



Linking Services, Solutions, Communities

# Online Data Collection (OLDC): Introduction to the TANF 196R for State Data Personnel

Anna-Lisa Walters, Senior Technical Trainer  
CoE Partner Services Training Department

December, 2014

# Agenda

- Introduction
  - Form Changes (196 versus 196R)
  - Baseline for Open Grants (FY 2014, Quarter 4 Submission)
- Report Submission
  - Cloning of Report Receipt Data
  - Report Revisions
  - Final Expenditure Report
- Cumulative Grant Year Report
- Help Resources
- Questions and Answers

# INTRODUCTION

# Introduction

- TANF-ACF-PI-2014-02 was published on July 31, 2014
- Available on OFA's website:  
<http://www.acf.hhs.gov/programs/ofa/resource/tanf-acf-pi-2014-02>
- Effective with the FY 2015 first quarter report
  - Report quarter ending December 31, 2014, due February 14, 2015
  - ACF-196R will be available in **OLDC** on **January 2, 2015**

# Introduction: Form Changes

TANF financial data collection involves two forms:

- **ACF-196R:** Starting Qtr1 2015, submit on a quarterly basis
  - Each quarterly report reflects expenditures cumulative through that quarter for the fiscal year
    - Start with zero each fiscal year for a grant
  - Only the 4<sup>th</sup> quarter for a fiscal year contains the total expenditures for the year
- **ACF-196:** Use to adjust expenditures submitted during fiscal years prior to FY 2015
  - Each quarter report is cumulative through the current reporting period

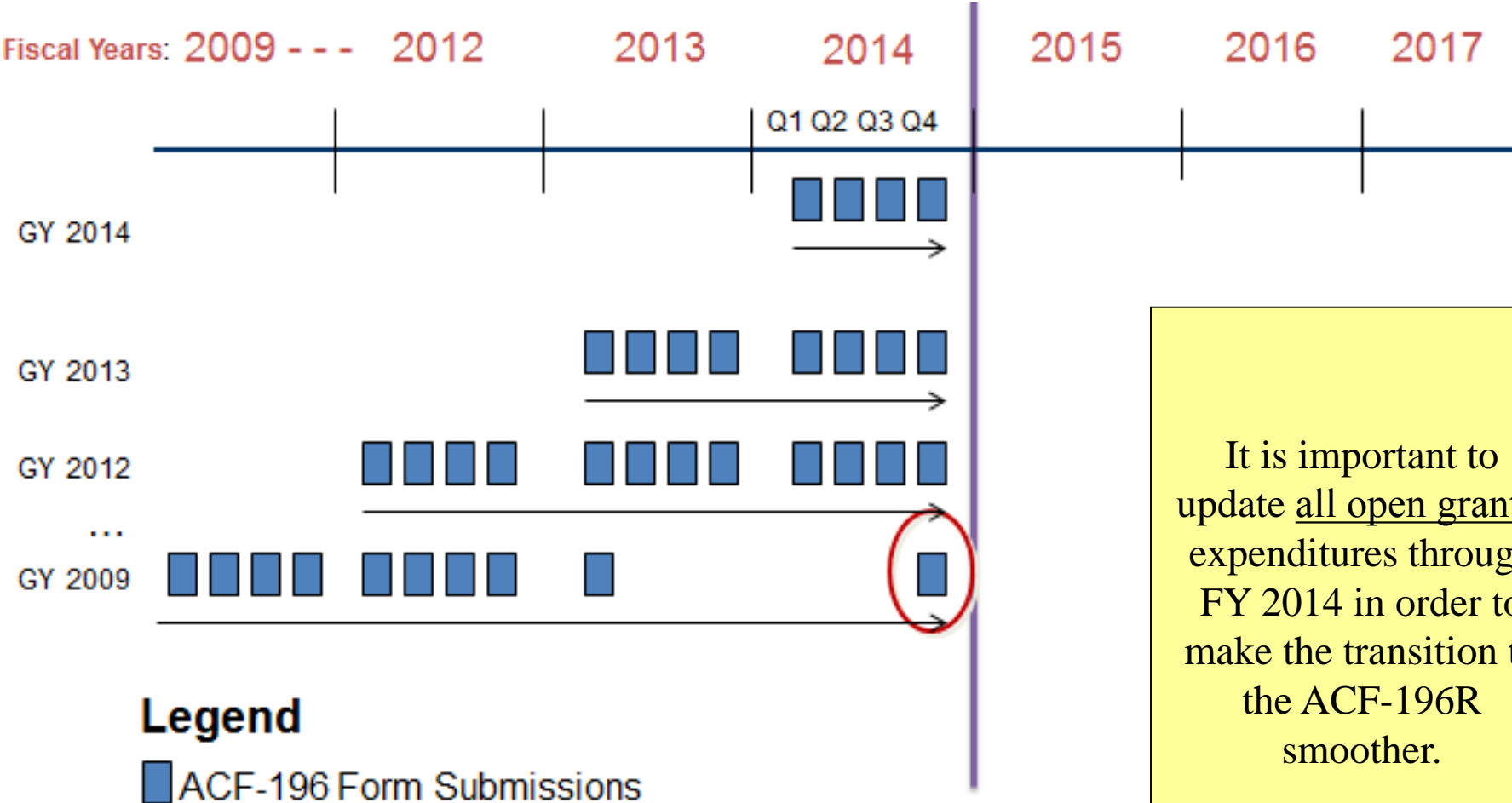
# Introduction: Form Changes

- **ACF-196R:** Revisions are only allowed on the latest quarter or the 4<sup>th</sup> quarter report within a fiscal year
- **ACF-196:** Revisions are only allowed in the 4<sup>th</sup> quarter of FY2014 (quarter ending 09/30/2014)

# Introduction: Baseline for Open Grants

- **Important!** Quarterly report submissions in FY 2014 Qtr4 represent the **Baseline** for grants issued prior to FY 2015
  - FY 2015 Quarter 1 196R Line 5 Carryover – Calculated from the Baseline of the 196
    - Sum of the Federal Unliquidated Obligations and Unobligated Balances for a grant year award as of the previous fiscal year

