MEMORANDUM OF UNDERSTANDING

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Child Support Enforcement

and

Office of Family Assistance

and

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Planning, Research and Evaluation

Research Disclosure: TANF Employment Project (TEP)

Reference

Preliminary Agreement for the Retention of NDNH Information for Research Purposes, effective October 7, 2020.

I.   INTRODUCTION AND DEFINITIONS

This Memorandum of Understanding, hereinafter "agreement," governs a computerized comparison of records between the U.S. Department of Health and Human Services, Administration for Children and Families (ACF), Office of Child Support Enforcement (OCSE), and Office of Family Assistance (OFA) and the disclosure of the results of the comparison, after the removal of personal identifiers, to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Planning, Research and Evaluation (OPRE), for research purposes. The information requested by OFA and OPRE and disclosed pursuant to this agreement is new hire, quarterly wage, and unemployment insurance information from the National Directory of New Hires (NDNH) pertaining to Temporary Assistance for Needy Families (TANF) recipients for the purpose of the TANF Employment Project (TEP) research initiative. OFA is providing the matching files and OPRE is doing the analysis, but both will use the results to guide their evidence-based future initiatives. This initiative aims to generate information about the role of labor market activity and unemployment benefits in the lives of TANF families and will assist OPRE and OFA in describing the employment and unemployment status of TANF recipients and the effect of the economy on TANF recipients' employment long term. Use of the NDNH will allow OPRE and OFA to complete statistical analyses that include geographic and demographic information and case-level information that will inform the agencies about employment trajectories and the experiences of low wage workers and their families, including the impact of COVID-19. *See* Appendix A.

This agreement includes a security addendum and seven appendices containing or incorporating by reference additional background about the research and restrictions and conditions required by the Social Security Act and other privacy and security law and guidance governing the disclosure. A reimbursement agreement (not attached or appended) will be executed each fiscal year in accordance with section IX of this agreement.

This agreement supersedes the *Preliminary Agreement for the Retention of NDNH Information for Research Purposes* entered into between OCSE, OFA, and OPRE *(see* Reference section), which authorized OCSE to retain baseline wage and employment information from the NDNH pertaining to TEP study members. The NDNH information retained pursuant to the preliminary agreement may be disclosed to OFA and OPRE under this agreement.

The terms contained in this agreement must have the meaning given such terms in subsection (a) of the Privacy Act. 5 U.S.C. § 552a(a). Additional terms specific to OCSE are defined in this section:

(1) "Federal Parent Locator Service" means a service, which includes the NDNH, conducted under the direction of OCSE pursuant to section 453 of the Social Security Act for purposes specified in sections 453 and 463, 42 U.S.C. §§ 653 and 663;

(2) "National Directory of New Hires (NDNH)" means an automated directory maintained in the Federal Parent Locator Service, established by subsection 453(i)(1) of the Social Security Act, containing new hire, unemployment insurance, and quarterly wage information supplied by state and federal agencies pursuant to subsections 453A(b)(1)(C) and (g)(2) of the Social Security Act, 42 U.S.C. §§ 653(i)(1), 653a(b)(1)(C), and (g)(2);

(3) "New hire information" means employer information pertaining to newly hired employees reported to the NDNH by state and federal agencies pursuant to subsections 453A(b)(1)(C) and (g)(2)(A), and 453(i)(1) of the Social Security Act, 42 U.S.C. §§ 653a(b)(1)(C) and (g)(2)(A), and 653(i)(1);

(4) "Quarterly wage information" means wage information reported to the NDNH by state and federal agencies pursuant to subsections 453A(g)(2)(B) and 453(i)(1) and (n) of the Social Security Act, 42 U.S.C. §§ 653a(g)(2)(B), 653(i)(1) and (n); and

(5) "Unemployment insurance information" means information pertaining to benefits paid under state unemployment compensation programs and reported to the NDNH pursuant to subsections 453A(g)(2)(B) and 453(e)(3) and (i)(1) of the Social Security Act. 42 U.S.C. §§ 653a(g)(2)(B) and 653(e)(3) and (i)(1).

OPRE and OFA are working in partnership to examine outcomes for families serviced by OFA, to provide insights into the program. Hereafter, unless an action is specifically attributed to OFA, the agreement references OPRE as the information recipient.

For purposes of this agreement, the term "OPRE" is used throughout, even if an OPRE contractor will perform the activity referenced or is otherwise applicable. Some provisions in this agreement may explicitly identify the contractor. *See* section V of the agreement.

II. LEGAL AUTHORITY; RESEARCH PURPOSE; FINDINGS AND RESTRICTIONS

A. Legal Authority for the Disclosure

The legal authority for this disclosure for research purposes is contained in subsections 453(j)(5) and (i)(2)(C) of the Social Security Act, as follows:

> The Secretary may provide access to data in each component of the Federal Parent Locator Service maintained under this section *[section 453 of the Social Security Act]* to information reported by employers pursuant to section 453A(b) for research purposes found by the Secretary to be likely to contribute to achieving the purposes of part A or this part *[part D]*, but without personal identifiers. 42 U.S.C. § 653(j)(5).

