



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN G. OSBORNE • Deputy Secretary for Opportunity and Well-Being

Date: June 20, 2023

**Dear County Directors of Social Services**

**Attention:** Work First Managers and Supervisors

**Subject:** Data Correction Report for Federal Reporting

**Priority:** Action Required

**I. GENERAL INFORMATION**

The purpose of this letter is to provide guidance to counties on the importance of reporting demographic data elements of race, ethnicity, and marital status. This information is required to be reported for each Work First participant to the Administration for Children and Family (ACF). This report is the ACF-199 report (formerly known as TANF Sample).

Although other programs (FNS, Medicaid, etc.) may not require a participant to report these demographic data elements, they are mandatory for receiving Work First benefits. Since NC FAST is a multi-program system, these demographics may have been recorded as “unknown” or “unreported” when a participant was originally entered into the system. It is also possible that after having the information entered for the participants Work First (WF) case, a participant later submitted an ePASS application for another program, and the “blank” or “unreported” value from the ePASS application overrode the value previously entered for WF.

When these demographics are blank or “unreported/unknown,” ACF will not accept the case for submission and the case must be excluded. This can have a negative impact on the state’s work participation rate. Each quarter after the ACF-199 submission is created, a list of these excluded cases is forwarded to counties for correction so that they are included in the year end resubmission. To be proactive, a **query** has been published in the Client Services Data Warehouse (CSDW) that will allow counties to view all participants that have invalid values for marital status, race, and ethnicity.

**II. PROCEDURE**

Counties must run this query each month for the previous month. The query should not be run earlier than the 25<sup>th</sup> calendar day of each month. The county must make corrections to demographic information as outlined below. This will result in North Carolina excluding fewer cases and ensuring accuracy with data submissions.

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • ECONOMIC AND FAMILY SERVICES**

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

- The name of the query is: **Invalid Values for ACF-199 Reporting\_Race, Ethnicity, and Marital Status.**
- It is located in CDSW in the TANF – Work First Case Management Folder (Full path: Public Folders/DHHS Main Documents/NC FAST/TANF- Work First/Case Management)
- The report will prompt a user to enter the desired benefit month and county they wish to query.
  - Note that the query cannot be run for a specific benefit month until the TANF Participants table has been loaded for that month. This table is usually loaded by the 25<sup>th</sup> of the month for the previous month (so by May 25<sup>th</sup> for the benefit month of April).
- There are 4 tabs in the report:
  - The first tab gives general information about the report.
  - The second tab returns individuals with invalid race data.
  - The third tab returns individuals with invalid ethnicity data.
  - The fourth tab returns individuals with invalid marital status data.
- If no data is returned for one or more tabs, that means that either:
  - There are no individuals with invalid demographic data.
  - The TANF Participants table has not loaded yet for the given benefit month.

**Note** - In addition, living arrangement, subsidized housing and education errors will continue to be communicated quarterly by Continuous Quality Improvement Specialist (CQIS). Prompt attention, correction, and confirmation from county staff is necessary and appreciated. This will aid in excluding cases from federal reporting.

### III. EFFECTIVE DATE

Effective upon receipt.

If you have any questions, please submit them to the Continuous Quality Improvement (CQI) Team at [dss.policy.questions@dhhs.nc.gov](mailto:dss.policy.questions@dhhs.nc.gov)

Sincerely,



Allison W. Smith, Deputy Director  
Economic and Family Services Section

AWS/peb

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