NEW YORK STATE | Office of Temporary and Disability Assistance | Office of Children and Family Services

Flexible Fund for Family Services (FFFS) System District User Manual

(April 2022)

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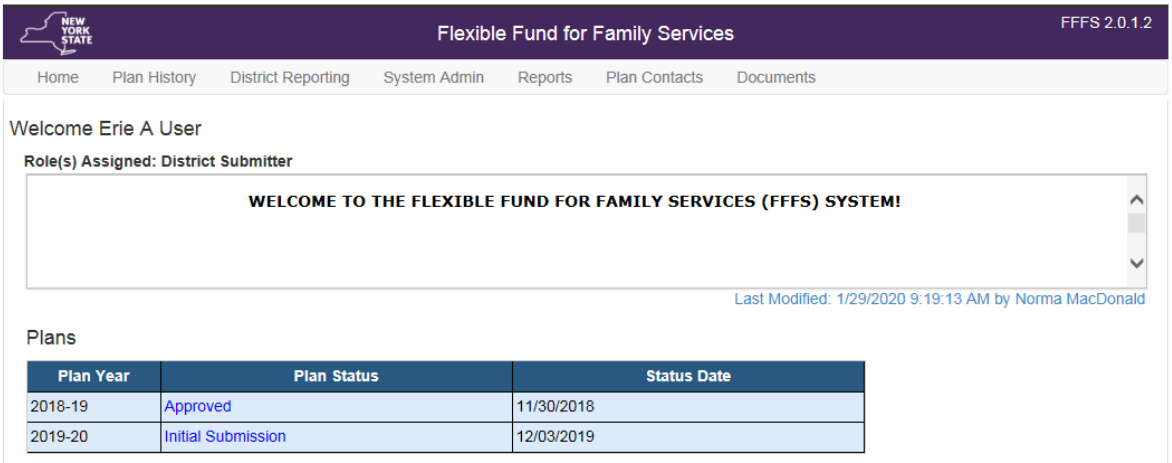
Overview

Introduction and Rationale

This *Flexible Fund for Family Services (FFFS) System District User Manual* was designed to provide District Users with an overview of the FFFS system. This manual includes tips and instruction on how to navigate the FFFS system; view, modify, and submit a district plan; view the project summary and modify project details; access plan history; complete district reporting; generate reports; and view contacts and additional documents.



*FFFS **Home** screen*

Purpose

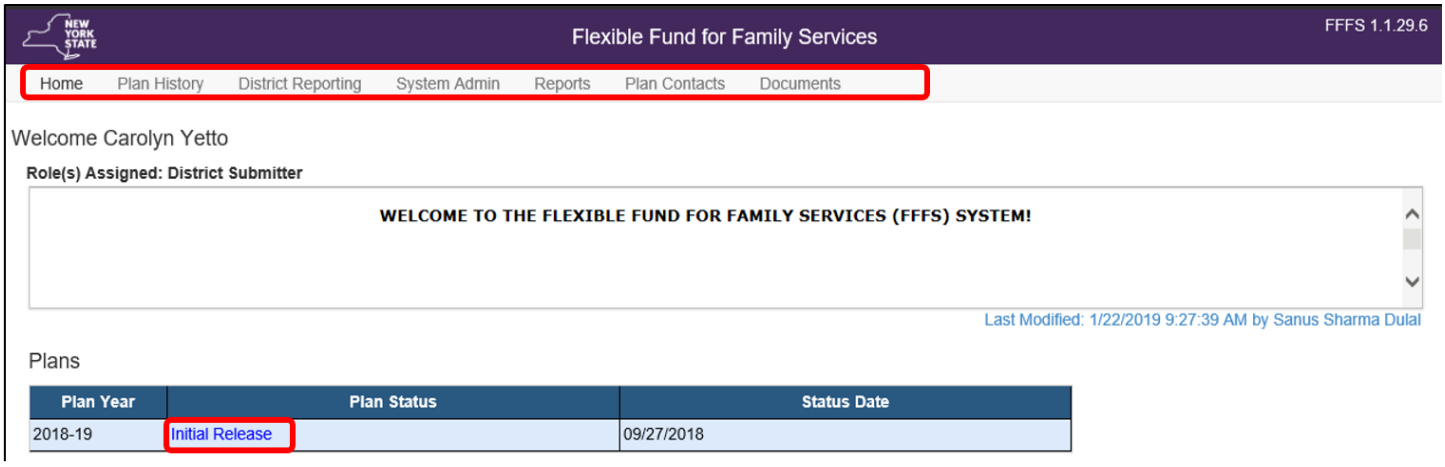
The purpose of this manual is to provide District Users with an overview of how to view, modify, and submit a district plan using the FFFS system.

The Home Screen

The **Home** (Welcome) screen is the first screen to display upon logging into the FFFS system. The screen provides tabs at the top of the screen to navigate to additional screens. The screen also provides system messages for the user and direct links to the district plan(s) the user has access to view and/or modify.

Accessing the FFFS Home Screen

- Access the Flexible Fund for Family Services (FFFS) system via the intranet at **https://fffs.otda.ny.gov** or via CentraPort. To access, the **user must have access to the state network**.
- The **NY.gov ID Login** screen displays. Enter a username and password in the appropriate fields and then click the **Sign in** button.
  Note: Users who are locked out of their account and need support accessing the system should contact the Human-Services-Information Technology Services (HS-ITS) Enterprise Service Desk: (800) 697-1323.
- The **Home** screen displays, with tabs appropriate to the user's role located at the top of the screen in the **Navigation** bar. These tabs allow users to navigate to additional FFFS screens.
  Note: The system displays the full name and the roles assigned to the user.
- Click the link in the **Plans Status** column of the **Plans** grid to view the plan on the **FDE** (Fiscal Data Entry) screen, as shown on the next page.



General FFFS System Tips

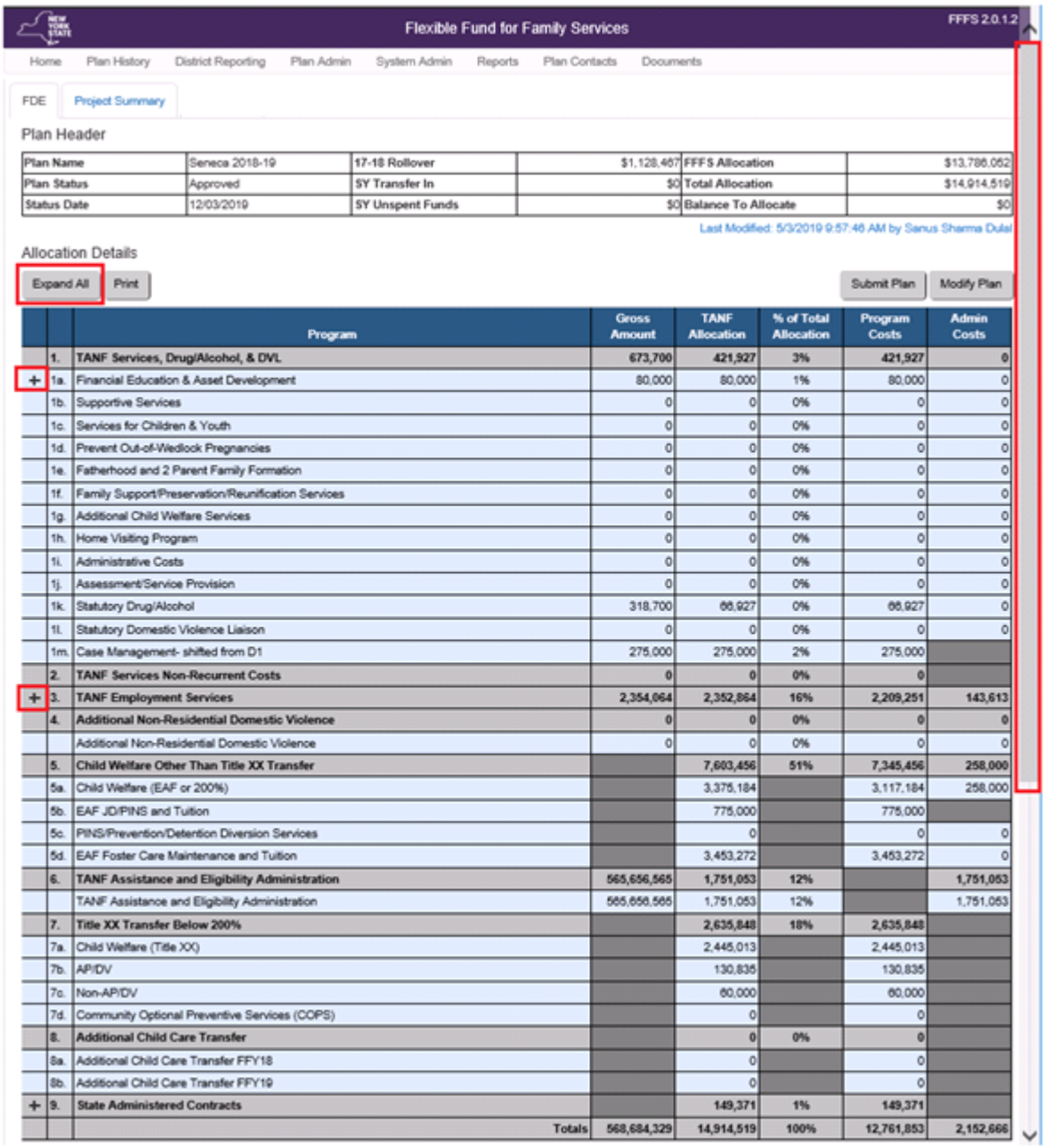
- Save often!
- Exiting before saving will result in losing any modifications made to the plan.
- Adding a project from the **FDE** screen will navigate the user to a new screen and will delete all unsaved data; remember to save any data entered on the **FDE** screen before adding a project.
- After modifying the **FDE** or **Project Details** screens, click the **Save** button and then click the **Exit** button.
- Only one user can modify a district plan at a time. If a user is in "Modify" mode, the plan will be locked to other users. A message will display in FFFS indicating that the plan is locked for modification by another user and the **Submit Plan** and **Modify Plan** buttons will not display. Click the **Exit** button after saving any changes to unlock the plan.

The FDE (Fiscal Data Entry) Screen

The **FDE** (Fiscal Data Entry) screen displays allocation information about the selected district plan, including the **Plan Header** and **Allocation Details** sections. Modifications to the district plan and plan submission are completed on this screen.