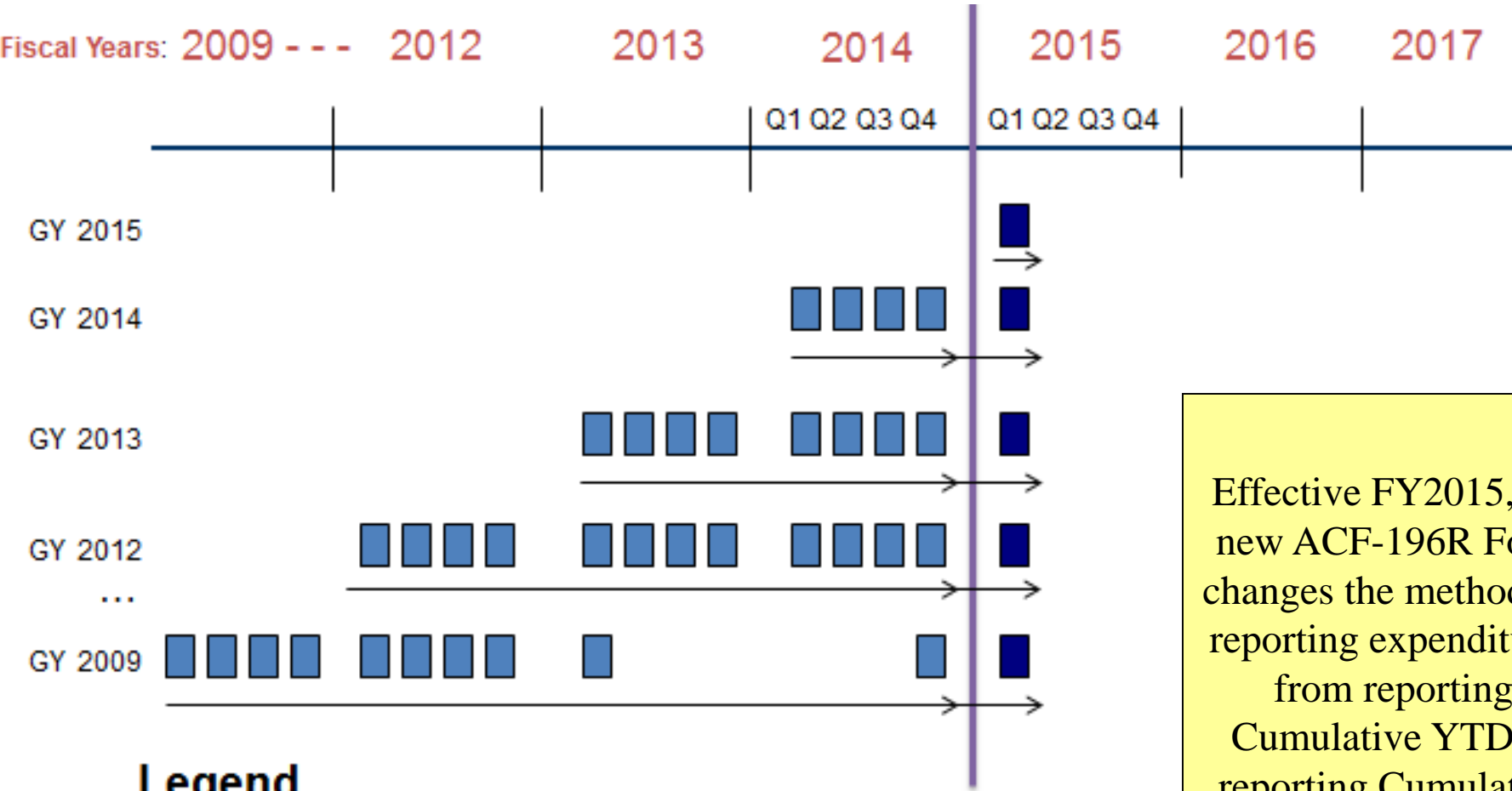
# Introduction: Baseline for Open Grants



It is important to update all open grant's expenditures through FY 2014 in order to make the transition to the ACF-196R smoother.



# Introduction

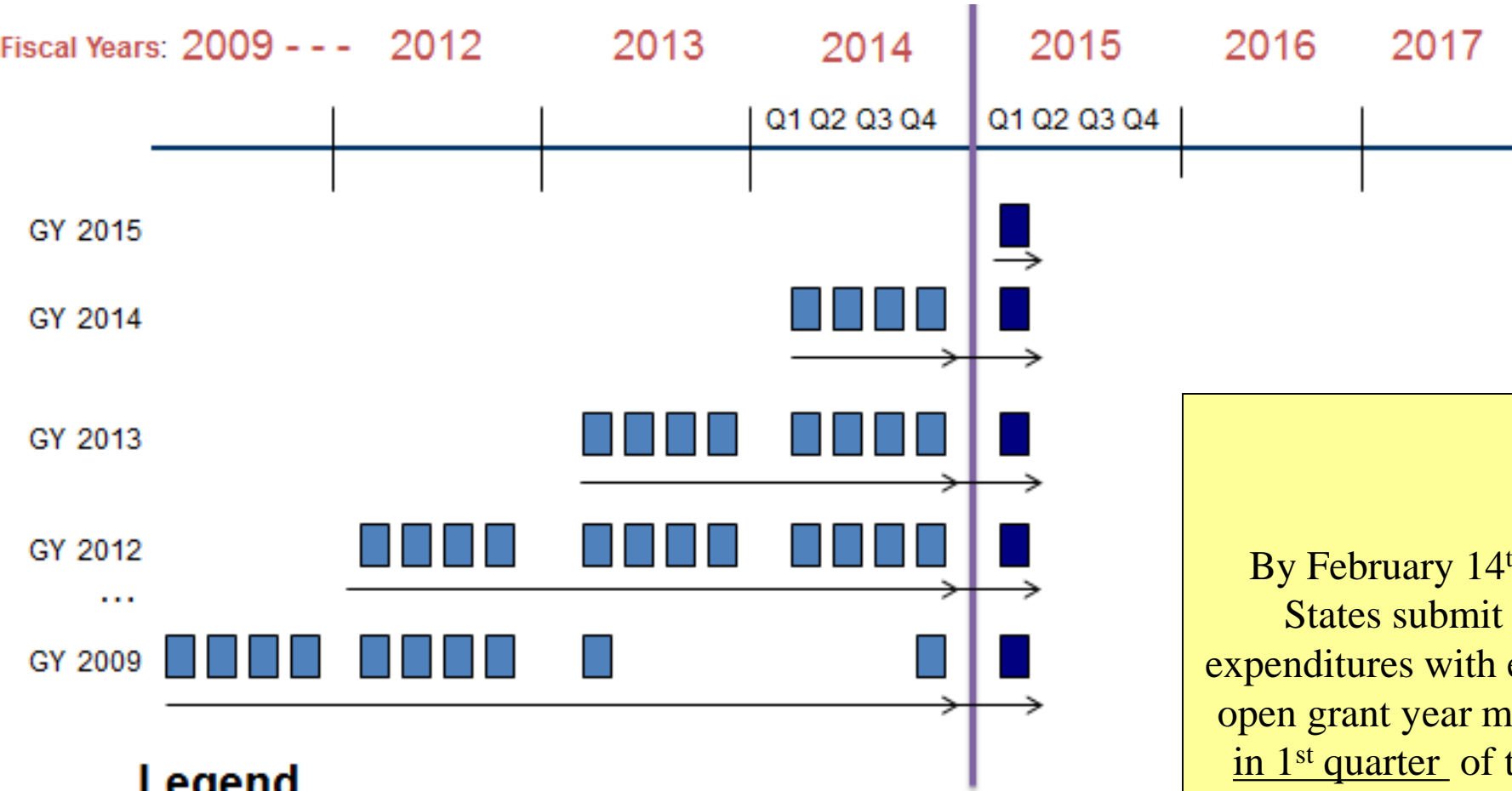


## Legend

- ACF-196 Form Submissions
- ACF-196R Form Submissions

Effective FY2015, the new ACF-196R Form changes the method for reporting expenditures from reporting Cumulative YTD to reporting Cumulative Amounts within a FY for each open grant

