

Instructions for Completion of Temporary Assistance for Needy Families (TANF) Maintenance of Effort (MOE) Report

All agencies budgeted for TANF MOE contributions should complete and submit this report in accordance with these instructions. Complete one report for each separate program. Send Reports electronically, Otto_Hough@dcf.state.fl.us

Due Dates for FY 2006-2007:

SPECIAL NOTE: To assist with FY 2006—2007 TANF MOE, please submit a Section One form for each program used for MOE and a Section Two (ACF 196) for the first two quarters of the federal fiscal year: October 1, 2006-December 31, 2006 and January 1, 2007-March 31, 2007 along with a Section One for each 2007-2008 program by July 15. The ACF 196 quarterly report for April 1, 2007-June 30, 2007 will be due July 30, 2007.

Due Dates for FY 2007-2008:

Section One of the Report (a one-time submission) is due July 15, 2007.

Section Two (ACF 196) is due quarterly 30 days after the end of the quarter, or October 30, 2007, January 30, 2008, April 30, 2008, July 30, 2008 and October 30, 2008.

General Instructions: Round all dollar amounts to the nearest dollar. Omit cents. If sections of the report are prepared by different personnel (i.e., program and fiscal), provide both contact persons and their individual email addresses and telephone numbers.

Line Item Instructions for Section One. Submit one time only—for 2006-2007 and 2007-2008 Programs.

Line 1. Program Name. Enter the name of the program.

Line 2. Description of the major activities. Describe the major activities and major types of benefits and services provided under the program.

Line 3. Program purpose. Provide the purpose(s) of the program and how it relates to purpose 3 or 4 of TANF purposes.

Purpose 3—Reduce and Prevent out-of-wedlock pregnancy

Purpose 4—Encourage the formation and maintenance of two parent

families

Line 4. Mark “yes” or “no” to indicate whether this program can reasonably be calculated to reduce the incidence of out-of-wedlock pregnancy.

Examples: Programs that encourage youth or provide resources for youth to stay in school; after-school or summer programs that provide activities and supervision for youth; abstinence programs; health-related programs or other programs that discourage high-risk behaviors among youth; media campaigns for pregnancy prevention, etc.

Line 5. Mark “yes” or “no” to indicate whether the program can reasonably be calculated to encourage the formation and maintenance of two-parent families.

Examples: Programs that include parenting skills training, premarital and marriage counseling/mediation services; activities to promote parental access and visitation; programs that encourage fathers to provide emotional and financial support for their children; crisis or intervention services.

Line 6. Prior program authorization. Mark “yes” or “no” to indicate whether the program was authorized/funded in 1995. If the answer is “yes,” provide the amount of expenditures authorized in 1995.

Line item instructions for Section Two (ACF 196). Submit Quarterly (For FY 2006-2007, submit first two quarters by July 15, 2007, last quarter by July 30, 2007; for FY 2007-2008, submit October 30, 2007, January 30, 2008, April 30, 2008, July 30, 2008 and October 30, 2008.)

Top Line, fill in Florida as State, Federal Fiscal Year, Date current quarter ended and the date of the ending of the next quarter.

Under heading State Funds, Column (b)—State Moe Expenditures in TANF—complete lines *h.* (Prevention of out-of-wedlock pregnancies) or *j.* (2-parent family formation and maintenance) as appropriate for each MOE program in the agency.

Indicate on a separate cover sheet the name of the program represented by ACF 196.

Certify the accuracy of the information by the signature of the authorized agency representative.

Line item instructions for Section Three. Submit annually by October 30.

Line 1. Name of Service Program. List name of program as it was described in Line 1 of Section One Annual submission.

Line 2. Total number of Families Served under the program **with MOE Funds**.

Choose the line representing the program (out-of-wedlock pregnancy or two-parent families) and report number of families (or individuals if number of families is unknown) participating in the program. This number may be reported quarterly or only in the last quarter depending on how the agency maintains records. If reported quarterly, the final quarterly report figures should sum to the total served during the federal fiscal year.

Certification and Signature Line. This report should be signed by an agency representative who is certifying that the information is correct.