

TANF Contingency Fund Application

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN

The purpose of this information collection is to gather state requests to receive federal Temporary Assistance for Needy Family (TANF) contingency funds. Public reporting burden for this collection of information is estimated to average 3 hours per grantee, per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information in order for a state to receive TANF contingency funds ([42 U.S.C. § 603\(b\)\(3\)\(A\)](#)). 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 0970-0XXX and the expiration date is XX/XX/XXXX. If you have any comments on this collection of information, please contact the Office of Family Assistance by email at info.OFA@acf.hhs.gov.

The TANF Contingency Fund provides additional federal funds to states, at their request, when a state meets the conditions to qualify as a “needy state.”¹ States must apply in the month before the month for which they are requesting contingency funds. For example, a state must apply between September 1, 2026 and September 30, 2026 to receive funds from the October 2026 Contingency Fund award. States can only request funds for one month at a time and must submit a new application for each subsequent month.

Instructions: States must use this form to request contingency funds for a month in a federal fiscal year. This form must be submitted during the prior month. Background information and relevant threshold references can be found at

<https://acf.gov/ofa/programs/tanf/policy/contingencyfund>.

Electronic Submission: States should submit their requests electronically to their TANF Grants Officer in the Office of Grants Management at [ACF-OGM EI@acf.hhs.gov](mailto:ACF-OGM_EI@acf.hhs.gov) with a copy to the Office of Family Assistance at TANF@acf.hhs.gov.

¹ A state must meet the definition of a “needy state” to apply for and receive Contingency Funds. There are two ways for a state to qualify as a needy state, one based on its unemployment rate and the other based on increases in its SNAP (formerly Food Stamps) caseload. See [42 U.S.C. § 603\(b\)](#).

1. State and Fiscal Year to Which the Request Applies

State:

Fiscal Year:

2. Request for Payment

I request Contingency Fund payment for the
following month in :

3. Needy State Trigger Information

Check the box for the trigger(s) your state meets. If your state meets both triggers, you may check both. For more information on the trigger thresholds, visit <https://acf.gov/ofa/programs/tanf/policy/contingencyfund>.

- ☐ Supplemental Nutrition Assistance Program (SNAP, formerly Food Stamps) Trigger Met
- ☐ Unemployment Trigger Met

Provide supporting information for the trigger(s) met, if applicable:

If you checked SNAP trigger met, enter the three most recent months of SNAP caseload data available, demonstrating that your state is likely to meet the trigger. Include the data period used and data source in the text box below.

Data Period (e.g. MM/YYYY)	SNAP Caseload

Describe the data source in the following text box:

If you checked unemployment trigger met, enter the three most recent months of unemployment rates available, indicating that your state is likely to meet the trigger. Include the data period used and data source in the text box below.

Data Period (e.g. MM/YYYY)	Unemployment Rate

Describe the data source in the following text box:

4. Certification

By signing below, I certify that:

1. The state will meet its 100 percent Contingency Fund Maintenance-of-Effort (MOE) spending requirement.² Enter the state's 100 percent Contingency Fund MOE spending requirement:
2. State matching funds are available to spend in excess of our required Contingency Fund MOE spending level.
3. State funds and contingency funds will be used only for allowable expenditures under the TANF program.
4. I understand that the contingency funds are provisional payments. Accordingly, upon completion of the annual reconciliation process, the state will remit the amount (if any) determined as a result of this process.

5. Signature

Date of Submission:

Signature of Governor or Official Designee:

² The amount of MOE expenditures a state reports by December 31 will be the maximum amount ACF will consider for the annual reconciliation of the TANF Contingency Fund award per the [Supplemental Terms and Conditions](#). For Contingency Fund purposes, this amount excludes MOE expenditures in separate state programs and on child care (assistance and non-assistance) under the state TANF program.