Collapsed View of the Allocation Details Section

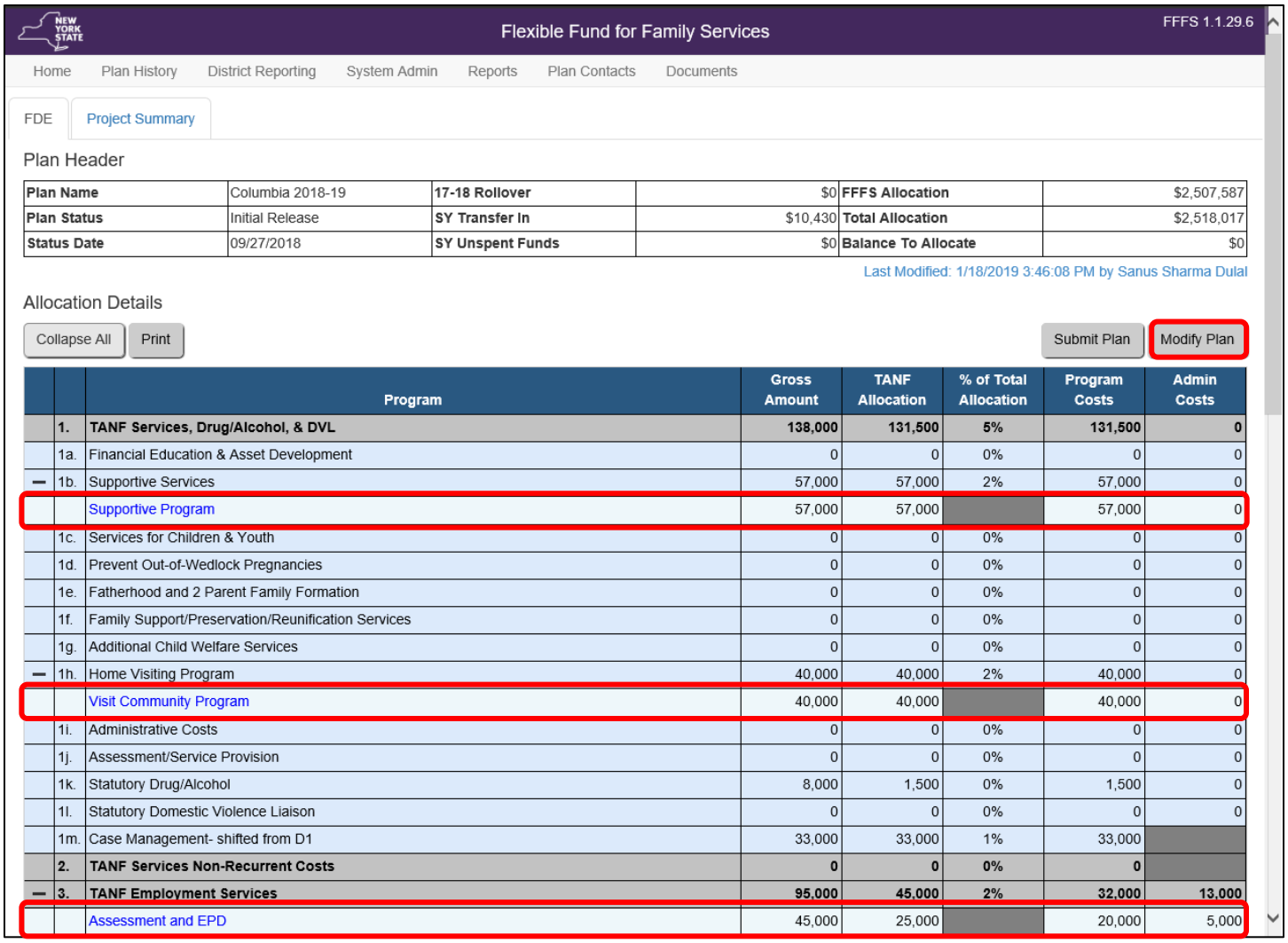
- The default view in the **Allocation Details** section is "collapsed."
- All allocations, including both program and project allocations, can be entered on the **FDE** screen.
- Click a plus (**+**) symbol to expand and view an individual project category.
- Click the **Expand All** button for an expanded view of all project types to view the associated projects in lines 1, 2 and 3 of the district plan.
- Use the scrollbar on the right to scroll up and down the screen.



		Program	Gross Amount	TANF Allocation	% of Total Allocation	Program Costs	Admin Costs
	1.	**TANF Services, Drug/Alcohol, & DVL**	673,700	421,927	3%	421,927	0
+	1a.	Financial Education & Asset Development	80,000	80,000	1%	80,000	0
	1b.	Supportive Services	0	0	0%	0	0
	1c.	Services for Children & Youth	0	0	0%	0	0
	1d.	Prevent Out-of-Wedlock Pregnancies	0	0	0%	0	0
	1e.	Fatherhood and 2 Parent Family Formation	0	0	0%	0	0
	1f.	Family Support/Preservation/Reunification Services	0	0	0%	0	0
	1g.	Additional Child Welfare Services	0	0	0%	0	0
	1h.	Home Visiting Program	0	0	0%	0	0
	1i.	Administrative Costs	0	0	0%	0	0
	1j.	Assessment/Service Provision	0	0	0%	0	0
	1k.	Statutory Drug/Alcohol	318,700	66,927	0%	66,927	0
	1l.	Statutory Domestic Violence Liaison	0	0	0%	0	0
	1m.	Case Management- shifted from D1	275,000	275,000	2%	275,000	
	2.	**TANF Services Non-Recurrent Costs**	0	0	0%	0	
+	3.	**TANF Employment Services**	2,354,064	2,352,864	16%	2,209,251	143,613
	4.	**Additional Non-Residential Domestic Violence**	0	0	0%	0	0
		Additional Non-Residential Domestic Violence	0	0	0%	0	0
	5.	**Child Welfare Other Than Title XX Transfer**		7,603,456	51%	7,345,456	258,000
	5a.	Child Welfare (EAF or 200%)		3,375,184		3,117,184	258,000
	5b.	EAF JD/PINS and Tuition		775,000		775,000	
	5c.	PINS/Prevention/Detention Diversion Services		0		0	0
	5d.	EAF Foster Care Maintenance and Tuition		3,453,272		3,453,272	0
	6.	**TANF Assistance and Eligibility Administration**	565,656,565	1,751,053	12%		1,751,053
		TANF Assistance and Eligibility Administration	565,656,565	1,751,053	12%		1,751,053
	7.	**Title XX Transfer Below 200%**		2,635,848	18%	2,635,848	
	7a.	Child Welfare (Title XX)		2,445,013		2,445,013	
	7b.	AP/DV		130,835		130,835	
	7c.	Non-AP/DV		60,000		60,000	
	7d.	Community Optional Preventive Services (COPS)		0		0	
	8.	**Additional Child Care Transfer**		0	0%	0	
	8a.	Additional Child Care Transfer FFY18		0		0	
	8b.	Additional Child Care Transfer FFY19		0		0	
+	9.	**State Administered Contracts**		149,371	1%	149,371	
		Totals	568,684,329	14,914,519	100%	12,761,853	2,152,666

Expanded View of the Allocation Details Section (lines 1, 2 and 3 of the district plan)

- Projects within a project type display as blue hyperlinks once expanded, as shown in the image below.
- Click the **Modify Plan** button to enter allocations for the district plan (see the next page to view the screen in "Modify" mode).



Flexible Fund for Family Services

FFFS 1.1.29.6

Home | Plan History | District Reporting | System Admin | Reports | Plan Contacts | Documents

FDE | Project Summary

Plan Header

Plan Name	Columbia 2018-19	**17-18 Rollover**	$0	**FFFS Allocation**	$2,507,587
Plan Status	Initial Release	**SY Transfer In**	$10,430	**Total Allocation**	$2,518,017
Status Date	09/27/2018	**SY Unspent Funds**	$0	**Balance To Allocate**	$0

Last Modified: 1/18/2019 3:46:08 PM by Sanus Sharma Dulal

Allocation Details

Collapse All | Print | Submit Plan | Modify Plan

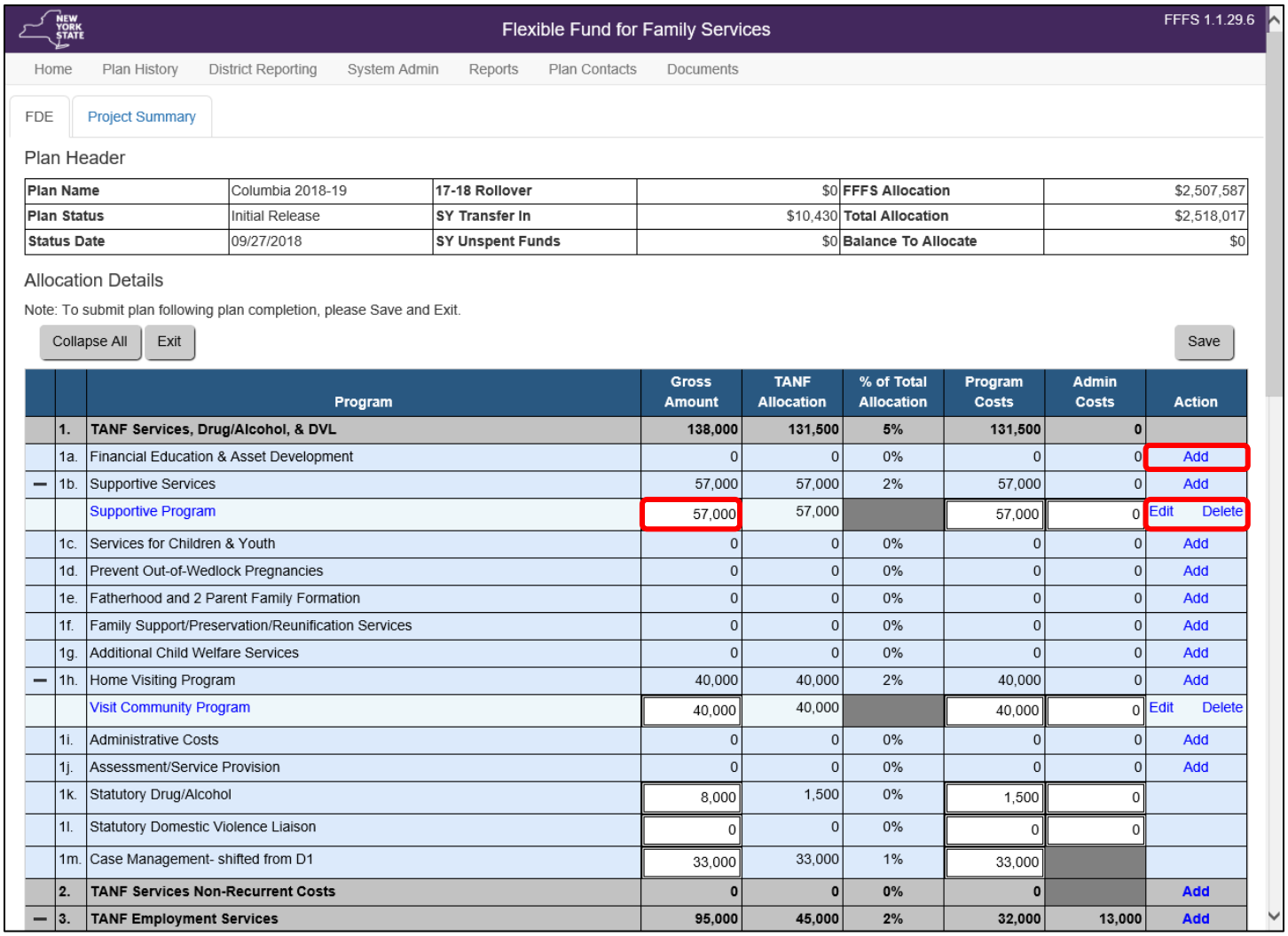
		Program	Gross Amount	TANF Allocation	% of Total Allocation	Program Costs	Admin Costs
	1.	**TANF Services, Drug/Alcohol, & DVL**	**138,000**	**131,500**	**5%**	**131,500**	**0**
	1a.	Financial Education & Asset Development	0	0	0%	0	0
—	1b.	Supportive Services	57,000	57,000	2%	57,000	0
		Supportive Program	57,000	57,000		57,000	0
	1c.	Services for Children & Youth	0	0	0%	0	0
	1d.	Prevent Out-of-Wedlock Pregnancies	0	0	0%	0	0
	1e.	Fatherhood and 2 Parent Family Formation	0	0	0%	0	0
	1f.	Family Support/Preservation/Reunification Services	0	0	0%	0	0
	1g.	Additional Child Welfare Services	0	0	0%	0	0
—	1h.	Home Visiting Program	40,000	40,000	2%	40,000	0
		Visit Community Program	40,000	40,000		40,000	0
	1i.	Administrative Costs	0	0	0%	0	0
	1j.	Assessment/Service Provision	0	0	0%	0	0
	1k.	Statutory Drug/Alcohol	8,000	1,500	0%	1,500	0
	1l.	Statutory Domestic Violence Liaison	0	0	0%	0	0
	1m.	Case Management- shifted from D1	33,000	33,000	1%	33,000	
	2.	**TANF Services Non-Recurrent Costs**	**0**	**0**	**0%**	**0**	
—	**3.**	**TANF Employment Services**	**95,000**	**45,000**	**2%**	**32,000**	**13,000**
		Assessment and EPD	45,000	25,000		20,000	5,000

The Allocation Details Section in Modify Mode

- Allocations can be entered in the white fields in the **Allocation Details** section. The columns in this section include:
  - **Program – Sublines in the Program column are Project Categories and Project Types**
  - **Gross Amount**
  - **TANF Allocation**
  - **% of Total Allocation**
  - **Program Costs**
  - **Admin Costs**
  - **Action**

  Note: Gross amounts are required for plan submission and must be greater than or equal to the amount entered in the **TANF Allocation** column.
- Projects within lines 1, 2, and 3 can be added, edited, or deleted within the **FDE** screen by clicking the appropriate link (e.g., **Add**, **Edit**, or **Delete**).