# Introduction

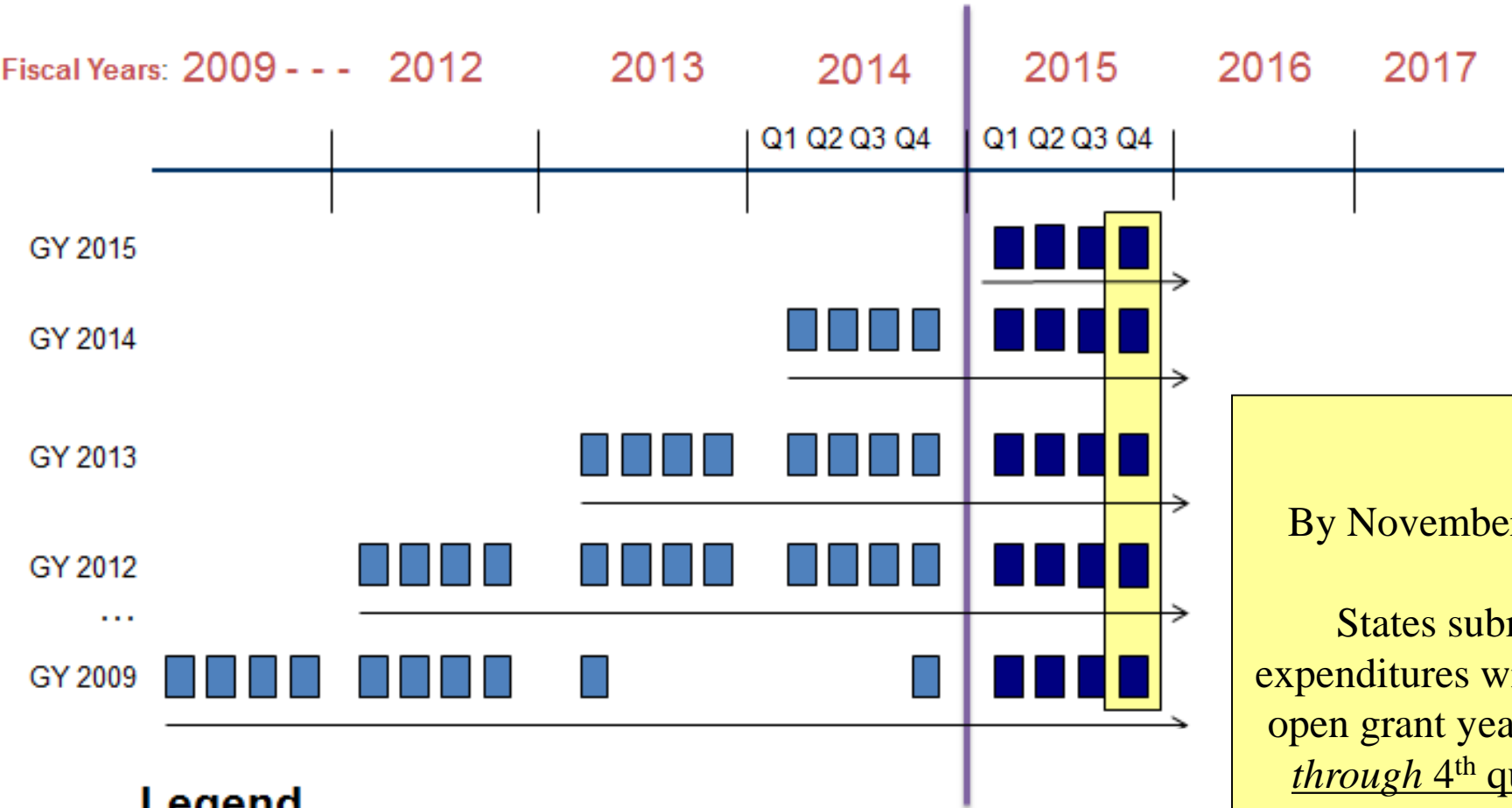


**Legend**

- ACF-196 Form Submissions
- ACF-196R Form Submissions

By February 14<sup>th</sup>:  
States submit  
expenditures with each  
open grant year made  
in 1<sup>st</sup> quarter of the  
current fiscal year

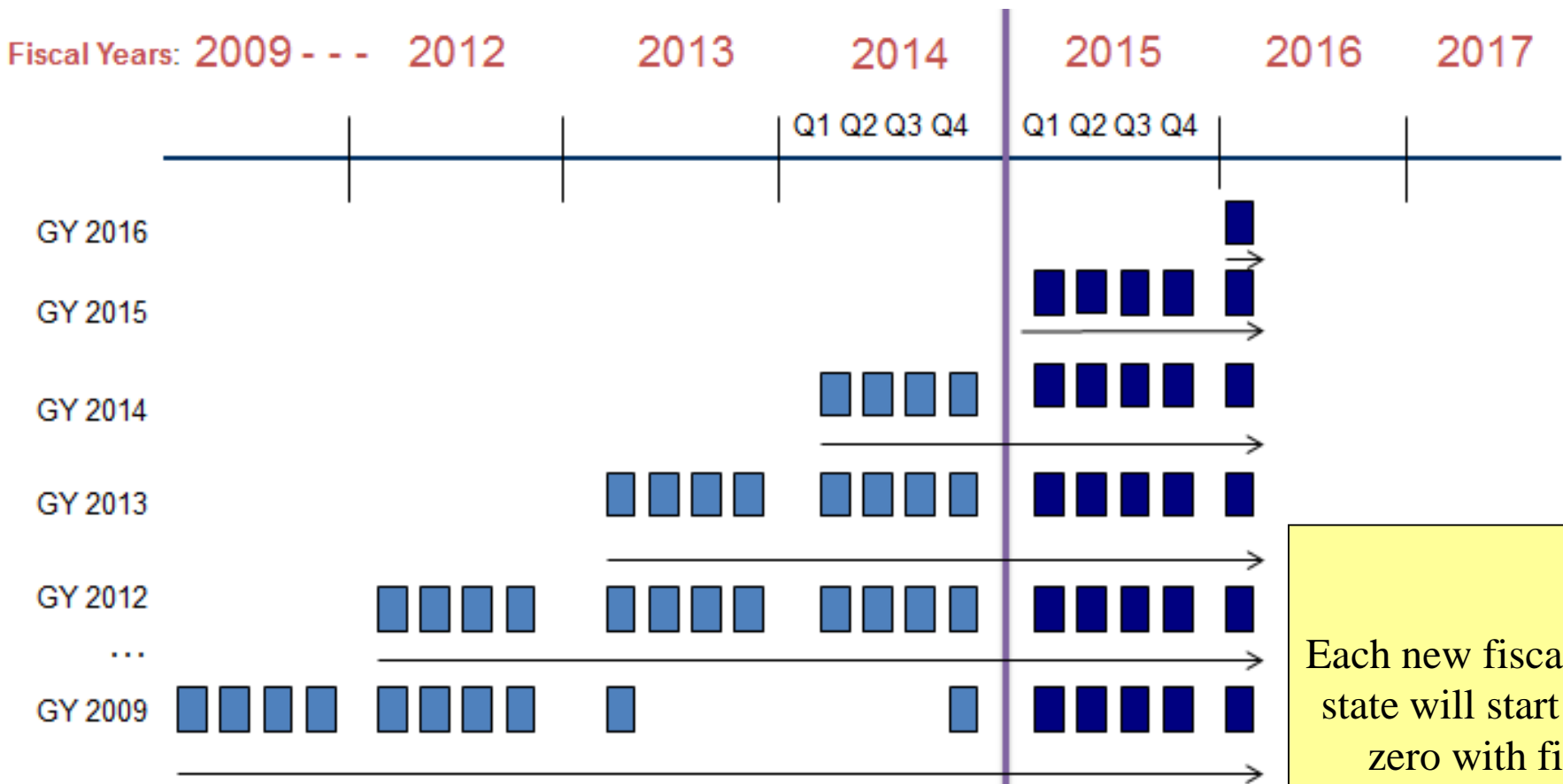
# Introduction



By November 14<sup>th</sup>:

States submit expenditures with each open grant year made through 4<sup>th</sup> quarter

# Introduction



**Legend**

- ACF-196 Form Submissions
- ACF-196R Form Submissions

Each new fiscal year, state will start from zero with first quarter for each open grant.