> Notwithstanding subparagraphs (A) and (B), the Secretary may retain such samples of data entered in the National Directory of New Hires as the Secretary may find necessary to assist in carrying out subsection (j)(5).
> 42 U.S.C. § 653(i)(2)(C).

B. Purpose of Research Conducted by OPRE

The purpose of the research conducted by OPRE is to try to determine the role labor market activity and unemployment benefits play in the lives of TANF families. Using information from the TANF Data Reporting System, OPRE and OFA plan to perform analyses with three cohorts of TANF recipients:
- Current Trajectories Cohort, analyzing the employment and unemployment trajectories of TANF recipients before, during, and after the Covid-19 pandemic.
- Great Recession Cohort, for TANF recipients receiving at least one month of cash assistance in the period of fiscal year 2009 (age 16 or older as of January 2019), analyzing long-term outcomes for those TANF recipients from the Great Recession, including second-generation employment for those 19 and older, who were youth in 2009.
- TANF Leavers Cohort, for all individuals over 16, belonging to cases closed in FY 2011, FY 2013 and FY 2015, to determine how employment experiences vary with respect to different phases of the US macroeconomic cycle.

This research is expected to provide an analysis of employment measures and trajectories, unemployment spells, and associations among employment, TANF receipt, and unemployment insurance utilization. *See* Appendices A and B.

C. Findings and Restrictions Pertaining to Subsection 453(j)(5) of the Social Security Act

1. Federal Parent Locator Service Component and System of Records

The information that may be disclosed pursuant to subsection 453(j)(5) are records from a component of the Federal Parent Locator Service. The records requested by OPRE are contained in the NDNH which is a component of the Federal Parent Locator Service. NDNH records are maintained in the "OCSE National Directory of New Hires," No. 09-80-0381, published in the *Federal Register* at 80 FR 17906 on April 2, 2015, and partially revised at 83 Fed. Reg. 6591 (Feb. 14, 2018). The disclosure of NDNH records by OCSE to OPRE constitutes a "routine use," as defined by the Privacy Act. 5 U.S.C. § 552a(b)(3). Routine use (10) of the system of records authorizes the disclosure of NDNH records for research purposes. 80 FR 17906, 17907 (April 2, 2015).

2.   Likelihood That Research Purpose Will Contribute to Achieving the Purposes of Part A and Part D of Title IV of the Social Security Act

The purpose of the research for which information may be disclosed pursuant to subsection 453(j)(5) of the Social Security Act must be found by the Secretary of the U.S. Department of Health and Human Services to be likely to contribute to achieving the purposes of part A or D of title IV of the Social Security Act. Part A of title IV of the Social Security Act establishes and governs the federal/state Temporary Assistance for Needy Families program. Part D establishes and governs the federal/state child support program. The purposes of parts A and D are listed in Appendix C.

To determine whether the proposed research is likely to contribute to achieving the purposes of part A or D of title IV of the Social Security Act, OCSE reviewed documentation provided by OPRE pertaining to the research purpose, including background information, research design and methodology, and research procedures. *See* Appendices A and B.

The Secretary of the U.S. Department of Health and Human Services finds that the purpose of the research conducted by OPRE is likely to contribute to achieving the purpose of part A of title IV of the Social Security Act set forth in subsection 401(a)(2), to "end the dependence of needy parents on government benefits by promoting job preparation, work " 42 U.S.C. § 601(a)(2). *See* Appendices B and C.

3.   Removal of Personal Identifiers and Measures to Mitigate Risks

The information disclosed pursuant to subsection 453(j)(5) of the Social Security Act must not contain personal identifiers. Accordingly, OCSE will remove names, Social Security numbers, any OPRE-assigned identifiers, or other identifiers and will pseudo-identify each individual record prior to disclosure to OPRE.

The removal of personal identifiers from a record in an output file minimizes the risk of reconstructing the identity of an individual. However, even after removing personal identifiers, a user would be able to re-identify an individual by linking their information contained in output files (such as demographic information or wages) with other information, such as information contained in other

government files (including the agency's input files) or commercially-available information. Linking with internal or external databases and the reconstruction of identifiable information is strictly prohibited.

Subsection (b)(5) of the Privacy Act prohibits the disclosure of a record contained in a system of records for research purposes unless the records are provided in a form that is not "individually identifiable." Subsection (b)(5) provides as follows:

> No agency shall disclose any record which is contained in a system of records by any means of communication to any person, or to another agency . . . unless disclosure of the record would be . . . *** (5) To a recipient who has provided the agency with advance adequate written assurance that the record will be used solely as a statistical research or reporting record, and the record is to be transferred in a form that is not individually identifiable.
> 5 U.S.C. § 552a(b)(5).

The Office of Management and Budget guidelines interpreting this provision of the Privacy Act provides as follows:

> Agencies may disclose records for statistical purposes under limited conditions. The use of the phrase "in a form that is not individually identifiable" means not only that the information disclosed or transferred must be stripped of individual identifiers but also that the identity of the individual cannot reasonably be deduced by anyone from tabulations or other presentations of the information (i.e., the identity of the individual cannot be determined or deduced by combining various statistical records or by reference to public records or other available sources of information.) *** One may infer from the legislative history and other portions of the *[Privacy]* Act that an objective of this provision is to reduce the possibility of matching and analysis of statistical records with other records to reconstruct individually identifiable records.
> 40 FR 28948, 28954 (July 9, 1975).