Top portion of the FDE screen



- The **Program and Administration Allocation Totals, Calculations of Administration Percentages, and Calculations of Amounts Toward Child Welfare Threshold** sections display at the bottom of the **FDE** screen.
- Check the amounts entered against the **FFFS Allocation** and **Total Allocation** amounts listed in the **Plan Header** at the top of the **FDE** screen.
  Note: Use the **Balance to Allocate** field in the **Plan Header** to help determine budgeting amounts.
- Once all allocations are entered, project details *must* be completed for each project via the **Project Details** screen, as shown in the next topic.

Bottom portion of the FDE screen

Program and Administration Allocation Totals

Category	TANF Allocation	% of Total Allocation
Subtotal Program Allocation	2,021,828	80%
Subtotal Administration Allocation	496,189	20%
Grand Total	**2,518,017**	**100%**

Calculations of Administration Percentages

Category	TANF Allocation	% of Total Allocation
TANF Administration	353,000	14%
Child Welfare Administration	50,189	2%
EAF Foster Care Administration	93,000	4%
Administration Totals (25% of cap)	**496,189**	**20%**

Calculations of Amounts Toward Child Welfare Threshold

Category	TANF Allocation	% of Total Allocation
Child Welfare (EAF or 200%) Program	274,000	11%
Child Welfare (EAF or 200%) Administration	50,189	2%
Title XX below 200% Child Welfare	300,000	12%
Allowable Community Optional Preventive Services (COPS)	0	0%
Child Welfare Threshold Total	**624,189**	**25%**
Child Welfare Threshold From ADM	**624,189**	**25%**

Adding a Project

- To add a project, click the **Add** link on the **FDE** screen. The **Add Project** pop-up window will display, as shown below, allowing the user to add project information.

		Program	Gross Amount	TANF Allocation	% of Total Allocation	Program Costs	Admin Costs	Action
	1.	**TANF Services, Drug/Alcohol, & DVL**	**138,000**	**131,500**	**5%**	**131,500**	**0**	
	1a.	Financial Education & Asset Development	0	0	0%	0	0	Add

- Click the **Project Type** drop-down arrow to select a project type, if different from selection.
- In the **Project Name** field, enter the name of the project.
- Complete the **Gross Amount**, **Program Cost**, **Admin Cost**, and **TANF Allocation** fields.

  Note: The gross amount must be greater than or equal to the total TANF allocation.
- Click the **Save** button to return to the **FDE** screen. The project will now display.
- Project details must be completed on the **Project Detail** screen prior to plan submission.

AddProject

Category: TANF Services, Drug/Alcohol, & DVL

Project Type: Financial Education & Asset Development

Project Name:

Gross Amount:

Program Cost:

Admin Cost:

TANF Allocation:

Cancel Save

The Project Details Screen

The **Project Details** screen displays information specific to an individual project within a TANF Services or TANF Employment Project Type. Project information can be added and modified on this screen.

Accessing the Project Details Screen

The **Project Details** screen can be accessed from the **FDE** screen or from the **Project Summary** screen.

Note: Allocations are entered on the **FDE** screen prior to completing the project details.

- To access project details from the **FDE** screen, click the link of the project name in the **Program** column.

Plan Header

Plan Name	Columbia 2018-19	**17-18 Rollover**	$0	**FFFS Allocation**	$2,507,587
Plan Status	Initial Release	**SY Transfer In**	$10,430	**Total Allocation**	$2,518,017
Status Date	09/27/2018	**SY Unspent Funds**	$0	**Balance To Allocate**	$0

Allocation Details

Note: To submit plan following plan completion, please Save and Exit.

Collapse All | Exit | Save

		Program	Gross Amount	TANF Allocation	% of Total Allocation	Program Costs	Admin Costs	Action
	1.	**TANF Services, Drug/Alcohol, & DVL**	**138,000**	**131,500**	**5%**	**131,500**	**0**	
	1a.	Financial Education & Asset Development	0	0	0%	0	0	Add
–	1b.	Supportive Services	57,000	57,000	2%	57,000	0	Add
		Supportive Program	57,000	57,000		57,000	0	Edit Delete
	1c.	Services for Children & Youth	0	0	0%	0	0	Add

- To access project details from the **Project Summary** screen**,** click the **Project Summary** tab, and then click the link of the project name in the **Project Name** column.

FDE | Project Summary

Plan Header

Plan Name	Columbia 2018-19	**17-18 Rollover**	$0	**FFFS Allocation**	$2,507,587
Plan Status	Initial Release	**SY Transfer In**	$10,430	**Total Allocation**	$2,518,017
Status Date	09/27/2018	**SY Unspent Funds**	$0	**Balance To Allocate**	$0

Project Summary

Project Name	Project Category	Project Type	TANF Allocation	Program Costs	Admin Costs
Supportive Program	1. TANF Services, Drug/Alcohol, & DVL	1b. Supportive Services	57,000	57,000	0
Visit Community Program	1. TANF Services, Drug/Alcohol, & DVL	1h. Home Visiting Program	40,000	40,000	0
Assessment and EPD	3. TANF Employment Services	Assessment/Employment Plan Development	25,000	20,000	5,000
Provide Medical Service	3. TANF Employment Services	Employability/Disability Determinations	20,000	12,000	8,000

Adding/Editing Project Details

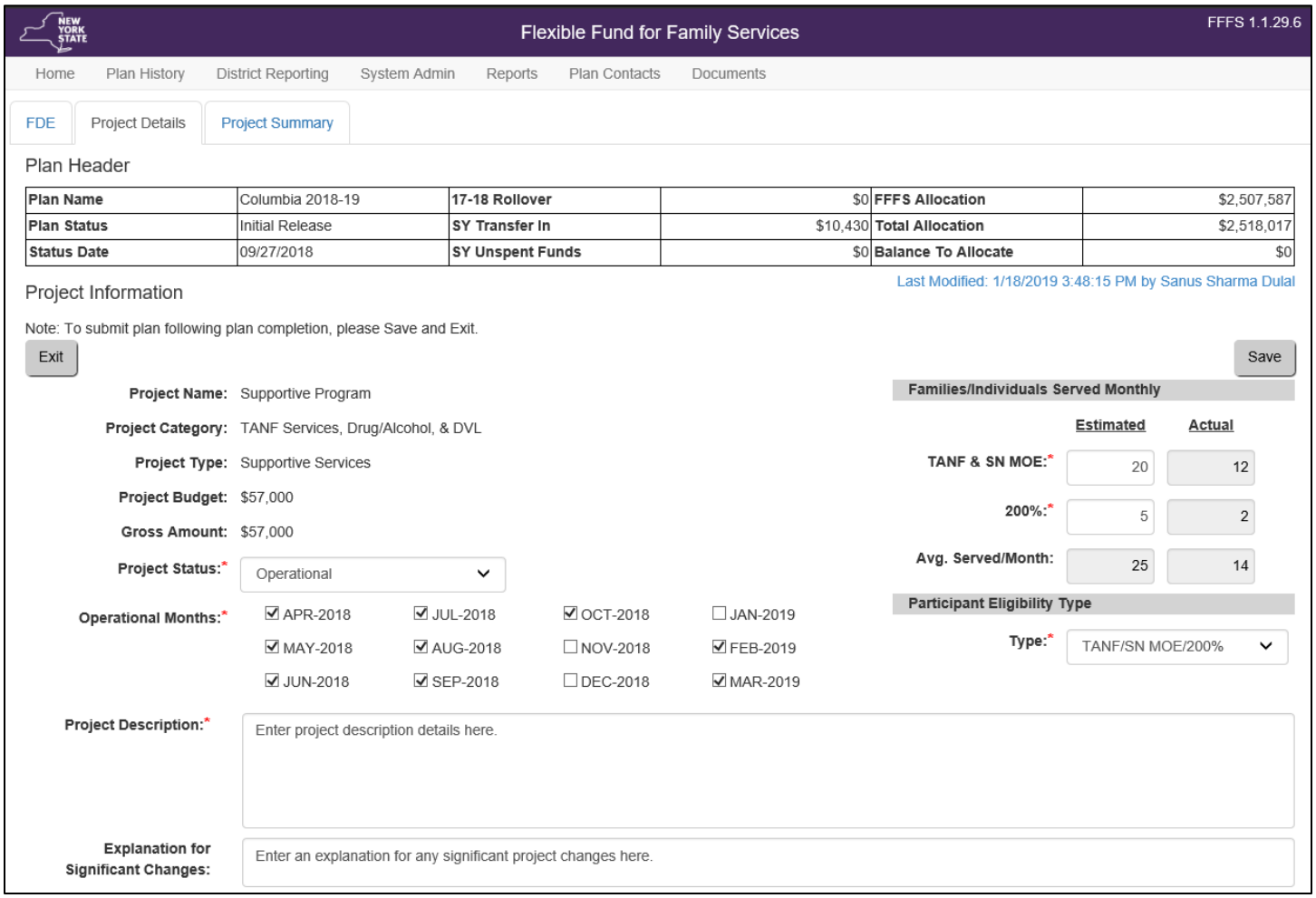
Note: The **Project Details** screen must be completed for each project prior to plan submission.