# Introduction

- No gaps: Keep all open grants up-to-date
  - If no expenditures were made with grant in 1st quarter, submit zeros
  - If no additional expenditures are made with grant in 2nd, 3rd, or 4th quarter, clone prior quarter's report
  - OLDC ensures states have no gaps in filing report periods
    - States must complete missing reports from prior quarter before initiating a new report for the selected quarter

# REPORT SUBMISSION

# Report Submission: Log In

- Enter the secure web address in your browser Address line (Internet Explorer recommended)

<https://extranet.acf.hhs.gov/ssi/>

- Save the web address as a Favorite for quick access

# Report Submission: Log In

- The Secure Sign-In (SSI) Login screen displays
- Enter your user name and password, then click **Login**

*Welcome to*  
**Secure Sign-In**

**and OLDC:**

pop-up  
pop-ups"  
will not  
a pop-up

OLDC has  
t users

SSI (Single Sign-In) is the security gateway to supported applications. It provides user account maintenance, application access control and user authentication. If you have questions about existing user accounts, possible training or have difficulty using SSI for login then please feel free to contact the Helpdesk at 1-866-577-0771 or e-mail the Team at [app\\_support@acf.hhs.gov](mailto:app_support@acf.hhs.gov). Applications are supported on an individual basis depending on the support agreement with the application owner and by the program office on a program by program basis. It is always best, if you have questions on the applications to contact your program office (or regional office) first for assistance. They will either refer your issue to the proper place or ask you to contact the support office involved. The Helpdesk

**Sign-in to My Account**

User Name

Password

**Login**

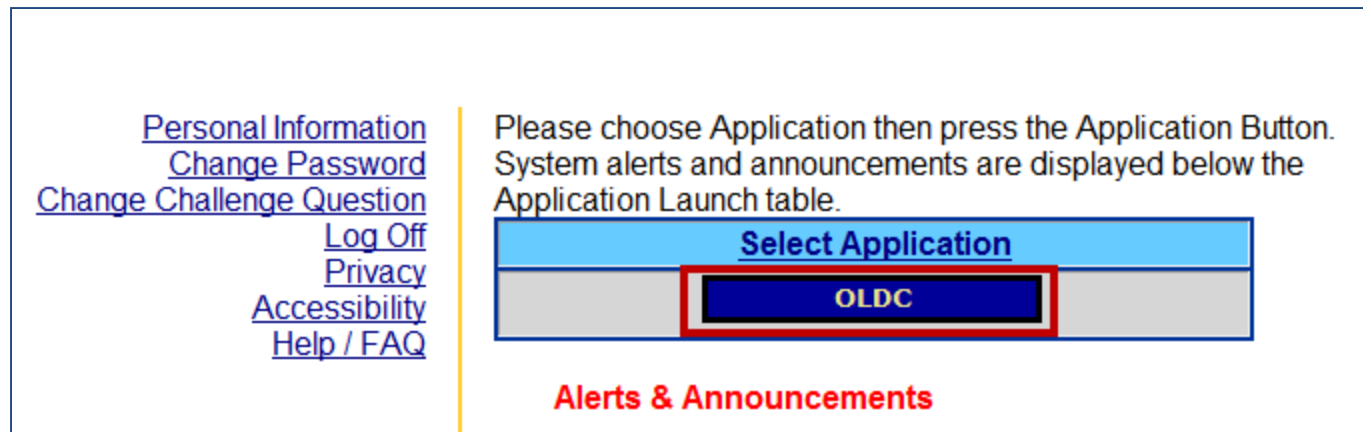
[Forgot Login Info?](#)

[Login Help](#)



# Report Submission: Log In

- From the SSI “Home” screen, click the **OLDC** button



The screenshot shows a user interface with a left-hand navigation menu and a main content area. The navigation menu includes links for Personal Information, Change Password, Change Challenge Question, Log Off, Privacy, Accessibility, and Help / FAQ. The main content area contains instructions to choose an application and press the Application Button. Below the instructions is a table with a header 'Select Application' and a row containing the 'OLDC' button, which is highlighted with a red border. Below the table is a section for 'Alerts & Announcements'.

[Personal Information](#)  
[Change Password](#)  
[Change Challenge Question](#)  
[Log Off](#)  
[Privacy](#)  
[Accessibility](#)  
[Help / FAQ](#)

Please choose Application then press the Application Button.  
System alerts and announcements are displayed below the Application Launch table.

Select Application
<b>OLDC</b>

**Alerts & Announcements**

If OLDC does not open, you may have a pop-up blocker on your computer. Disable your browser’s pop-up blocker to open OLDC.

# Report Submission: Access the 196R

- The OLDC “Home” screen displays. To navigate to the ACF-196R, click the link **Report Form Entry**

On-Line Data Collection

U.S. Department of Health & Human Services  
Administration for Children & Families  
Mike Leavitt, Secretary | Daniel Schneider, Acting Asst. Secretary

Name: [redacted]  
Last Login:

[Help / FAQ](#)  
[End OLDC](#)

OLDC Home

[Report Form Entry](#)

[User / System Settings](#)

[End OLDC](#)

[Privacy](#)

[Accessibility](#)

[Help / FAQ](#)

[News & Tips](#)

On-Line Data Collection

Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help.

# Report Submission: Access the 196R

The “Program & Grantee Selection” screen displays

- Step 1: Select the *Program Name* **Temporary Assistance for Needy Families**
- Step 2: Select the *Grantee Name*
- Step 3: Select the *Report Name* **ACF-196R Expenditures (ACF-196R)**
- Click the **Enter** button

OLDC Home    Grantee Selection

### Program & Grantee Selection

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: [Program Name:](#) Temporary Assistance for Needy Families ▾

Step 2: [Grantee Name:](#) VA [1540990633 A2] (1996-2028) VIRGINIA ▾

Step 3: [Report Name:](#) ACF-196R Expenditures (ACF - 196R) ▾

**Enter**

# Report Submission: Access the 196R

The “Grant & Report Period Selection” screen displays

- Step 1: Select the *Funding/Grant Period*
- Step 2: Select the *Report Period 10/01/2014 – 12/31/2014*
- Step 3: Select the *Action New/Edit/Revise Report*
- Click the **Enter button**

Grant & Report Period Selection

Program Name: Temporary Assistance for Needy Families  
Grantee Name: VIRGINIA  
Report Name: ACF-196R : Part 1: Expenditure Data

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: Funding / Grant Period: 10/01/2013 - 09/30/2027 TANF (1402VATANF) - Open

Step 2: Report Period:

Select	Reporting Period:	Due Date:	Status:
<input checked="" type="radio"/>	10/01/2014 - 12/31/2014	02/14/2015	
<input type="radio"/>			
<input type="radio"/>			
<input type="radio"/>			

Step 3: Select Action: New / Edit / Revise Report

**Enter**

OLDC does not allow gaps in reporting periods. The previous period must be submitted before the next period is available.

