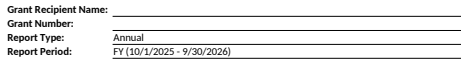
## Type of Organization Response Options:

Type of Organization  
 Advocacy  
 Behavioral Health  
 Child Welfare  
 Community Member  
 Education  
 Employment  
 Faith Based  
 Government  
 Health Care  
 Housing  
 Law Enforcement  
 Legal  
 Other Criminal Justice  
 Private Sector  
 Public Health  
 School (K-12)  
 Service Provider  
 Other (specify)

Services Provided Response Options:

Basic Needs/Response Options:  
 Case Management  
 Child Care  
 Crisis Intervention  
 Education Assistance  
 Employment Assistance  
 Family Reunification  
 Financial Assistance  
 Healthcare  
 Housing/Shelter Services  
 Interpreter/Translator  
 Legal Advocacy and Services  
 Life Skills  
 Mental/Behavioral Health Services  
 Peer Support/Mentoring  
 Safety Planning Services  
 Substance Use Assessment/Treatment  
 Traditional Healing/Cultural Practices  
 Transportation  
 Victim Advocacy  
 Other (specify) \_\_\_\_\_  
 None  
 Unknown

[illegible]



THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is gathering data on the grant program to assess program performance, inform evaluation, tailor technical assistance, report to stakeholders, and inform policy and program development. Public reporting burden for this collection of information is estimated to average .25 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to retain a benefit (22 USC 7105, Trafficking Victims Protection Act). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number.

Child Care Subsidy  
Food Benefits (SNAP, WIC, Tribal Commodities)  
General Assistance  
Housing Subsidies (Section 8, HUD Vouchers)  
Medical, Medicare, or SCHIP  
ORR Match Grant  
ORR Targeted Assistance Grant (TAG)  
ORR Unaccompanied Children (UC) Program  
ORR Unaccompanied Refugee Minors (URM) Program  
ORR Wilson/Fish Program  
Refugee Cash Assistance  
Refugee Medical Assistance  
Refugee Support Services  
State-specific Health Benefits  
Social Security Disability (SSI or SSDI)  
Temporary Assistance for Needy Families  
Unemployment Insurance  
Other (specify)  
None

[illegible]

**Trafficking Victim Assistance Program Data**

Grant Recipient: (Name of Organization)

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is gathering data on the grant program to assess program performance, inform evaluation, tailor technical assistance, report to stakeholders, and inform policy and program development. Public reporting burden for this collection of information is estimated to average .5 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to retain a benefit (22 USC 7105, Trafficking Victims Protection Act). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number.

| Case Management-Client Service Type             | Number of Clients                                                                                                                                                                                                                                                                                                                                                                                          | Total Funds Spent | % of Project Budget |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------|
| Basic Necessities                               |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Case Management                                 | OTIP:<br>Record the number of clients who received each type of service during the reporting period.                                                                                                                                                                                                                                                                                                       | \$ -              | #DIV/0!             |
| Childcare                                       |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Crisis Intervention                             |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Education Assistance                            |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Employment Assistance                           |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Family Reunification                            |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Financial Assistance                            |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Healthcare                                      |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Housing/Shelter Services                        | OTIP:<br>Program administration spending includes funds allocated to administering the grant (e.g., cost of site visits, travel, salaries for administrative staff, etc.). This category excludes funds spent on case management or direct services. Funds spent on the salary/benefits for case managers delivering services under the grant should be recorded under case management in direct services. | \$ -              | #DIV/0!             |
| Interpreter/Translator                          |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Legal Advocacy and Services                     |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Life Skills                                     |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Mental/Behavioral Health Services               |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Peer Support and Mentoring                      |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Safety Planning Services                        |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Substance Use Assessment/Treatment              |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Traditional Healing/Cultural Practices          |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Transportation                                  |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Victim Advocacy                                 |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| Other                                           |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| <b>Total Direct Services Spending</b>           |                                                                                                                                                                                                                                                                                                                                                                                                            | \$ -              | #DIV/0!             |
| <b>Total Program Administration Spending</b>    |                                                                                                                                                                                                                                                                                                                                                                                                            | -                 | #DIV/0!             |
| <b>Total Grant Recipient Budget for Project</b> | OTIP:<br>This is the amount of funding OTIP provided that grant recipient is authorized to spend during fiscal year                                                                                                                                                                                                                                                                                        | -                 | #DIV/0!             |