- Project details carried over from a prior plan year should be updated, as appropriate.
- Ensure that the **Project Details** screen is in "Modify" mode by accessing it via the **FDE** screen, or by clicking the **Modify** button on the **Project Details** screen to edit.
- To enable the **Submit** button on the **FDE** screen, the following fields are required (as indicated by a red asterisk) and must be completed prior to saving and navigating from the **Project Details** screen:
  - **Project Status**
  - **Operational Months** – Defaults to 12 months. Uncheck any months the project is not operational to avoid reporting requirements.
  - **Project Description**

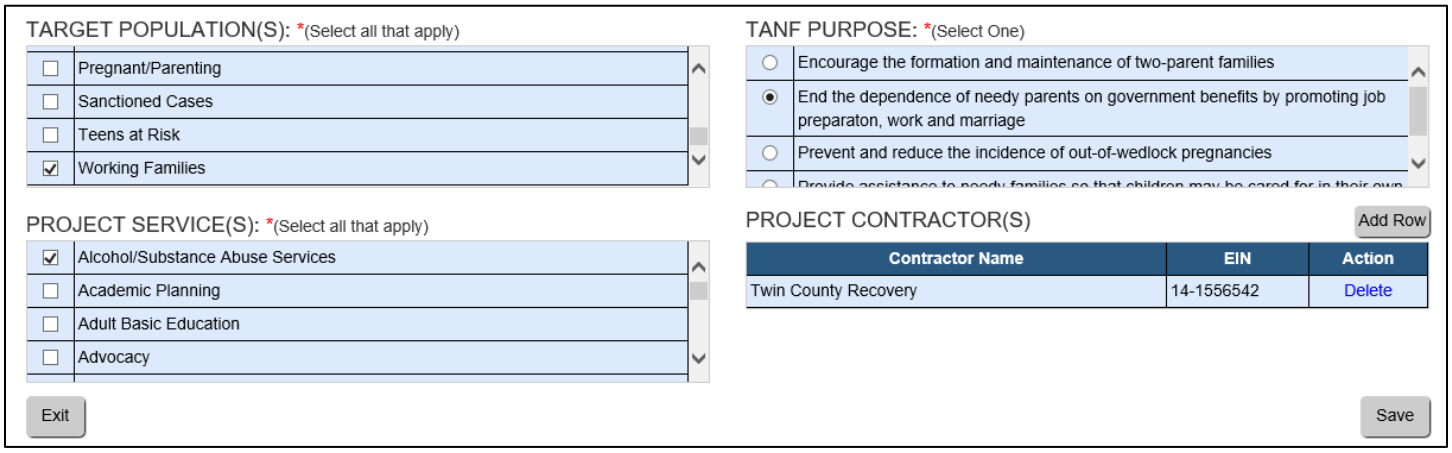
- **Families/Individuals to Serve Monthly** (Estimated)
- **Participant Eligibility Type**
- **Target Populations(s)**
- **Project Services**
- **TANF Purpose** – Select only one. If more than one, select the one that best fits the project.
- **Project Contractors** – If applicable.

- **Note:** When FFFS plans are initially released, only the amounts in the **Estimated** column in the **Families/Individuals Served Monthly** section and the **Project Status** field are required to be completed for existing projects. The average estimated to serve per month is a calculated field.

Top portion of the Project Details screen



Bottom portion of the Project Details screen



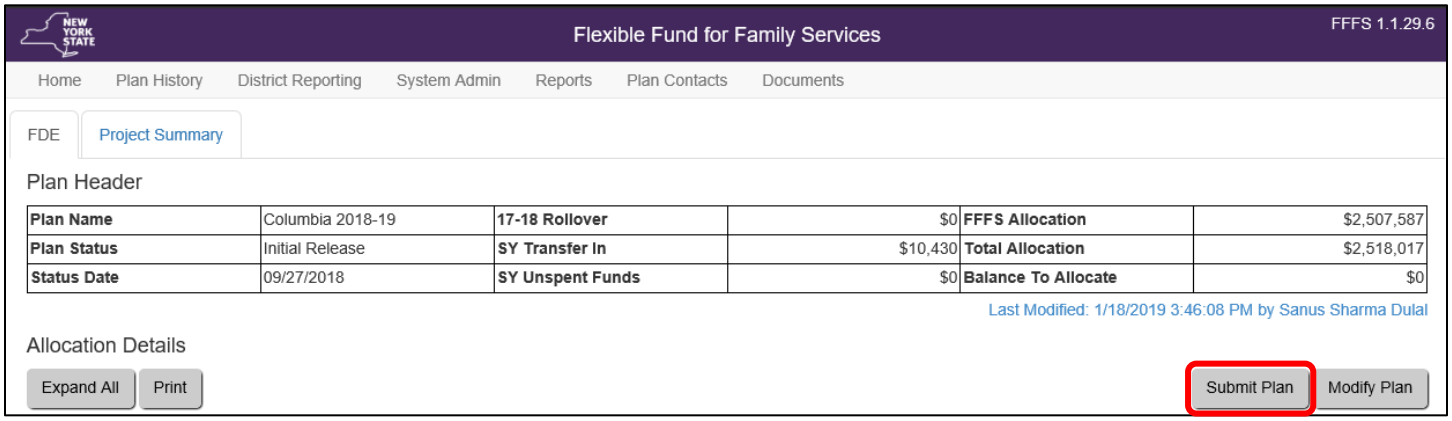
Important: All existing project information should be reviewed and updated prior to submitting or resubmitting the plan!

Submitting the Plan from the FDE Screen

After allocations have been entered on the **FDE** screen (including **0** for development and non-operational/closed plans not deleted), and all required project information has been completed on the **Project Details** screen, the plan can be submitted for review.

- The plan must be submitted from the **FDE** screen.
- Save and exit the **Project Details** screen after project information has been completed.
- To submit the plan, click the **Save** and **Exit** buttons and then click the **Submit Plan** button.

  Note: The **Submit** button will not display until the plan is out of "Modify" mode.



- After the plan is submitted, the **Flexible Fund for Family Services Certification** pop-up window will display, as shown on the next page.

Confirm Submission

Flexible Fund for Family Services Certification (Columbia 2018-19)

The Local District Commissioner of Columbia hereby submits its Flexible Fund for Family Services (FFFS) Plan, and certifies that funds will be used in a manner consistent with federal and State law and regulations, and for a purpose permitted under 42 U.S.C. §601 or §604 and consistent with the ADM for the 2018-19 FFFS.

Funds will be used to provide services only to recipients of TANF funded assistance (Family Assistance WMS case type 11, Safety Net Assistance-Federally Participating (SNA-FP), WMS case type 12) and SNA Maintenance of Effort (SNA Cash-WMS case type 16 and SNA non-case-WMS case type 17) with State/federal charge code of 63 or 64, or to TANF eligible individuals and families whose incomes do not exceed 200 percent of the federal poverty level, except as specifically noted in the ADM for the 2018-19 FFFS.

No funds shall be used to provide assistance as that term is defined in the federal regulations for the Temporary Assistance for Needy Family block grant program, except as specifically authorized in the ADM for the 2018-19 FFFS.

It is further certified that although my social services district has flexibility in determining which program it wishes to use its FFFS Allocation in accordance with its FFFS plan, the social services district still is required to provide all services mandated by State Social Services Law.

Submission of this FFFS plan electronically certifies that the district has read and accepts the terms of this certification.

Columbia Commissioner	**2/20/2019**
Commissioner	Date

Click "Confirm" to Certify and Submit the plan.
Click "Cancel" to return to the previous screen.

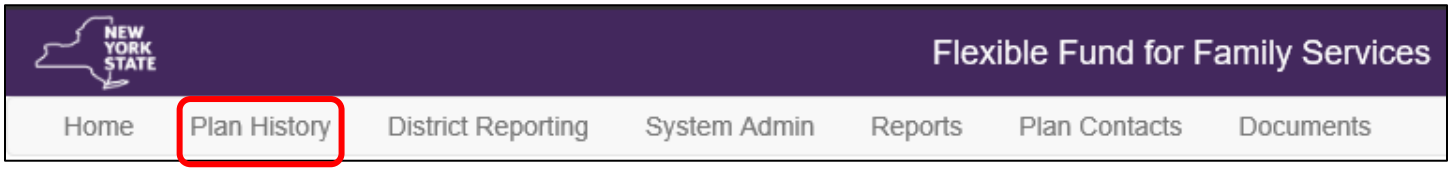
Confirm Cancel

- Click the **Confirm** button to complete the plan certification process for the district., as outlined in the ADM.
- **Note:** Confirming submission of the plan begins the process of adding history to the plan, as shown on the next page.

The Plan History Screen

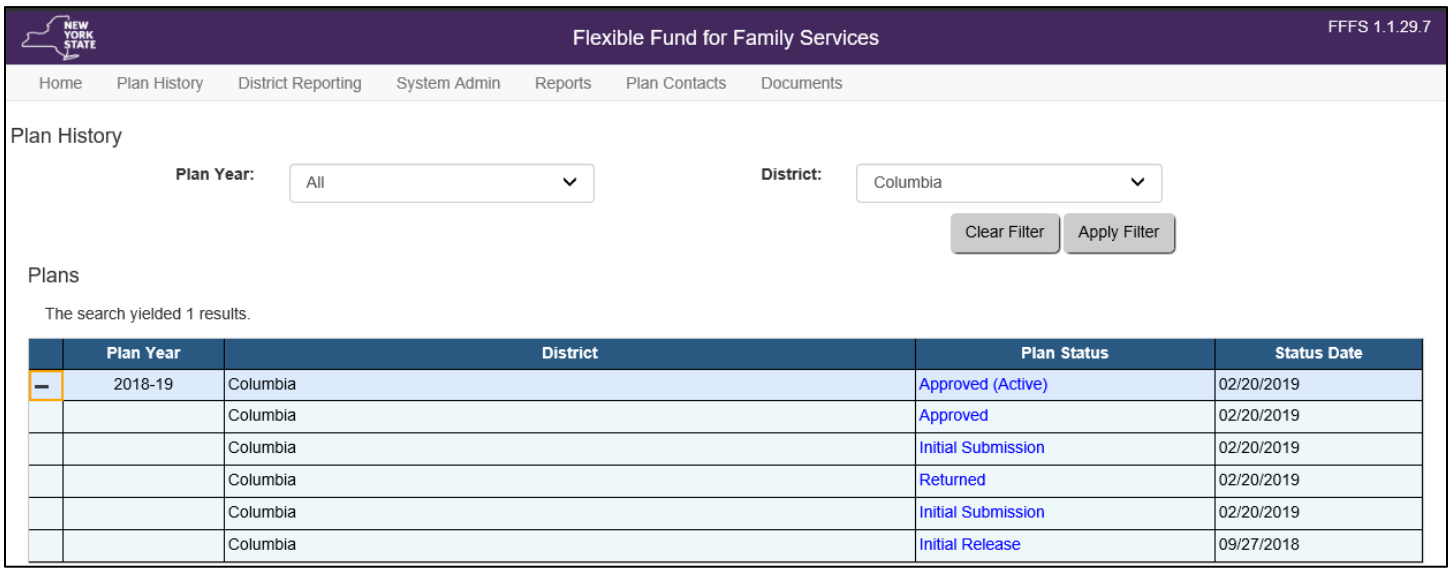
The **Plan History** screen provides access to both the current (active) plan as well as access to previous plan statuses in "View-only" mode. Plan history from a prior year can also be viewed.

To access the **Plan History** screen, click the **Plan History** tab located in the **Navigation** bar.