# Report Submission: 196R Data Entry

- The ACF-196R: Part 1: Expenditure Data form opens
  - Indicate if the report is submitted as New, Revised, or Final

Program Name: Temporary Assistance for Needy Families  
Grantee Name: VIRGINIA  
Report Name: ACF-196R : Part 1: Expenditure Data  
Funding/Grant Period: 10/01/2013 - 09/30/2027 TANF (1402VATANF) - Open  
Report Period: 10/01/2014 - 12/31/2014  
Report Status: Initialized

**Report Progress**

Initialized	Edit-Saved	Validated	Certified	Submitted	In Review	R/O Approved	C/O Approved
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grantee Information					
<u>State</u> VIRGINIA	<u>Grant Year</u> 2014	<u>Fiscal Year</u> 2015	<u>Report Quarter Ending</u> 12/31/2014	<u>Next Quarter Ending</u> 06/30/2015	<u>Report is Submitted as:</u> <input type="radio"/> New <input type="radio"/> Revised <input type="radio"/> Final

Federal Awards Transfers					
<u>SECTION A - Federal Awards and Transfers</u>	(A) <u>Federal Funds State Family Assistance Grant</u>	(B) <u>State Funds</u>	(C) <u>State Funds</u>	(D) <u>Federal Funds Contingency Funds Award Reconciliation FS at FMAP Rate of .5</u>	(E) <u>Federal Funds Emergency Contingency Funds (Authorized by ARRA)</u>

# Report Submission: 196R Data Entry

- Line 5 Carryover – Sum of the Federal Unliquidated Obligations and Unobligated Balances for a grant year award as of the previous fiscal year
  - Revisions to reports submitted in prior years result in an automatic recalculation of Carryover of a grant year award in each of the subsequent fiscal years' ACF-196R reports

Grantee Information					
State VIRGINIA	Grant Year 2014	Fiscal Year 2015	Report Quarter Ending 12/31/2014	Next Quarter Ending 06/30/2015	Report is Submitted as: <input checked="" type="radio"/> New <input type="radio"/> Revised <input type="radio"/> Final
Federal Awards Transfers					
SECTION A - Federal Awards and Transfers	(A) Federal Funds State Family Assistance Grant	(B) State Funds	(C) State Funds	(D) Federal Funds Contingency Funds Award Reconciliation FS at FMAP Rate of .5	(E) Federal Funds Emergency Contingency Funds (Authorized by ARRA)
1. Awarded	\$158,285,172			\$0	
2. Transferred to CCDF Discretionary					
3. Transferred to SSBG					
4. Adjusted Award	\$158,285,172				
5. Carryover	\$110,635,856				
Expenditures					
SECTION B - Expenditure Categories	Federal TANF Expenditures (A)	State MOE Expenditures in TANF (B)	MOE Expenditures Separate State Programs (C)	Expenditures with Contingency Funds (D)	Expenditures with Emergency Contingency Funds (E)
6. Basic Assistance	\$0				
6.a. Basic Assistance (excluding Relative Foster Care Maintenance Payments and Adoption and Guardianship Subsidies)	\$0				
6.b. Relative Foster Care Maintenance Payments and Adoption and Guardianship Subsidies	\$0				
7. Assistance Authorized Solely Under Prior Law	\$0				
7.a. Foster Care Payments	\$0				

# Report Submission: 196R Data Entry

- Column E is only open for GY2009 and 2010 (when ARRA funds were issued)

<u>Expenditure Categories</u>	<u>Federal TANF Expenditures</u> (A)	<u>State MOE Expenditures in TANF</u> (B)	<u>MOE Expenditures Separate State Programs</u> (C)	<u>Expenditures with Contingency Funds</u> (D)	<u>Expenditures with Emergency Contingency Funds</u> (E)
<b>6. Basic Assistance</b>	\$0				\$0
<b>6.a. Basic Assistance (excluding Relative Foster Care Maintenance Payments and Adoption and Guardianship Subsidies)</b>	\$0				\$0
<b>6.b. Relative Foster Care Maintenance Payments and Adoption and Guardianship Subsidies</b>	\$0				\$0
<b>7. Assistance Authorized Solely Under Prior Law</b>	\$0				\$0
<b>7.a. Foster Care Payments</b>	\$0				\$0
<b>7.b. Juvenile Justice Payments</b>	\$0				\$0
<b>7.c. Emergency Assistance Authorized Solely Under Prior Law</b>	\$0				\$0
<b>8. Non-Assistance Authorized Solely Under Prior Law</b>	\$0				\$0
<b>8.a. Child Welfare or Foster Care Services</b>	\$0				\$0
<b>8.b. Juvenile Justice Services</b>	\$0				\$0
<b>8.c. Emergency Services Authorized Solely Under Prior Law</b>	\$0				\$0
<b>9. Work, Education, and Training Activities</b>	\$0				\$0
<b>9.a. Subsidized Employment</b>	\$0				\$0
<b>9.b. Education and Training</b>	\$0				\$0
<b>9.c. Additional Work Activities</b>	\$0				\$0

# Report Submission: 196R Data Entry

When the Fiscal Year and the Grant Year are the same:

- Columns B and C contain editable fields

	(A) Federal Funds State Family Assistance Grant	(B) State Funds	(C) State Funds	(D) Federal Funds Contingency Funds Award Reconciliation FS at FMAP Rate of .06	(E) Federal Funds Emergency Contingency Funds (Authorized by ARRA)
1. Awarded	\$23,665,512			\$0	
2. Transferred to CCDF Discretionary	\$0				
3. Transferred to SSBG	\$0				
4. Adjusted Award	\$23,665,512				
5. Carryover	\$0				
Expenditure Categories	Federal TANF Expenditures (A)	State MOE Expenditures in TANF (B)	MOE Expenditures Separate State Programs (C)	Expenditures with Contingency Funds (D)	Expenditures with Emergency Contingency Funds (E)
6. Basic Assistance	\$0	\$0	\$0	\$0	
6.a. Basic Assistance (excluding Relative Foster Care Maintenance Payments and Adoption and Guardianship Subsidies)	\$0	\$0	\$0	\$0	
6.b. Relative Foster Care Maintenance Payments and Adoption and Guardianship Subsidies	\$0	\$0	\$0	\$0	
7. Assistance Authorized Solely Under Prior Law	\$0			\$0	
7.a. Foster Care Payments	\$0			\$0	
7.b. Juvenile Justice Payments	\$0			\$0	
7.c. Emergency Assistance Authorized Solely Under Prior Law	\$0			\$0	
8. Non-Assistance Authorized Solely Under Prior Law	\$0			\$0	
8.a. Child Welfare or Foster Care Services	\$0			\$0	
8.b. Juvenile Justice Services	\$0			\$0	
8.c. Emergency Services Authorized Solely Under Prior Law	\$0			\$0	
9. Work, Education, and Training Activities	\$0			\$0	
9.a. Subsidized Employment	\$0	\$0	\$0	\$0	
9.b. Education and Training	\$0	\$0	\$0	\$0	
9.c. Additional Work Activities	\$0	\$0	\$0	\$0	
10. Work Supports	\$0	\$0	\$0	\$0	



# Report Submission: 196R Data Entry

When the Fiscal Year and the Grant Year are not the same:

