



*Richard O. Brajer*  
*Secretary*

*Wayne E. Black*  
*Senior Director for Social Services*  
*and County Operations*

**Dear County Directors of Social Services:**

**Attention:** Work First Program Administrators, Managers and Supervisors

**Subject:** Review of FFY2015 TANF Sample Cases

**Date:** September 23, 2016

The Administration for Children and Families (ACF) granted states a final opportunity to retransmit FFY2015 TANF Work Participation data. ACF will calculate and submit the Work Participation Rates (WPR) to the United States Congress in November 2016. North Carolina elects to resubmit the FFY2015 Work Participation data to ACF prior to the October 10, 2016 deadline.

Counties must review their cases listed on the attached Excel spreadsheet entitled, FFY2015 TANF Sample Cases by County. The cases displayed on the spreadsheet were selected for the TANF Sample during FFY2015. Due to confidentiality requirements, participant names are not included on the spreadsheet. The spreadsheet includes:

- Report Month, which is the month the case was selected for the sample;
- FIPS County Code, which is a code used by the Federal government to identify counties across all states;
- County Name; and
- PDC Number.

Counties must verify if work participation activity was correctly entered into NC FAST for the cases shown for the TANF Sample report month. If changes are needed, update this data in NC FAST by **October 5, 2016**. If participant hours were correctly entered into NC FAST, no further action is required.

This is a very critical and time sensitive issue which requires immediate attention. Again, the corrected participant hours must be entered into NC FAST no later than October 5, 2016. This will ensure North Carolina's FFY2015 TANF Work Participation Rates are calculated correctly by ACF.



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Please contact Johnice Tabron at 919-527-6300 for the password to access the spreadsheet and also for any questions. Email [DSS.WF.Team@dhhs.nc.gov](mailto:DSS.WF.Team@dhhs.nc.gov) upon completion of the review and the correction of any participant hours.

David Locklear,



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Chief Economic and Family Services

Attachment:

FFY2015 TANF Sample Cases by County