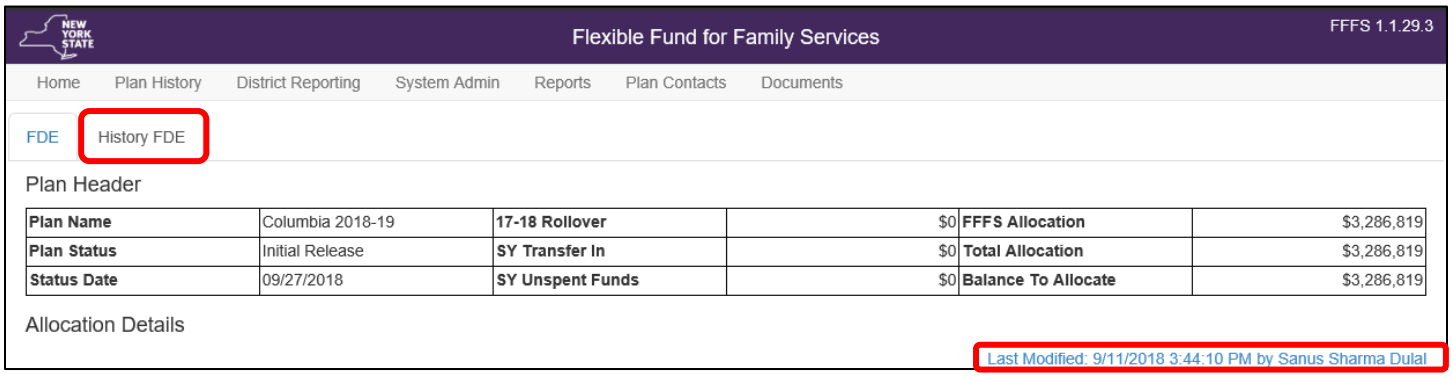
Viewing Versions of the Current Plan Year

- Click the link in the **Plan Status** column to view the current (active) plan for the district or a previous plan from the status history.
- Click the expand (**+**) icon next to the **Plan Year** column to view the status history for the plan.
  - The selected row will expand to display items below.
  - Every status of the plan and the corresponding status date is displayed.
- The "Active" plan is the copy of the most recently approved plan that can be updated for resubmission. For initially released plans, the "Active" plan is the copy available for plan submission.



	Plan Year	District	Plan Status	Status Date
−	2018-19	Columbia	Approved (Active)	02/20/2019
		Columbia	Approved	02/20/2019
		Columbia	Initial Submission	02/20/2019
		Columbia	Returned	02/20/2019
		Columbia	Initial Submission	02/20/2019
		Columbia	Initial Release	09/27/2018

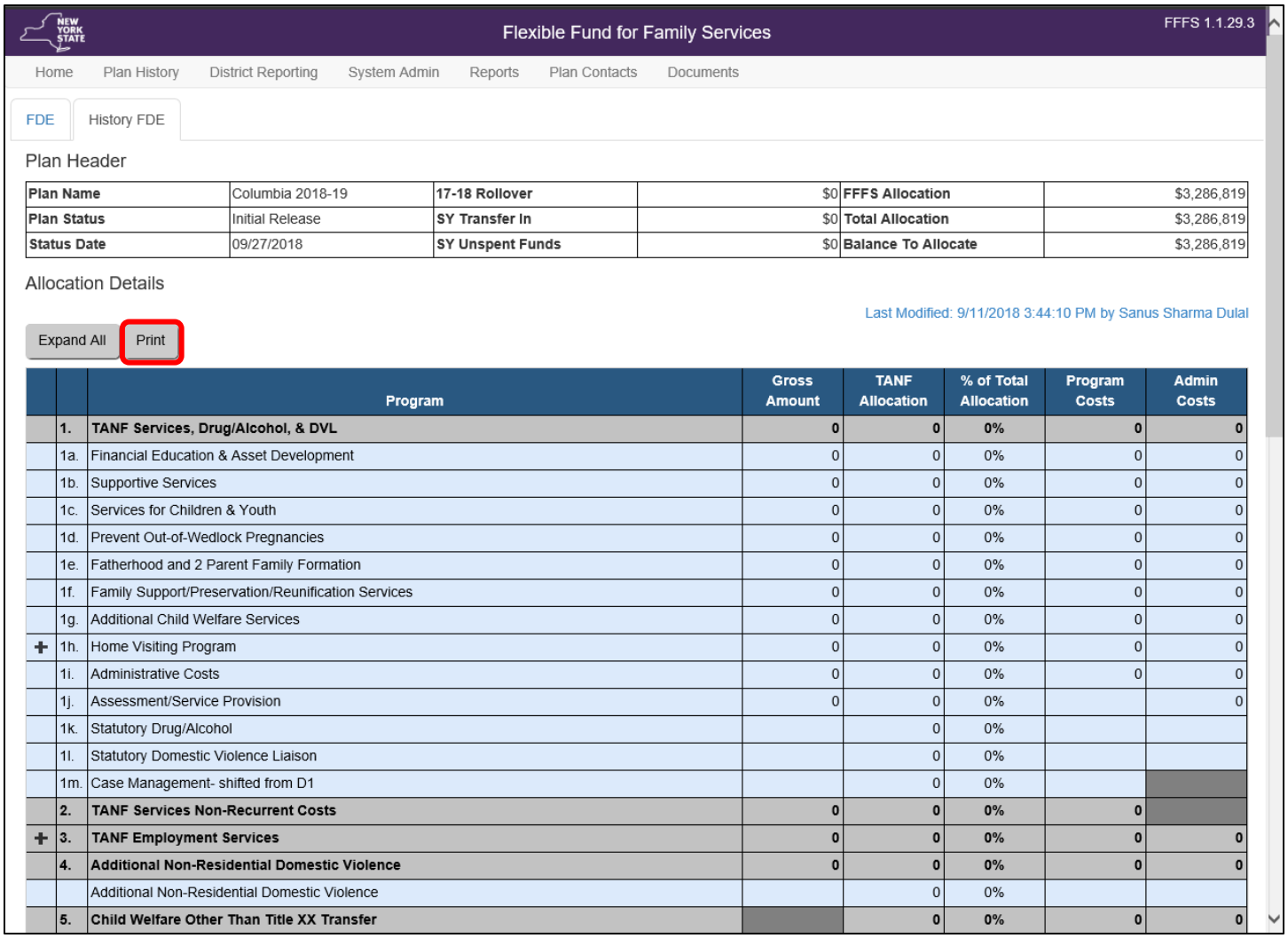
Note: When viewing a historical district plan, the system will display the **History FDE** tab, which indicates that the user is not viewing the active plan, as shown below.



Plan Name	Columbia 2018-19	**17-18 Rollover**	$0	**FFFS Allocation**	$3,286,819
Plan Status	Initial Release	**SY Transfer In**	$0	**Total Allocation**	$3,286,819
Status Date	09/27/2018	**SY Unspent Funds**	$0	**Balance To Allocate**	$3,286,819

Viewing Prior Year History

- When viewing prior plan history, the **Submit Plan** and **Modify Plan** buttons do not display.
- The screen is view-only, however the plan can be printed by clicking the **Print** button. The **Print** dialog box will display, allowing the user to select print options for printing the plan.



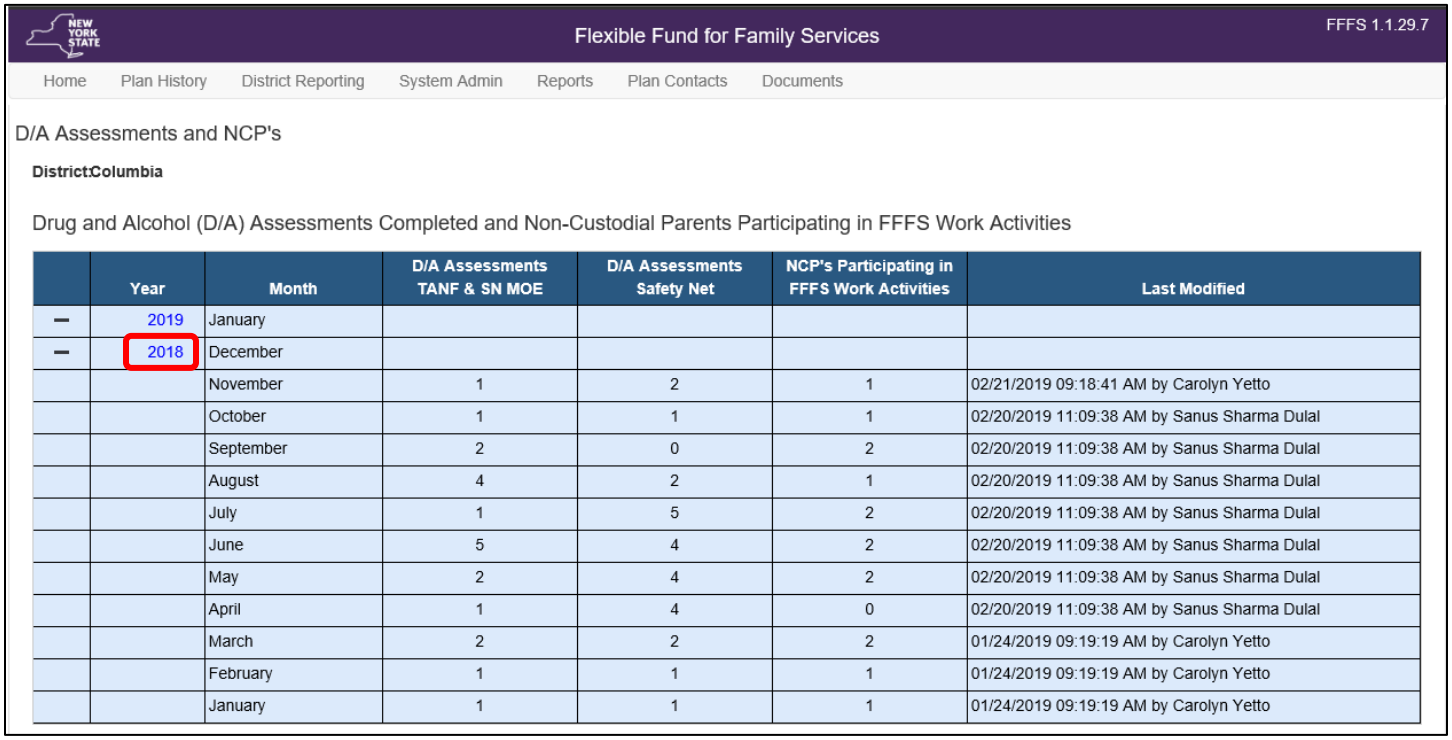
The District Reporting Screens

The **District Reporting** tab provides access to the **D/A Assessments and NCP's** and **Families/Individuals Served** screens, allowing the user to complete information required for district reporting.

To access these screens, click the **District Reporting** tab located in the **Navigation** bar. Two reporting options are available from the drop-down menu: **D/A Assessments and NCP's** and **Families/Individuals Served**.