- All line items for columns B, C and D are not editable

<u>Expenditure Categories</u>	<u>Federal TANF Expenditures</u> (A)	<u>State MOE Expenditures in TANF</u> (B)	<u>MOE Expenditures Separate State Programs</u> (C)	<u>Expenditures with Contingency Funds</u> (D)	<u>Expenditures with Emergency Contingency Funds</u> (E)
<b>6. Basic Assistance</b>	\$0				
<b>6.a. Basic Assistance (excluding Relative Foster Care Maintenance Payments and Adoption and Guardianship Subsidies)</b>	\$0				
<b>6.b. Relative Foster Care Maintenance Payments and Adoption and Guardianship Subsidies</b>	\$0				
<b>7. Assistance Authorized Solely Under Prior Law</b>	\$0				
<b>7.a. Foster Care Payments</b>	\$0				
<b>7.b. Juvenile Justice Payments</b>	\$0				
<b>7.c. Emergency Assistance Authorized Solely Under Prior Law</b>	\$0				
<b>8. Non-Assistance Authorized Solely Under Prior Law</b>	\$0				
<b>8.a. Child Welfare or Foster Care Services</b>	\$0				
<b>8.b. Juvenile Justice Services</b>	\$0				
<b>8.c. Emergency Services Authorized Solely Under Prior Law</b>	\$0				
<b>9. Work, Education, and Training Activities</b>	\$0				
<b>9.a. Subsidized Employment</b>	\$0				
<b>9.b. Education and Training</b>	\$0				
<b>9.c. Additional Work Activities</b>	\$0				
<b>10. Work Supports</b>	\$0				
<b>11. Early Care and Education</b>	\$0				
<b>11.a. Child Care (Assistance and Non-Assistance)</b>	\$0				
<b>11.b. Pre-Kindergarten/Head Start</b>	\$0				
<b>12. Financial Education and Asset Development</b>	\$0				
<b>13. Refundable Earned Income Tax Credits</b>	\$0				
<b>14. Non-EITC Refundable State Tax Credits</b>	\$0				

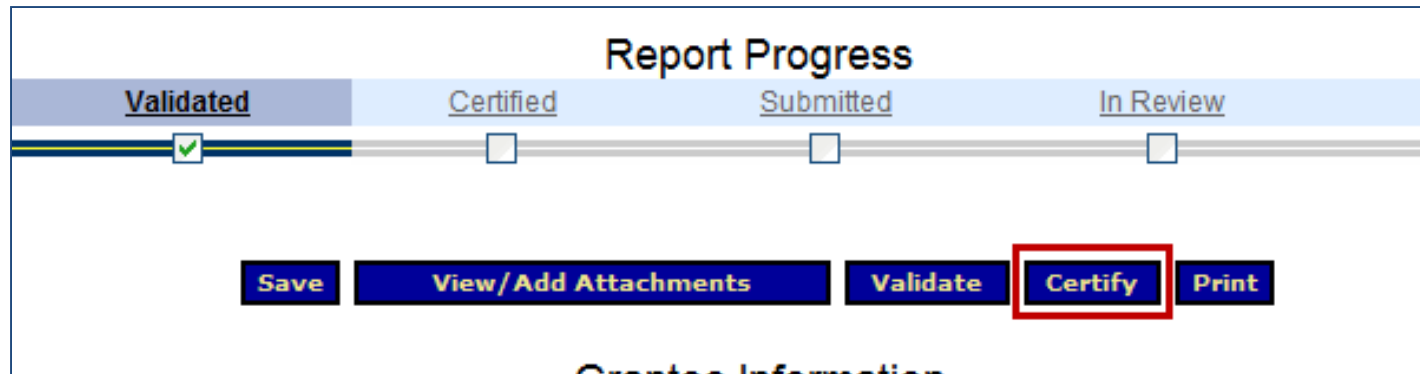
# Report Submission: 196R Validate

- Enter actual expenditures for a quarter, cumulative for a fiscal year of a grant
- When all data is entered, click the **Validate** button to ensure policy and mathematical requirements are met
  - Errors must be fixed before proceeding to the next step

<a href="#">27. Federal Unliquidated Obligations</a>	<input type="text" value="\$10,000"/>				
<a href="#">28. Unobligated Balance</a>	<input type="text" value="\$110,625,856"/>				
<a href="#">29. State Replacement Funds</a>					
Quarterly Estimate					
<a href="#">SECTION C - Quarterly Estimate</a>		<a href="#">Federal TANF Expenditures</a>			
		( A )			
<a href="#">30. Estimate of TANF Funds Requested for the Following Quarter</a>	<input type="text" value="\$50,000"/>				
Grantee Certification					
<a href="#">THIS IS TO CERTIFY THAT THE INFORMATION REPORTED ON ALL PARTS OF THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.</a>					
<a href="#">Signature, Approving State Official</a>	<a href="#">State Official Name</a>	<a href="#">State Official Title</a>	<a href="#">State Official Agency</a>		
<a href="#">Signature Date:</a>		<a href="#">Date Submitted:</a>			
<input type="button" value="Save"/> <input type="button" value="View/Add Attachments"/> <input style="border: 2px solid red;" type="button" value="Validate"/> <input type="button" value="Print"/>					

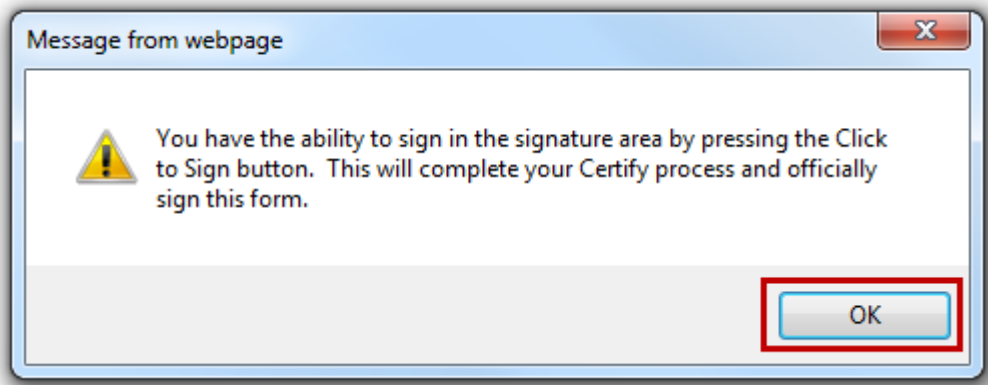
# Report Submission: 196R Certify

- The person with the Certify role electronically signs the report
- Click the **Certify** button



# Report Submission: 196R Certify

- The message appears “You have the ability to sign in the signature area by pressing the Click to sign button. This will complete your Certify process and officially sign this form.” Click **OK**

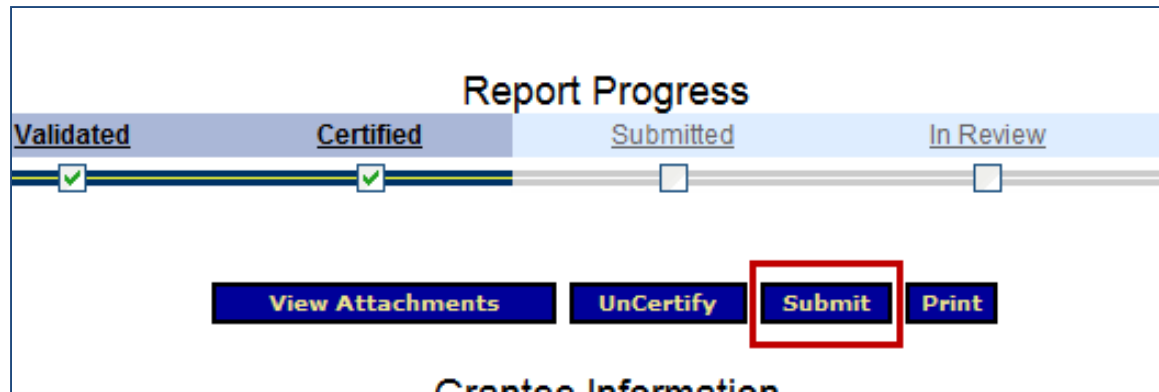


- Towards the bottom of the screen, select the **Click to Sign** button

Grantee Certification		
<u>THIS IS TO CERTIFY THAT THE INFORMATION REPORTED ON ALL PARTS OF THIS FORM IS ACCURATE AND TRUE TO THE BEST OF YOUR KNOWLEDGE AND BELIEF.</u>		
<u>Signature, Approving State Official</u>	<u>State Official Name</u>	<u>State Official Title</u>
<b>Click to Sign</b>		
<u>Signature Date:</u>		<u>Date Submitted:</u>

