2023 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, and successes of the 2023 TANF Youth Project. The final report format is available from the TANF Youth webpage at: <https://mn.gov/deed/programs-services/office-youth-development/special/tanf/> and is **due 1/31/2024 to** [**Lynn.Douma@state.mn.us**](mailto: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=cdedadf2&>
* WF1 does not determine eligibility for the project - service providers must know that the participant is eligible before entering the participant in WF1[[1]](#footnote-1).
* 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.
* 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.

## 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 “2023/2” refers to April-June 2023.
* A list of enrolled participants with open activities 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](mailto: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/>

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. [↑](#footnote-ref-1)