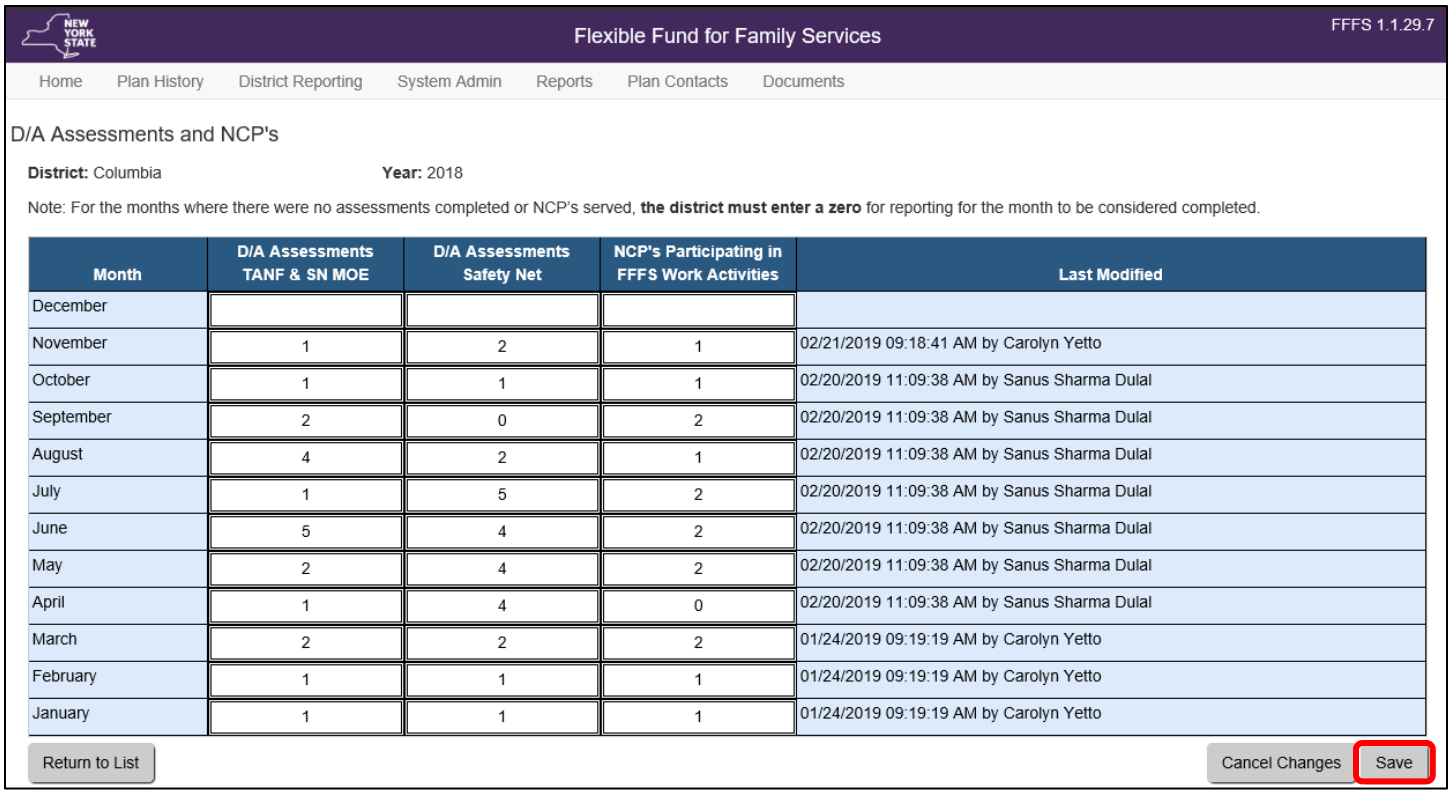
The D/A Assessments and NCP Reporting Screen

- From the **District Reporting** tab, click **D/A Assessments and NCP's** from the drop-down menu to display the **D/A Assessments and NCP's** reporting screen, as shown below.
- On the **D/A Assessments and NCP's** reporting screen, click the plan year link in the **Year** column to view the months available for reporting.
- Districts are required, on a monthly basis, to report the number of Drug/Alcohol (D/A) Assessments completed.
  Note: It is important to ensure the numbers entered for each individual month in the **Month** column are totals for *completed assessments* only, and do not include screenings and referrals.
- Districts are also required to report the number of Non-Custodial Parents (NCP's) who are participating in FFFS-funded work activities.
- Reporting should be completed by the 15th of the month following the report month .Enter a **0** for any months where no assessments were completed or there was no NCP participation.



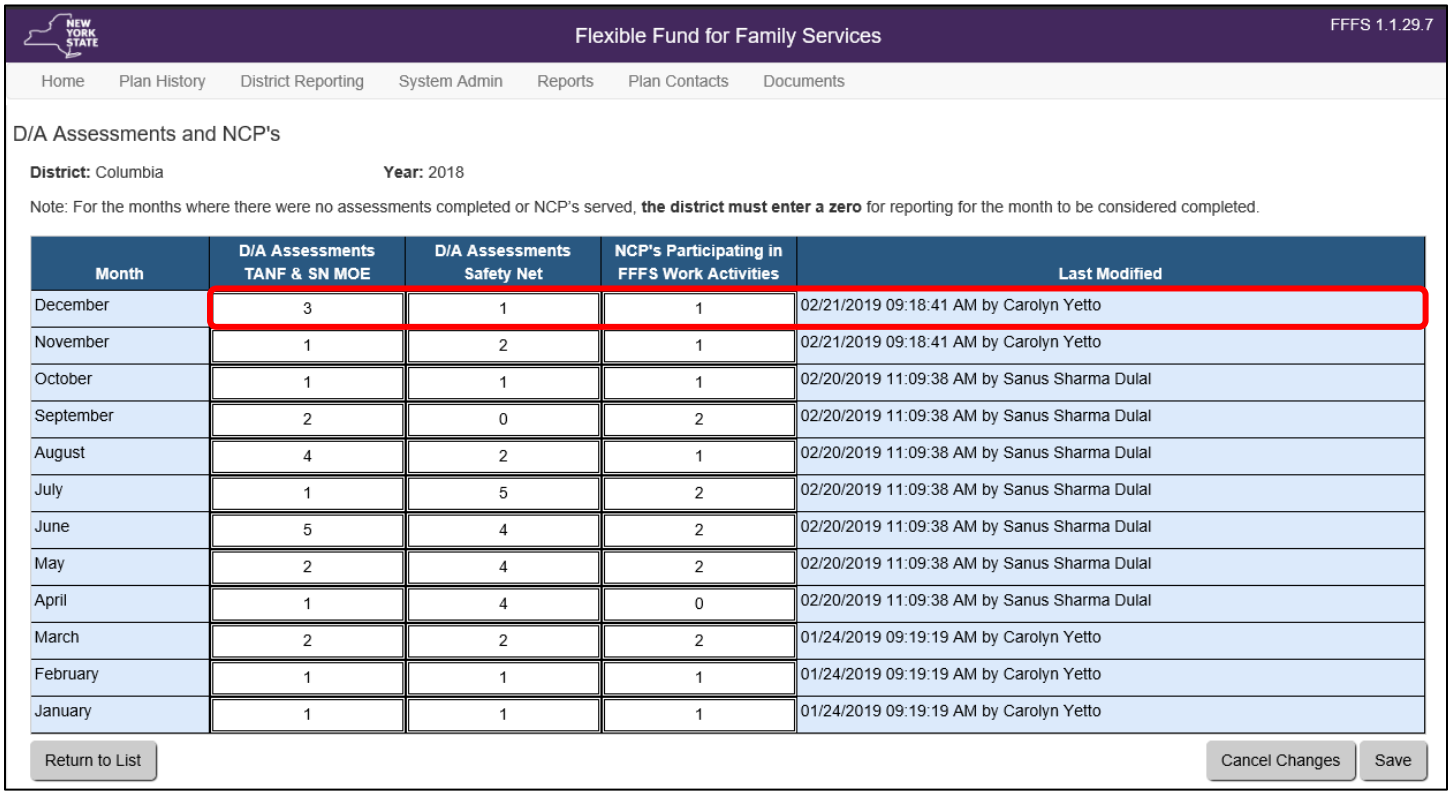
	Year	Month	D/A Assessments TANF & SN MOE	D/A Assessments Safety Net	NCP's Participating in FFFS Work Activities	Last Modified
–	2019	January				
–	2018	December				
		November	1	2	1	02/21/2019 09:18:41 AM by Carolyn Yetto
		October	1	1	1	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
		September	2	0	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
		August	4	2	1	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
		July	1	5	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
		June	5	4	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
		May	2	4	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
		April	1	4	0	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
		March	2	2	2	01/24/2019 09:19:19 AM by Carolyn Yetto
		February	1	1	1	01/24/2019 09:19:19 AM by Carolyn Yetto
		January	1	1	1	01/24/2019 09:19:19 AM by Carolyn Yetto

- Click the link in the **Year** column to unlock the screen for data entry; the cells in the table will be white and blank. Reporting for both D/A Assessments and NCP's is entered in the same table, as shown on the next page.



Month	D/A Assessments TANF & SN MOE	D/A Assessments Safety Net	NCP's Participating in FFFS Work Activities	Last Modified
December				
November	1	2	1	02/21/2019 09:18:41 AM by Carolyn Yetto
October	1	1	1	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
September	2	0	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
August	4	2	1	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
July	1	5	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
June	5	4	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
May	2	4	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
April	1	4	0	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
March	2	2	2	01/24/2019 09:19:19 AM by Carolyn Yetto
February	1	1	1	01/24/2019 09:19:19 AM by Carolyn Yetto
January	1	1	1	01/24/2019 09:19:19 AM by Carolyn Yetto

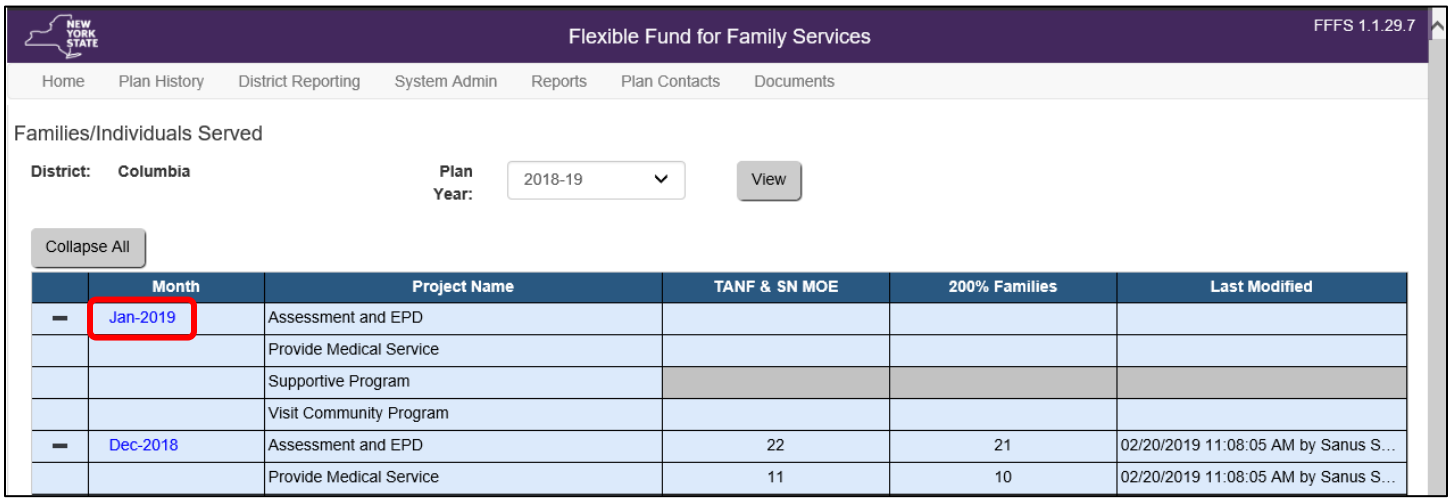
- After data entry of reporting is complete, click the **Save** button. A time stamp will be generated in the **Last Modified** column, indicating when the reporting was completed and who completed it.