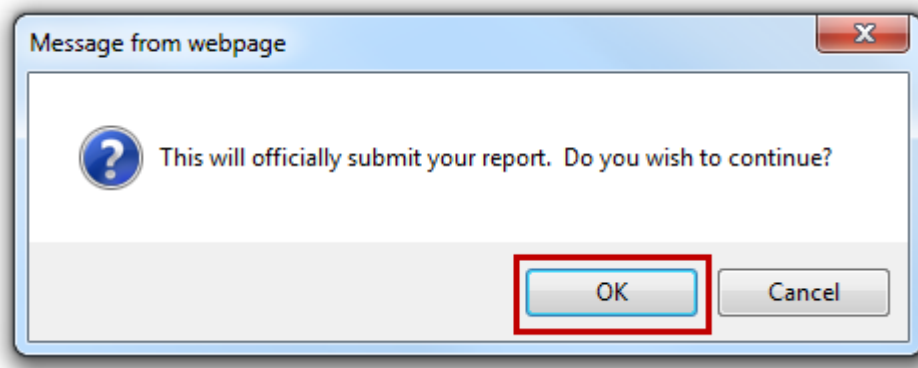
# Report Submission: 196R Submit

- Click the **Submit** button to officially send the report to ACF



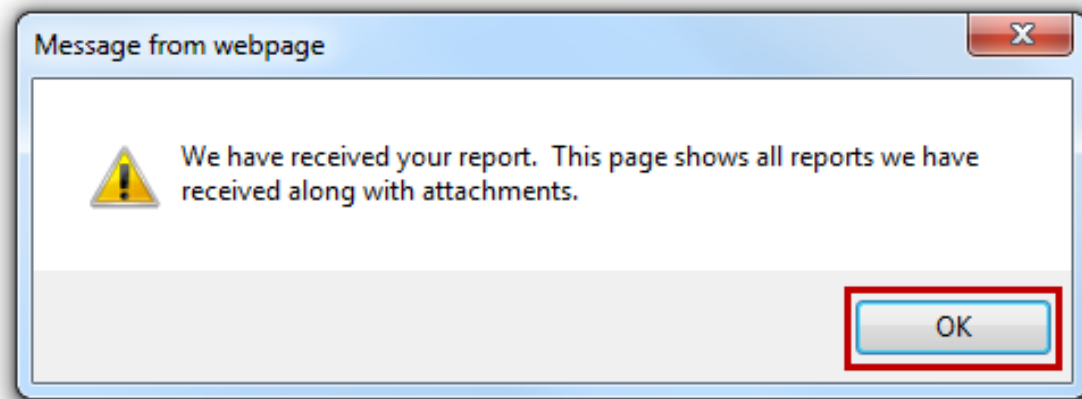
# Report Submission: 196R Submit

- The message appears “This will officially submit your report. Do you wish to continue.”  
Click **OK**



# Report Submission: 196R Submit

- The “Report Form Status” page appears with the message “We have received your report. This page shows all reports we have received along with attachments.” Click **OK**



# Report Submission: Cloning of Report Receipt Data

- Cloning a report copies all data from the previous report period to the current report period
- Only submitted forms may be cloned
  - Revisions cannot be cloned
- If no expenditures were made to the grant in the first quarter, or in the grant in 2nd, 3rd, or 4th quarter, clone the prior quarter's report



# Report Submission: Cloning of Report Receipt Data

- To clone the 196R from the previous period, navigate to the “Grant & Report Period Selection” screen
  - Select a **Funding/Grant Period** and **Report Period**
  - From the *Select Action* dropdown menu, choose **Clone Previous Quarter**
  - Click the **Enter** button

Grant & Report Period Selection

Program Name: Temporary Assistance for Needy Families  
Grantee Name: VIRGINIA  
Report Name: ACF-196R : Part 1: Expenditure Data

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: Funding / Grant Period: 10/01/2013 - 09/30/2027 TANF (1402VATANF) - Open ▾

Step 2: Report Period:

Select	Reporting Period:	Due Date:	Status:
<input checked="" type="radio"/>	04/01/2015 - 06/30/2015	08/14/2015	
<input type="radio"/>	01/01/2015 - 03/31/2015	05/15/2015	Submitted
<input type="radio"/>	10/01/2014 - 12/31/2014	02/14/2015	Submission Accepted by CO

Step 3: Select Action: Clone Previous Quarter ▾

**Enter**

# Report Submission: Cloning of Report Receipt Data

- The “Report” screen appears with the pop-up message “Cloning is completed successfully.”  
Click **OK**
- Begin working on the new report

The screenshot displays the 'Report Form Status' page in the OLDC system. The navigation bar at the top includes 'OLDC Home', 'Grantee Selection', 'Report Selection', 'Report', and 'Report Form Status'. A central information box lists the following details:

- [Program Name:](#) Temporary Assistance for Needy Families
- [Grantee Name:](#) VIRGINIA
- [Report Name:](#) ACF-196R : Part 1: Expenditure Data
- [Funding/Grant Period:](#) 10/01/2013 - 09/30/2027 TANF (1402VATANF) - Open
- [Report Period](#)
- [Report Status](#)

A progress bar below the information box shows the following stages: 'Initialized' (checked), 'Edit-Saved', 'Validated', 'Ce...', 'R/O Approved', and 'C/O Approved'. A pop-up message box titled 'Message from webpage' is overlaid on the screen, displaying a yellow warning icon and the text 'Cloning is completed successfully.' The 'OK' button in the pop-up is highlighted with a red rectangle.

At the bottom of the screen, there are buttons for 'Save', 'View/Add Attachments', 'Validate', and 'Print'. Below these buttons is a 'Grantee Information' table:

State	Grant Year	Fiscal Year	Report Quarter Ending	Next Quarter Ending	Report is Submitted as:
VIRGINIA	2014	2015	06/30/2015	12/31/2015	<input checked="" type="radio"/> New <input type="radio"/> Revised <input type="radio"/> Final

# Report Submission: Report Revisions

- A Revision is an exact duplicate of the accepted report, only the data fields are open and modifications can be made by the grantee
- The original report does not change and can be accessed by clicking "View Original" from the Status page
- The grantee must have the role *Revise Submitted Grant Form* to create a Revision

# Report Submission: Report Revisions

- ACF -196R revisions should be made in the 4<sup>th</sup> quarter of a fiscal year or in the current quarter
  - In the current quarter, a revision can be initiated if the report is **Accepted by CO** and the next quarter report is not **Initiated**
  - If the next quarter report is started, an error message appears

Note: When making a revision, add a brief statement in an addendum as an attachment.

Grant & Report Period Selection

Message from webpage

Revision is allowed only for the latest report or the last report in a fiscal year for an open grant.

