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Fiscal Administrative Procedure Manual Transmittal Letter (FAPMTL) No. 478

To: Fiscal Administrative Procedure Manual Holders

From: Matt Damschroder, Director

Subject: Temporary Assistance for Needy Families Regular and Administrative Allocations

As the result of a five-year rule review, the Ohio Department of Job and Family Services has amended Administrative Code rules 5101:9-6-08 "Temporary Assistance for Needy Families (TANF) Regular Allocation" and 5101:9-6-08.8 "Temporary Assistance for Needy Families (TANF) Administrative Allocation."

Minor changes were made to the language in order to reflect the most current funding terminology.

Please direct inquiries to your ODJFS Fiscal Supervisor or the CFIS Helpdesk CFIS_HELP_DESK@jfs.ohio.gov.

Instructions:

Location	Remove	Insert
Chapter 6	5101:9-6-08 (effective 1/13/2018)	5101:9-6-08 (effective 3/20/2023)
Chapter 6	5101:9-6-08.8 (effective 1/13/2018)	5101:9-6-08.8 (effective 3/20/2023)

5101:9-6-08

Temporary assistance for needy families (TANF) regular allocation.

- (A) The Ohio department of job and family services (ODJFS) issues the TANF regular allocation to the county department of job and family services (CDJFS) for costs incurred in providing direct program activities and services for the Ohio works first (OWF) program and the prevention, retention, and contingency (PRC) program.
- (B) This allocation consists of federal funds, and is in addition to the county mandated share as contained in rule 5101:9-6-31 of the Administrative Code. The catalog of ~~federal domestic assistance~~ listing number ~~(CFDA)~~(ALN) number for this allocation is 93.558.
- (C) ODJFS issues this allocation on a federal fiscal year (FFY) basis. ODJFS communicates the funding period of availability and the liquidation periods through the county finance information system (CFIS). The CDJFS can incur services through the funding period of availability and disburse and report expenditures no later than the end of the liquidation period.
- (D) ODJFS utilizes the following methodology to distribute available funds for this allocation:
- (1) ODJFS allocates thirty per cent of the statewide allocation based upon each county's population of less than one hundred per cent of the federal poverty level utilizing the most recent calendar year (CY) data from the United States bureau of census.
 - (2) ODJFS allocates thirty per cent of the statewide allocation based on each county's population of less than two hundred per cent of the federal poverty level utilizing the most recently available CY data from the United States bureau of census.
 - (3) ODJFS allocates thirty per cent of the statewide allocation based on each county's adjusted recipients. The number of adjusted recipients is equal to the total of the categories of non-public assistance food assistance recipients, disability assistance (DA) recipients and disability medical assistance (DMA) recipients, adult medicaid recipients, healthy start, children health insurance program (CHIP), TANF-related and medicaid recipients, and TANF recipients.
 - (4) ODJFS allocates five per cent of the statewide allocation based on each county's average unemployment rate as compared statewide in the same category, utilizing the most recently available report month.

- (5) ODJFS allocates five per cent of the statewide allocation based on each county's poverty rate as compared statewide in the same category utilizing the most recently available report month. A county's poverty rate is identified as the percentage of the county's population living at or below the federal poverty level.
- (E) Upon completion of the steps in paragraph (D) of this rule, ODJFS uses a 0.3 per cent adjusting factor to increase or decrease the allocation based upon the county difference to the statewide average per capita income. ODJFS calculates the applied adjustment as follows:
- (1) Counties with higher per capita income than the statewide average will receive the adjustment as a decrease; and
 - (2) Counties with a lower per capita income than the statewide average will receive the adjustment as an increase.
- (F) ODJFS caps the formula-calculated allocation amounts at a four per cent increase and decrease from the previous FFY. If a decrease or increase in the statewide allocation amount results in counties' allocations fluctuating more than four per cent, ODJFS will not apply the formula, but will decrease or increase each county's previous FFY allocation by the percentage of change to the statewide amount.
- (G) The CDJFS reports allowable costs associated with activities and contracts that provide program services to the TANF regular allocation. Applicable costs include the following:
- (1) Case management;
 - (2) Screening and assessments;
 - (3) Providing diversion benefits and services;
 - (4) Providing program information to clients; and,
 - (5) Development of employability plans, work activities, work supports, and post employment services.
- (H) Costs associated with TANF administration, as defined in 45 C.F.R. 263.0, as in effect April 12, 1999, shall not be charged to the TANF regular allocation. TANF administration costs shall instead be charged to the TANF administration allocation as contained in rule 5101:9-8-08.8 of the Administrative Code.