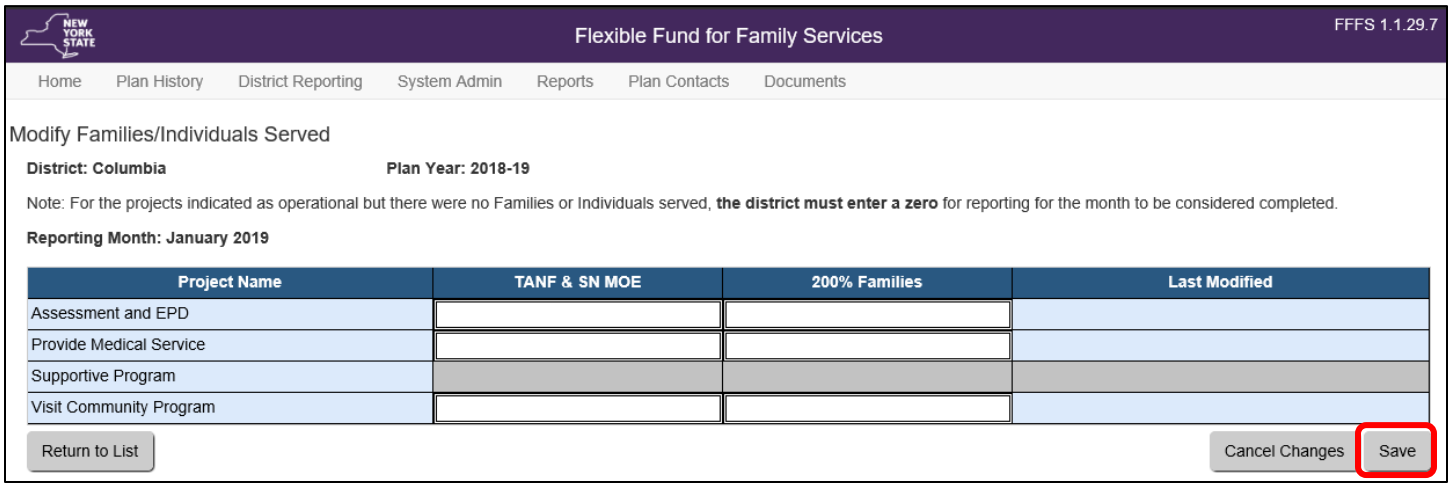
Month	D/A Assessments TANF & SN MOE	D/A Assessments Safety Net	NCP's Participating in FFFS Work Activities	Last Modified
December	3	1	1	02/21/2019 09:18:41 AM by Carolyn Yetto
November	1	2	1	02/21/2019 09:18:41 AM by Carolyn Yetto
October	1	1	1	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
September	2	0	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
August	4	2	1	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
July	1	5	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
June	5	4	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
May	2	4	2	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
April	1	4	0	02/20/2019 11:09:38 AM by Sanus Sharma Dulal
March	2	2	2	01/24/2019 09:19:19 AM by Carolyn Yetto
February	1	1	1	01/24/2019 09:19:19 AM by Carolyn Yetto
January	1	1	1	01/24/2019 09:19:19 AM by Carolyn Yetto

Families/Individuals Served Reporting

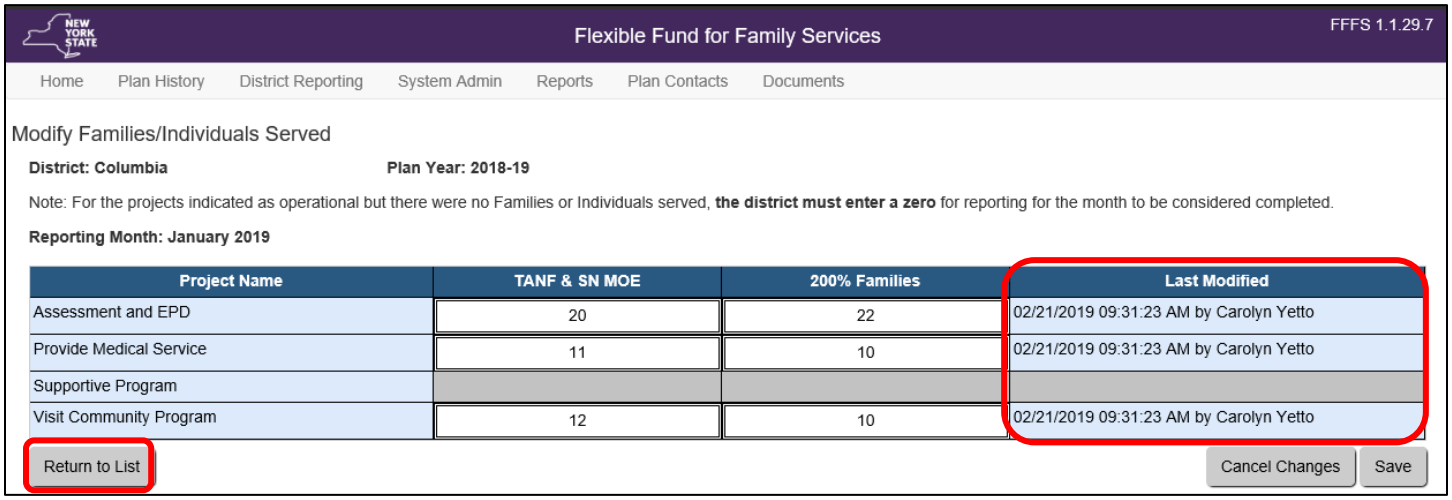
- Districts are required to report the number of individuals or families served supported by FFFS funding for all TANF Services, TANF Services Non-Recurrent Costs, and TANF Employment projects for the months they are operational.
- From the **District Reporting** tab, click **Families/Individuals Served** from the drop-down menu to display the **Families/Individuals Served** reporting screen, as shown below.
- The view will default to the current plan year and will show all projects with reporting months as completed or not completed, as shown below. Click the reporting month link in the **Month** column to unlock reporting for modification.
- A family/individual served more than once per month in a project should be counted only once for each month served.
- A family/individual who receives services from more than one project in a month should be counted once for each project and month of participation.
- Reporting months will be available the *first* of the month following the report month.
- Enter a **0** for any months a project was operational and no families/individuals were provided services.
- **Important:** Reporting should be completed by the 15th of the month following the report month!



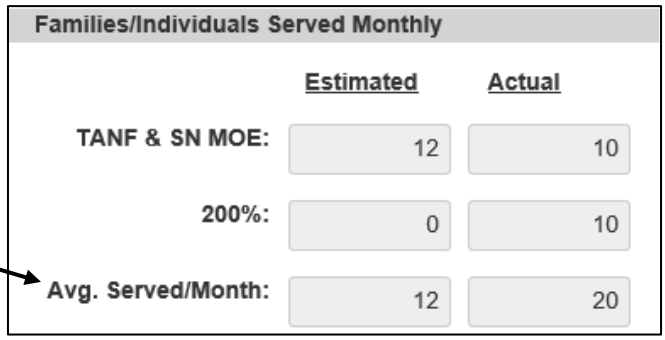
- When reporting has been unlocked for data entry, cells in the table are white and blank. Reporting can be completed for all projects for each month from the same screen, as shown below.
- After data entry of reporting is completed, click the **Save** button.
- Changes can be made at any time by over-writing the existing entry and saving.
- **Note:** Grayed out cells indicate that the project was not operational for that month.



- A time stamp will be generated in the **Last Modified** column that indicates when the reporting was completed and who completed it, as shown below.
- Click the **Return to List** button to continue reporting for additional months.



Note: The *actual* average families/individuals served monthly will be calculated as monthly reporting is completed. A comparison to the *estimated* families/individuals served monthly can be viewed in the **Project Details** screen for any project for which monthly reporting has been completed.

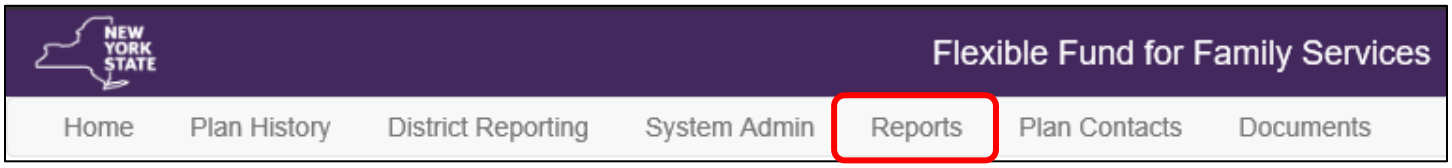


The FFFS Reports Screen

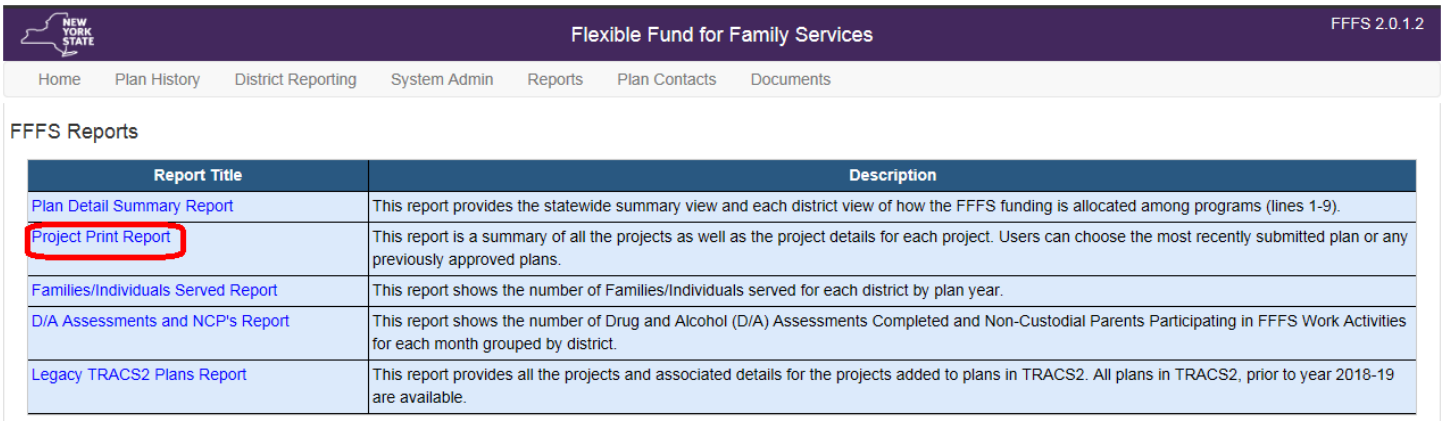
The **FFFS Reports** screen provides access to several reports that can be generated and printed in PDF or Excel format. The available reports include: **Project Print Report**, **D/A Assessment and NCP Report**, and **Families/Individuals Served Report**.

. Available reports will display as a link in the **Report Title** column.

To access the **FFFS Reports** screen, click the **Reports** tab located in the **Navigation** bar.

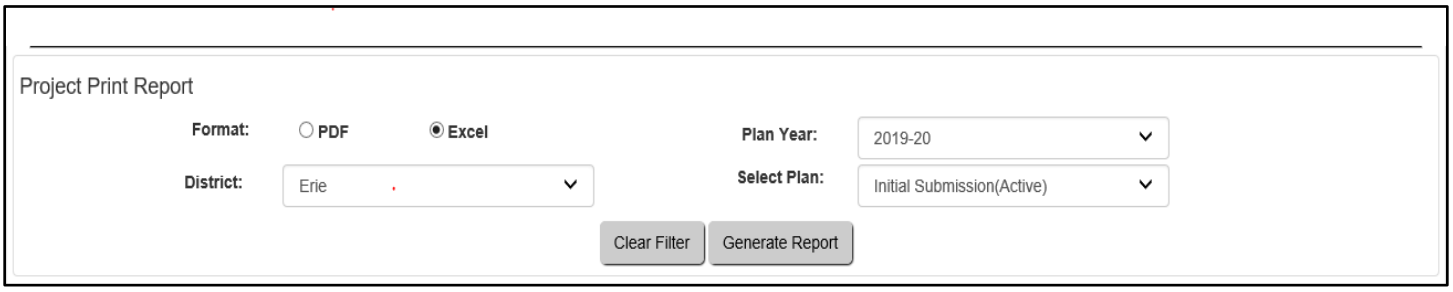


- To generate a report, click the link for the report in the **Report Title** column.
- District Users will only have access to reports for their district.