OK

Step 2: [Report Period:](#)

Select	Reporting Period:	Due Date:	Status:
<input type="radio"/>	01/01/2015 - 03/31/2015	05/15/2015	Saved -- Validated
<input checked="" type="radio"/>	10/01/2014 - 12/31/2014	02/14/2015	Submission Accepted by CO

Step 3: [Select Action:](#)

# Report Submission: Report Revisions

- To create revised report navigate to the “Grant & Report Period Selection” screen
  - Select a *Funding/Grant Period*
  - Select a *Report Period*
  - Select the *Action* **New/Edit/Revise Report**
  - Click the **Enter** button

**Grant & Report Period Selection**

Program Name: Temporary Assistance for Needy Families  
Grantee Name: VIRGINIA  
Report Name: ACF-196R : Part 1: Expenditure Data

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1:    Funding / Grant Period: 10/01/2013 - 09/30/2027 TANF (1402VATANF) - Open ▼

Step 2:    Report Period:

Select	Reporting Period:	Due Date:	Status:
<input type="radio"/>	01/01/2015 - 03/31/2015	05/15/2015	
<input checked="" type="radio"/>	10/01/2014 - 12/31/2014	02/14/2015	Submission Accepted by CO

Step 3:    Select Action: New / Edit / Revise Report ▼

**Enter**

# Report Submission: Report Revisions

- The "Report" screen displays. The Report appears exactly like the original Form
- However, the report name includes *Revision* and the Revision number at the end of the line

The screenshot shows a web application interface for report submission. At the top, there is a navigation bar with the following links: OLDC Home, Grantee Selection, Report Selection, **Report**, and Report Form Status. The main content area features a light blue box containing the following details:

- Program Name: Temporary Assistance for Needy Families
- Grantee Name: VIRGINIA
- Report Name: ACF-196R : Part 1: Expenditure Data **Revision # 1**
- Funding/Grant Period: 10/01/2013 - 09/30/2027 TANF (1402VATANF) - Open
- Report Period: 10/01/2014 - 12/31/2014
- Report Status: Initialized

Below the details box is a "Report Progress" section. It consists of a horizontal timeline with seven stages: **Initialized**, Edit-Saved, Validated, Certified, Submitted, In Review, and R/O Approved. The "Initialized" stage is highlighted in dark blue and contains a green checkmark icon. The other stages are represented by light blue boxes with empty square icons.

# Report Submission: Report Revisions

- The submission of a Revision follows the exact same process as the submission of the original Report Form: Initialize, Save, Validate, Certify, and Submit
- When a Revision is submitted, the “Report Form Status” page appears
  - The most recent Revision is listed first in the Status table, followed by earlier revisions, and ending with the original Accepted report form

# Report Submission: Final Expenditure Report

- After a state expends all funds for a grant, the last 196R should be marked **Final**
  - Unobligated and unliquidated balance is zero
- Once a report is marked as Final, OLDC no longer creates additional periods on which to report

Grantee Information					
	<u>Grant Year</u> 2014	<u>Fiscal Year</u> 2015	<u>Report Quarter Ending</u> 12/31/2014	<u>Next Quarter Ending</u> 06/30/2015	<u>Report is Submitted as:</u> <input type="radio"/> New <input type="radio"/> Revised <input checked="" type="radio"/> Final
Federal Awards Transfers					



# Report Submission: Final Expenditure Report

- States may create revisions to the final report and to any prior Quarter 4 submissions for a Fiscal Year
- Revisions are not allowed on closed grants
- Notifications are sent in the following circumstances:
  - Final report is submitted
  - A revision is made to a prior report when a Final report exists

# Report Submission: Final Expenditure Report

- The grant remains open in OLDC until closed in ACF's Grants Management system
  - Data from closed grants are still visible in OLDC for historical and reporting purposes

**Grant & Report Period Selection**

Program Name: Temporary Assistance for Needy Families  
Grantee Name: VIRGINIA  
Report Name: ACF-196R : Part 1: Expenditure Data

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: Funding / Grant Period: 10/01/2013 - 09/30/2027 TANF (1402VATANF) - Open ▾

Step 2: Report Period:

Select	Reporting Per		
<input type="radio"/>	01/01/2015 - 03/31/2015	10/01/2012 - 09/30/2026 TANF (1302VATANF)	Open
<input checked="" type="radio"/>	10/01/2014 - 12/31/2014	10/01/2011 - 09/30/2025 TANF (1202VATANF)	Open
		10/01/2010 - 09/30/2024 TANF (1102VATANF)	Open
		10/01/2009 - 09/30/2023 TANF (1002VATANF)	Open
		10/01/2008 - 09/30/2022 TANF (0902VATANF)	Open
		10/01/2007 - 10/01/2021 TANF (0802VATANF)	Open
		10/01/2006 - 10/01/2020 TANF (0702VATANF)	Open
		10/01/2005 - 10/01/2019 TANF (0602VATANF)	Close
		10/01/2004 - 10/01/2018 TANF (0501VATANF)	Close
		10/01/2003 - 10/01/2017 TANF (0401VATANF)	Close

CO

# CUMULATIVE GRANT YEAR REPORTS

# Cumulative Grant Year Reports

- **Coming Soon!**
- Starting in Q1 2015: OLDC generates a report showing cumulative expenditures made with each open grant year's award
  - The report sums actual expenditures made with each open grant year through a fiscal year and quarter
- States can view total expenditures made with each open grant year award, as well as funds remaining

# HELP RESOURCES

# Help Resources

- Help resources are available by clicking the **News & Tips** link from the Main Menu

On-Line Data Collection

U.S. Department of Health & Human Services  
Administration for Children & Families  
Mike Leavitt, Secretary | David Schneider, Acting Asst. Secretary

Name: Antonio Robinson  
Last Login:

[Help / FAQ](#)  
[End OLDC](#)

OLDC Home

[Report Form Entry](#)

[User / System Settings](#)


[End OLDC](#)

[Privacy](#)

[Accessibility](#)

[Help / FAQ](#)

[News & Tips](#)

 **On-Line Data Collection**

Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help.

# Help Resources

- The “OLDC Documentation” site appears in a new window

## On-Line Data Collection Documentation

[Frequently Asked Questions](#)

[OLDC Access Request Form](#)

[OLDC Interactive "E-xperience"](#)

### What's New...

#### TANF ACF-196R Materials

[Introduction to the TANF ACF-196R for State Data Personnel \(.pdf - 2062 kb\)](#)  
[Quick Sheet: Clone the TANF ARRA ACF-196 Report Form \(.pdf - 580 kb\)](#)  
[Quick Sheet: TANF ACF-196R – Clone Reports - \(.pdf - 537 kb\)](#)  
[Quick Sheet: TANF ACF-196R Reports - Revisions - \(.pdf - 651 kb\)](#)  
[Quick Sheet: TANF ACF-196R - Frequently Asked Questions \(.pdf - 519 kb\)](#)

#### General Quick Sheets

[Welcome - \(.pdf - 506 kb\)](#)  
[Getting Around in OLDC - \(.pdf - 539 kb\)](#)  
[Grant Administrator Overview and List of Roles - \(.pdf - 528 kb\)](#)  
[Working with Forms - \(.doc - 28 kb\)](#)  
[Using the Report Form Status Page - \(.pdf - 556 kb\)](#)  
[Certify/UnCertify a Report Form - \(.doc - 41 kb\)](#)  
[Submit/Unsubmit a Report Form - \(.doc - 40 kb\)](#)

# Help Resources

- The Support Center provides assistance for OLDC customers
- Support team personnel are available Monday through Friday 8 a.m. to 6 p.m. ET
- [app\\_support@acf.hhs.gov](mailto:app_support@acf.hhs.gov)
- 866-577-0771



# QUESTIONS AND ANSWERS