Providers are required to submit reporting according to the following schedule. Ad-hoc requests and additional reporting may be required at DET discretion.

- Regularly scheduled Reporting
    - Weekly Referral Reporting – A log of <u>all</u> referrals received
        - Should include <u>all</u> referrals
            - System Generated:
                - Pre-confirmation
                - Open TANF
                - Cure Sanction.
            - DSS Policy Manually Generated
                - Fatherhood / Child Support
                - TANF-Like
                - System Issue (AWW referral still required once the system issue is resolved)
            - There may be additional referral types added at DSS / DET discretion.
            - Referral Summary always includes <u>all</u> referrals, including inappropriate referrals.
            - For inappropriate referrals, make sure to include reason why referrals was inappropriate. Acceptable reasons are listed in drop down box on report format.
    - Bi-Monthly Sanction Log**:** Twice monthly (15th & 30th) Providers will submit a cumulative log of all requested Sanctions to DET using the provided Excel format.
        - This log should include <u>all</u> Sanctions requested since beginning of the Program year.
        - Providers will check all open sanction requests for a 2 month period. After the 2 month period, if the sanction has not been applied or an alert has not been received from DSS indicating that the sanction was not applied for a cause, enter "no action" in the cell. The cell will be left blank if the alert has been issued indicating that the sanction will not be applied for cause.
        - DET will forward this log to DSS. The purpose of this procedure is to assist DSS in reviewing Provider Requests for Sanctions.
    - Monthly TANF Breakfast Award Nominees – Client and Employer nominations due on the 5th of each month August through March.
        - Use format supplied
        - Client signature required as acknowledgment of nomination

- Fatherhood Compliance Update: NCP update sheet provided by DCSS each Friday, with a Fatherhood conference call scheduled for each Monday @ 2:00 PM to review updates.

- Job Placement (Wage Information) into DJL: Each time a client is placed into employment, you must enter Wage and Employer information into the "Job Placement" section found on the Universal Information screen.

- Monthly Financial Report –Financial Report break down costs for the previous month according to contract budget
  - Due on the 12th of each month
  - Submission must meet requirements outlined in Policy 23 – Processing Payments.

- Case Notes: At least monthly Providers should enter a client status update into Case Notes in AWW. These notes will be used by multiple partner programs, so should never contain personal information or derogatory comments. Update should include:
  - Is client meeting participation requirements?
  - Have there been any concerns, such as:
    - Behavioral issues
    - Personal Issues
    - Time and attendance issues

- Partner programs: when a partner program refers a client, they should be notified immediately if the client is experiencing difficulty with the TANF program. The intention is to provide as much support for the client as possible.