Report Title	Description
Plan Detail Summary Report	This report provides the statewide summary view and each district view of how the FFFS funding is allocated among programs (lines 1-9).
Project Print Report	This report is a summary of all the projects as well as the project details for each project. Users can choose the most recently submitted plan or any previously approved plans.
Families/Individuals Served Report	This report shows the number of Families/Individuals served for each district by plan year.
D/A Assessments and NCP's Report	This report shows the number of Drug and Alcohol (D/A) Assessments Completed and Non-Custodial Parents Participating in FFFS Work Activities for each month grouped by district.
Legacy TRACS2 Plans Report	This report provides all the projects and associated details for the projects added to plans in TRACS2. All plans in TRACS2, prior to year 2018-19 are available.

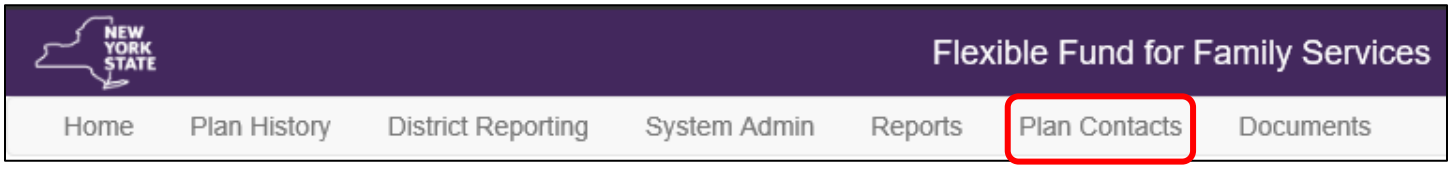
- Report criteria for the selected report will display, as shown in the **Project Print Report** example below, allowing the user to select a report format (**PDF** or **Excel**).
- Once a format and filters are selected, the **Generate Report** button enables. The report is generated and can be opened in the selected format.
- Click the **Generate Report** button to view the report in the selected format.



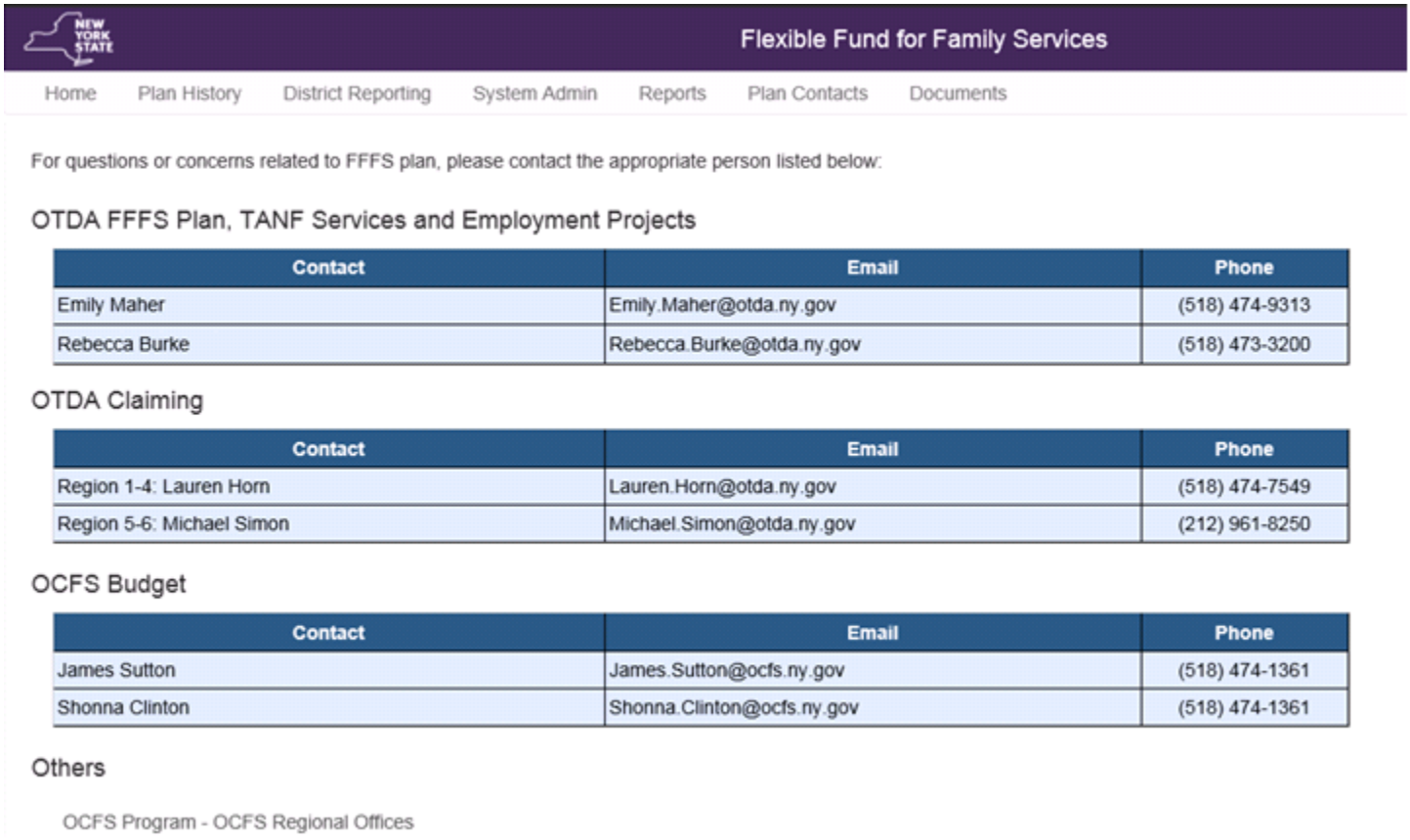
The Plan Contacts Screen

The **Plan Contacts** screen provides a list of contact information for questions or concerns related to the district plan or the FFFS system.

To access the **Plan Contacts** screen, click the **Plan Contacts** tab located in the **Navigation** bar.



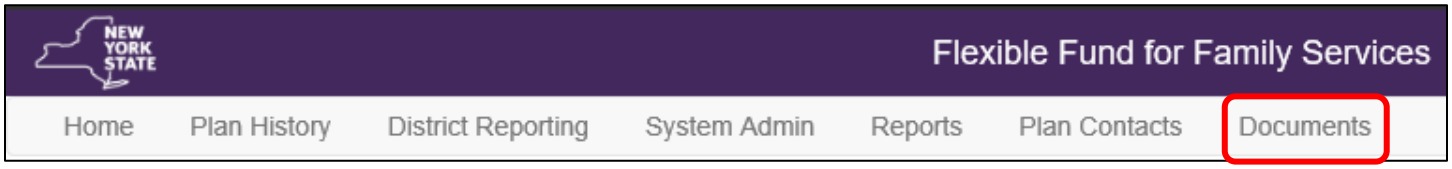
- For questions related to the plan, contact the appropriate person via email or phone.
- Plan contacts are listed in groups, as shown below.



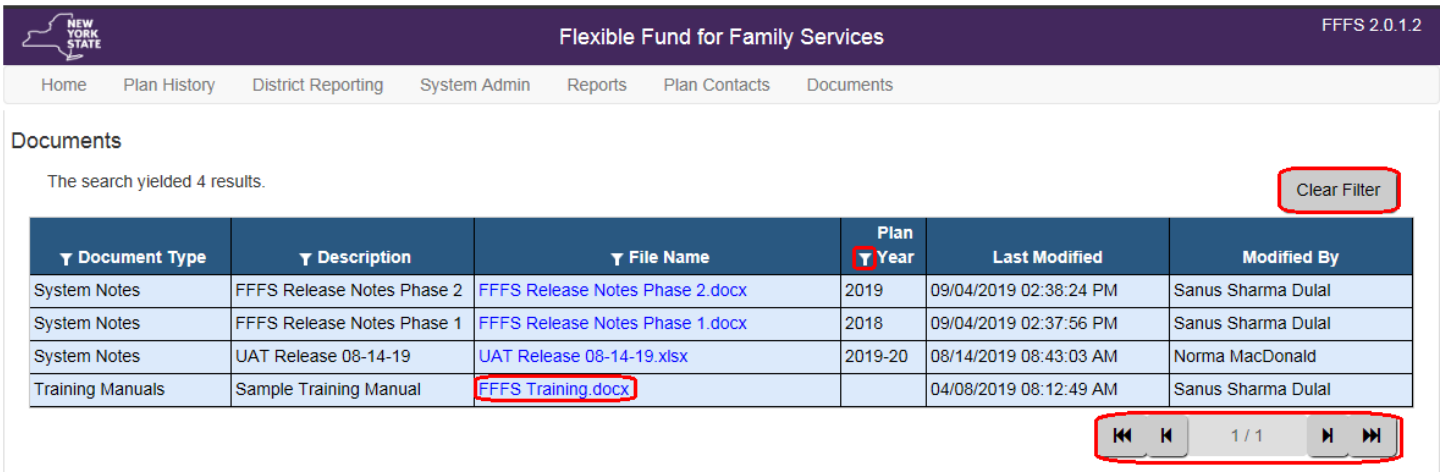
The Documents Screen

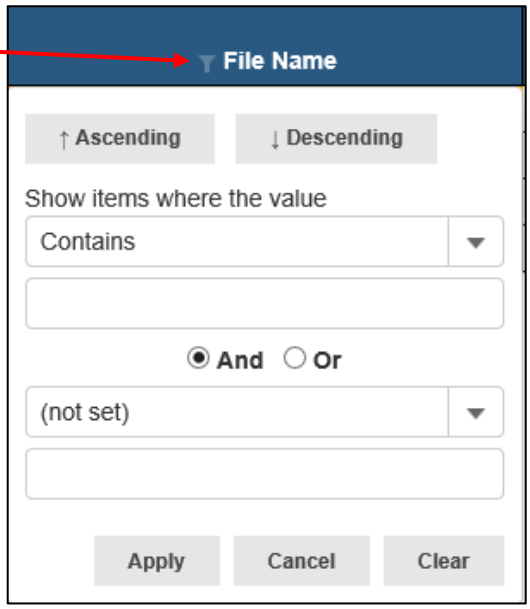
The **Documents** screen provides a central location to access and view any available documents (such as training manuals, ADM's, and district-specific documents).

To access the **Documents** screen, click the **Documents** tab located in the **Navigation** bar.



- Click the link for the document in the **File Name** column to open and display the document.
- Click the filter icon on any column to sort and locate the file.
- Click the **Clear Filter** button to clear any filters used to sort and locate a file.
- The first, previous, next, and last arrows can be used to locate a file (the screen will display a limited number of documents, depending on the screen resolution).
- District users are unable to upload documents to the system. Contact the state Plan Managers for document uploads.



Document Type	Description	File Name	Plan Year	Last Modified	Modified By
System Notes	FFFS Release Notes Phase 2	FFFS Release Notes Phase 2.docx	2019	09/04/2019 02:38:24 PM	Sanus Sharma Dulal
System Notes	FFFS Release Notes Phase 1	FFFS Release Notes Phase 1.docx	2018	09/04/2019 02:37:56 PM	Sanus Sharma Dulal
System Notes	UAT Release 08-14-19	UAT Release 08-14-19.xlsx	2019-20	08/14/2019 08:43:03 AM	Norma MacDonald
Training Manuals	Sample Training Manual	FFFS Training.docx		04/08/2019 08:12:49 AM	Sanus Sharma Dulal

- When the filter icon is clicked, a filter pop-up box will display, as shown in this example for the **File Name** column.
- The column can be sorted in ascending or descending order
- Additional search parameters can be entered in the fields.
- Click the **Apply** button to apply the selected filters.