

---

**Date:** February 7, 2017

**Sequence:** RMS Advisory Bulletin 2017-1

**Topic:** CCMEP TANF Regular/CCMEP TANF Admin

---

### **Purpose**

This Advisory Bulletin provides guidance to counties on using CCMEP TANF Administration RMS codes for training activities.

### **Analysis**

BCFTA has reviewed associated comments for a sample of CCMEP TANF Administration and CCMEP TANF Regular RMS hits and found inconsistencies with activities related to each funding source. These inconsistencies were also found in an analysis of TANF Regular and TANF Admin RMS Codes. A major issue is the selection of the proper RMS code when an employee is participating in a training activity.

### **Guidance**

In accordance with the Department of Health and Human Services (HHS), Office of Family Assistance (OFA) Q & A:

“A State may treat costs for training of case managers or for other training directly associated with providing program services as program costs under its cost allocation plan. For example, training of case managers and other staff about how to provide appropriate services to victims of domestic violence under the Family Violence Option (i.e., screening and identification, safeguarding, referrals to appropriate services, and options to waive program requirements), would be a program cost. On the other hand, training of staff to perform administrative functions -- such as eligibility determinations, procurement, and payroll -- would be considered administrative costs”.

**For example:** If an employee is attending training/meeting about providing CCMEP Services such as “Building Competencies for Youth Services Professionals”, this is a program activity in which they should select CCMEP TANF Regular.

Trainings/meetings for staff regarding types of services, provision of services, and program requirements and other activities listed in 5101:9-6-08, even if it is a training/meeting in which no particular customer is involved, are considered program costs and **NOT** administrative costs.

Trainings/meetings for staff performing administrative functions such as eligibility determination, recordkeeping, and other activities listed in OAC 5101:9-6-08.8 should be counted as administrative activities.

Note, this same concept applies to TANF Regular and TANF Administration in addition to the CCMEP TANF and CCMEP TANF Administration. The TANF and CCMEP TANF definitions will be updated soon to reflect this clarification.

If you have any questions please contact Mark Anderson at 614.387.1897 or [Mark.Anderson@jfs.ohio.gov](mailto:Mark.Anderson@jfs.ohio.gov).