



Quick Sheet: TANF ACF-196R Reports - Revisions

Audience: Grantees

Purpose

Provide instructions for revising a submitted and accepted ACF-196R report in the Online Data Collection (OLDC) system.

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.

Make all revisions to the ACF-196R beginning in fiscal year 2015. Revisions should be made in the 4th quarter of a fiscal year or in a current quarter if the report is in the *Accepted by CO* status and the next quarter report is not initiated. If the next quarter report is started, the following error message appears:

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

Note: Use the old 196 report to create revisions in the quarter ending 09/30/2014.

Steps

To create a revised report:

1. Log into Secure Sign-In (<https://extranet.acf.hhs.gov/ssi/>) and launch OLDC.
2. From OLDC "Home", click the link **Report Form Entry**.
3. The "Program & Grantee Selection" screen displays. Make all selections and click the **Enter** button.
4. The "Grant & Report Period Selection" screen appears. Select a **Funding/Grant Period** and **Report Period**.
5. The "Program & Grantee Selection" screen displays. Select a **Program**, **Grantee**, and **Report Name** (in that order), and then click **Enter**.



- 6. The "Grant & Report Period Selection" screen displays. Choose the **Funding/Grant Period**, **Report Period**, select the Action **New/Edit/Revise Report**, and then click **Enter**.

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

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

OLDC Home Grantee Selection Report Selection Report Report Form Status

[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

Report Progress

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

- 8. The submission of a Revision follows the exact same process as the submission of the original Report Form: Initialize, Save, Validate, Certify, and Submit.
- 9. 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.