

Bob Taft
Governor



Tom Hayes
Director

30 East Broad Street • Columbus, Ohio 43215
www.state.oh.us/odjfs

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OWF/PRC Guidance Letter No. 47

To: Directors, County Departments of Job and Family Services
Directors, County Public Children Services Agencies
Directors, County Child Support Enforcement Agencies

From: Thomas J. Hayes, Director

Subject: **TANF-WRT Reporting Procedures For TANF “Separate Allocations”**

The purpose of this guidance letter is to provide County Departments of Job and Family Services (CDJFS) with the proper reporting procedure to report on the county-level TANF Separate Allocation projects via the TANF-Web Reporting Tool (WRT). Effective July 1, 2002 for the July – September, 2002 and subsequent reporting periods, counties should report soft services for the listed TANF Separate Allocations using the procedures described in this letter. The intent is to distinguish expenditures, services and numbers served for those TANF Separate Allocations funded separately in the biennial budget and to report the distinct Separate Allocation data to the Ohio General Assembly.

PLEASE NOTE: For each of the TANF Separate Allocations listed below, a distinct **TANF Type** will be listed in the drop down list on the WRT. Consequently, when counties report data using the WRT on any of these Separate Allocations, they **MUST** initially select the appropriate TANF Type matching the Separate Allocation program being reported. The reporting Categories and Subcategories then remain the same, regardless of TANF Type. The following list identifies those TANF Separate Allocations that must be reported using a distinct TANF Type.

TANF Separate Allocation: Adult Literacy and Child Reading

Use TANF Type “**ALCR**.”

For all adult literacy services use the Category of “Training, Employment and Career advancement” and the Subcategory of “Education and Training.”

For all child reading services use the Category of “Youth Education and Support” and the Subcategory of “Family and Youth Intervention.”

TANF Separate Allocation: School Readiness

Use TANF Type “**SCHREAD.**”

For all school readiness services use the Category of “Youth Education and Support” and the Subcategory of “Family and Youth Intervention.”

TANF Separate Allocation: Youth Diversion

Use TANF Type “**YOUDIV.**”

For all youth diversion services use the Category of “Youth Education and Support” and the Subcategory of “Family and Youth Intervention.”

TANF Separate Allocation: Kinship Navigator

Use TANF Type “**KINNAV.**”

For all kinship navigator services use the Category of “Child Welfare and Family Support” and the Subcategory of “Kinship Care/Navigator Services.”

TANF Separate Allocation: Wellness

Use TANF Type “**WELLNESS.**”

For all wellness services use the Category of “Out-of-Wedlock Pregnancy Prevention” and the appropriate Subcategory based on services provided.

TANF Separate Allocation: ATWDI (Appalachian Technology & Workforce Development Initiative)

Please refer to OWF/PRC Guidance Letter No. 43 as this Separate Allocation applies only to the 29 Appalachian counties.

TANF Separate Allocation: Help Me Grow

This Separate Allocation has its own distinct reporting Category and set of Subcategories and as such does not have a distinct TANF Type.

If you have questions regarding the reporting of TANF Separate Allocations in the TANF-WRT, contact Gwen Ivory at (614) 466-9901.

TJH:gi

cc: CDJFS Directors ODJFS Assistant Directors TANF Fiscal/Policy Committee ODJFS OFS Bureau Chiefs
OJFSDA ODJFS Deputy Directors PCSAO

