

2020 TANF Youth Project Reporting Requirements

The TANF Youth Project is funded through an Interagency Agreement between the Department of Employment and Economic Development (DEED) and the Department of Human Services (DHS). Information is collected through two primary sources to document program activities, outcomes, successes and challenges:

Workforce One (WF1): primary tool to document participant enrollment, activities, outcomes, TANF Youth funds expended on individual participants for wage and fringe, direct services, and support services. **Local service providers enter data on an ongoing basis during the project.** At the end of each quarter, information from WF1 is used to document and support DEED's reimbursement to DHS.

TANF Youth Project Final Report: completed at the end of the project to describe overall project activities, challenges (especially considering COVID-19), and successes of the 2020 TANF Youth Project. The Project Narrative format is attached at the end of this document and is **due 1/29/2021 to Lynn.Douma@state.mn.us**.

Notes regarding using WF1 for the TANF Youth Project

- TANF Youth is a specific program within WF1. Service provider staff who have a business need to enter or access information in TANF Youth must request access from WF1. Submit the online form to request TANF Youth program access: <https://www.mnworkforceone.com/FormsLetters/SecurityAccessForm.aspx?nc=cdedad&f2&>
- WF1 does not determine eligibility for the project - service providers must know that the participant is eligible before entering the participant in WF1¹.
- The TANF Youth program functions very similarly to Minnesota Youth Program in WF1. The primary difference is that for TANF Youth, **providers must enter participant expenditure data on a quarterly basis**. More information on entering expenditures for TANF Youth participants can be found below.

¹ Youth must fall into one of the following categories at the time of enrollment to be eligible: 1) Teen parent, age 16-24, receiving cash MFIP benefit; or 2) younger youth, age 14-18, who is on the cash grant in an MFIP household. Providers must verify eligibility through direct access to MAXIS, or by contacting county MFIP Financial staff or DEED TANF Youth project manager.

- Be sure to update activities, case notes, etc. on a regular basis as for any other program so the information is up to date. DEED sends quarterly reports to DHS and DHS staff also can access the WF1 data warehouse to look at information at any point.
- The 2020 TANF Youth Project ends on 12/31/20. All participants must be exited and activities closed with a date on or before 12/31/2020.

Entering TANF Youth Expenditures in Workforce One

- From the top navigation bar, select “Manage Case” > “TANF Youth Expenditures”
- On the “TANF Youth Expenditures Add/Edit” screen, select the Year/Quarter for which you will be entering expenditures. The year/quarter are on a calendar basis, so “2020/2” refers to April-June 2020.
- A list of enrolled participants for the selected quarter should be displayed on the next screen.
- For each participant enter the following for the quarter: wages paid, fringe benefits paid, percentage of wage subsidy (a work experience with wages fully paid by TANF Youth program grant is 100% subsidy), and direct service expenditures.
- Direct services includes direct staffing costs, training costs, etc. The service provider can determine how the staffing costs are allocated across the participants served. Direct services should NOT include administrative costs or supportive services costs. Supportive services costs are entered under Support Services on the left navigation like they are for other programs.
- It is best to enter the expenditures once at the end of the quarter for the entire quarter. Please have all information for the quarter entered no later than the 15th of the following month (July 15, Oct. 15, Jan. 15).
- Information entered in the TANF Youth Expenditures section is transmitted to DHS and forms the basis of DEED’s reimbursement request for the quarter.
- If errors are discovered after the information has been entered, providers can go in and modify the entries in WF1 if necessary.
- At the end of the grant, the information entered in WF1 will be reconciled with the expenditures reported on the FSR/RPR to make sure they are the same.

Please address questions on TANF Youth reporting or any other aspects of the project to Lynn Douma at Lynn.Douma@state.mn.us. More information about the TANF Youth Project can be found on DEED’s website at: <https://mn.gov/deed/programs-services/office-youth-development/special/tanf/>

**2020 TANF YOUTH PROJECT
FINAL REPORT
DUE 1/29/2021**

Grantee:

Contact:

Phone/Email Address:

Describe how the following were incorporated into 2020 TANF Youth Project activities:

- Labor market information
- Career pathways
- Financial literacy
- Preparation for post-secondary education
- Measurement of work readiness skill improvement
- Culturally responsive programming

Describe the outcomes achieved by participants in the 2020 TANF Youth Project (i.e. percentage attaining work readiness skills, and other outcomes tracked locally):

Describe challenges encountered during the 2020 TANF Youth Project, especially in light of the COVID-19 pandemic:

Please include 1-2 brief success stories below or as attachments to this report. (Please include media releases; template attached)



Success Story Release and Consent Form

I, _____, allow CareerForceMN.com to release this information, photographic and/or video images of me to the media and to publish this information, photographic and/or video images on CareerForceMN.com, Minnesota Department of Employment and Economic Development (DEED), U.S. Department of Labor (USDOL) and/or CareerForce location publications and/or websites. This form applies to information voluntarily submitted through the CareerForce Success Stories online form, via email, or other means. CareerForceMN.com is owned and operated by DEED.

How We Use and Share This Information:

- If your story is selected, we will publish your first name and/or business name, general location and an edited version of the success story, as well as a photo and/or video (if applicable).
- Stories and signed consent forms will be retained on a DEED secure server for seven years and then discarded, as required by Minnesota Government Data Practices (M.S. Chapter 13).
- You may opt out of your consent to share a success story at any time. You can do the following at any time by contacting us via the email address or phone number at the bottom of this document:
 - » See what data we have about you, if any.
 - » Change/correct any data we have about you.
 - » Have us delete any success story information we have about you.
 - » Express any concern you have about our use of your information.

I understand that my signature releases any claim that I may arise against the USDOL, State of Minnesota, its employees, and CareerForce location partners.

NAME (Please print): _____

DATE: _____ SIGNATURE: _____

If the above individual is under the age of 18, a parent or guardian must also provide consent by signing below.

NAME (Please print): _____

DATE: _____ SIGNATURE: _____