- (I) The CDJFS shall claim non-administrative employee costs through the random moment sample (RMS) process as detailed in rule 5101:9-7-20 of the Administrative Code. The CDJFS reports direct expenditures as described in rule 5101:9-7-29 of the Administrative Code.
- (J) The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

Effective: 3/20/2023
Five Year Review (FYR) Dates: 12/6/2022 and 03/20/2028

CERTIFIED ELECTRONICALLY

Certification

03/10/2023

Date

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5101:9-6-08.8 **Temporary assistance for needy families (TANF) administration allocation.**

- (A) The Ohio department of job and family services (ODJFS) issues the TANF administration allocation to the county department of job and family services (CDJFS) for administrative costs incurred in providing program activities and services for the Ohio works first (OWF) and the prevention, retention and contingency (PRC) program.
- (B) The ~~catalog of federal domestic assistance listing number (CFDA)~~(ALN) number for this allocation is 93.558.
- (C) ODJFS issues the TANF administration allocation on a federal fiscal year (FFY) basis. ODJFS communicates the ~~funding period of availability~~ and the liquidation period for this allocation through the county finance information system (CFIS). The CDJFS can incur services through the ~~funding period of availability~~ and disburse and report expenditures no later than the end of the liquidation period.
- (D) ODJFS will distribute available funds for this allocation using the same methodology as contained in paragraph (D) of rule 5101:9-6-08 of the Administrative Code.
- (E) In accordance with 45 C.F.R. 263.13, as in effect April 12, 1999, a state may not spend more than fifteen per cent of federal TANF funds on administrative costs. The term "administrative costs" as defined in 45 C.F.R. 263.0, as in effect April 12, 1999, means costs necessary for the proper administration of the TANF program or separate state programs. Activities related to the general administration and coordination of these programs, including contract costs and costs of overhead shall be properly charged against this allocation and include the following:
- (1) Salaries and benefits of staff performing administrative and coordination functions;
 - (2) Costs associated with eligibility determination activities;
 - (3) Preparation of program plans, budgets, reports and schedules, and the monitoring of program and projects;
 - (4) Fraud and abuse units;
 - (5) Services related to accounting, litigation, audits, management property, payroll, personnel, procurement, and public relations;
 - (6) Costs of goods and services and travel costs required for official business and the administration of the program unless excluded under paragraph (A) of this rule; and,

- (7) Management information systems not related to the tracking and monitoring of the program.
- (F) Federal regulations exclude expenditures on information technology and computerization needed for tracking and monitoring required for, or under, Title IV-A of the Social Security Act of 1935, as amended, from the fifteen per cent cap.
- (1) This exclusion covers the costs for salaries and benefits of staff who develop, maintain, support or operate the portions of information technology or computer systems used for the tracking and monitoring.
- (2) The exclusion also covers the costs of contracts for development, maintenance, support, or operation of those portions of information technology or computer systems used for the tracking or monitoring.
- (G) The federal TANF definition of "administrative costs" specifically excludes the direct costs associated with activities and contracts that provide program services. Costs associated with TANF administration shall not be charged to the TANF regular allocation as contained in rule 5101:9-6-08 of the Administrative Code.
- (H) The CDJFS claims administrative costs through the random moment sample (RMS) process as described in rule 5101:9-7-20 of the Administrative Code. The CDJFS reports direct expenditures described in rule 5101:9-7-29 of the Administrative Code.
- (I) The CDJFS may request to transfer available TANF administration funding to the TANF regular allocation to be used as described in paragraphs (G) and (H) of rule 5101:9-6-08 of the Administrative Code.
- (J) Allocation redistribution is available pursuant to rule 5101:9-6-02 of the Administrative Code. The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.

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