Also see Office of Management and Budget M-10-22, *Guidance for Online Use of Web Measurement and Customization Technologies,* Attachment 1 (June 25, 2010) and M-17-12, *Preparing for and Responding to a Breach of Personally Identifiable Information* (January 3, 2017), which requires a case-by-case assessment to define "personally identifiable information." *See* OMB M-17-12, section III.B.

OCSE evaluated the risk of re-identification by reviewing the proposed record specifications, including proposed data elements pertaining to each individual record within the following files:

1. The input files to be provided to OCSE by OPRE
2. The output file containing NDNH information
3. The pass-through file

OCSE also reviewed the documentation pertaining to research methodology and procedures and the privacy and security safeguards provided by OPRE.

In accordance with subsection (b)(5) of the Privacy Act, the Office of Management and Budget guidelines, and OCSE policy and procedures to reduce the possibility of comparing and analyzing statistical records with records other than those identified and governed by this agreement, OCSE and OPRE agree to the following further measures to prevent the reconstruction of individually identifiable records.

1. The research sample size is not an issue as this research encompasses all TANF recipients.
2. OCSE may require OPRE to modify the pass-through files, such as requiring the use of numerical ranges instead of specific numerical values, and other measures to prevent re-identification.
3. OCSE reserves the right to limit the information disclosed or to prohibit disclosure if OCSE determines that the risks of personal identification are not sufficiently minimized.

III. JUSTIFICATION AND ANTICIPATED RESULTS

The disclosure of NDNH information for the research conducted by OPRE is justified for several reasons. Employment and earnings outcomes are critical measures of the success of TANF programs' efforts to promote self-sufficiency. The NDNH is a centralized database of new hire, quarterly wage, and unemployment insurance information, providing an effective and efficient means for OPRE to obtain employment and earnings data, and to track that information over an extended period. Baseline and follow-up new hire, quarterly wage, and unemployment insurance information allows the analysis of income and benefits receipt, job stability, job changes, and re-hire.

The use of NDNH records is preferable to the use of state records as a source of information for research purposes because the NDNH contains individual employer, wage, and unemployment insurance records across states, uses a uniform format for records, includes employment information pertaining to federal employees, and is systematically and consistently collected and submitted to the NDNH by employers and state workforce agencies.

NDNH records can be collected for a large number of individuals relatively cost-effectively and data request processes are well-defined. Lastly, security and access provisions for NDNH research purposes are clearly defined.

OPRE anticipates that the NDNH information from new hire, quarterly wage and unemployment insurance information is the best way to evaluate the employment and unemployment status of TANF recipients and the effect of the economy on TANF recipient employment long-term. Use of the NDNH, will allow OPRE to complete statistical analyses that include geographic and demographic information and case-level information that will inform the agencies on

employment trajectories and experiences of low wage workers and their families, including the impact of Covid-19.

IV. FURTHER RESTRICTIONS ON USE, PURPOSE, AND DISCLOSURE; PENALTIES; INFORMATION INTEGRITY AND SECURITY

A. Disclosure and Use

Subsection 453(l)(1) and (2) of the Social Security Act contains restrictions governing the use and disclosure of information resulting from comparisons authorized pursuant to section 453, including disclosures for research purposes as follows:

> (1) Information in the Federal Parent Locator Service, and information resulting from comparisons using such information, shall not be used or disclosed except as expressly provided in this section, subject to section 6103 of the Internal Revenue Code of 1986. (2) The Secretary shall require the imposition of an administrative penalty (up to and including dismissal from employment), and a fine of $1,000, for each act of unauthorized access to, disclosure of, or use of, information in the National Directory of New Hires established under subsection (i) of this section by any officer or employee of the United States or any other person who knowingly and willfully violates this paragraph. 42 U.S.C. § 653(l)(1) and (2).

In accordance with subsection 453(l)(1) of the Social Security Act, OPRE may not use or disclose NDNH information, including NDNH information that is not labeled as such, except as expressly provided in section 453 and as set forth in this agreement. Such information may also not be used or disclosed pursuant to any Privacy Act system of records notice purpose or routine use, unless the use or disclosure of such information is specifically identified in, and authorized by, this agreement. Misuse of NDNH information is subject to the penalties in subsection 453(l)(2) of the Social Security Act. 42 U.S.C. § 653(l)(1) and (2).

B. Information Integrity and Security

Subsection 453(m) of the Social Security Act contains requirements to ensure information integrity and security safeguards as follows:

> The Secretary shall establish and implement safeguards with respect to the entities established under this section designed to – (1) ensure the accuracy and completeness of information in the Federal Parent Locator Service; and (2) restrict access to confidential information in the Federal Parent Locator Service to authorized persons, and restrict use of such information to authorized purposes. 42 U.S.C. § 653(m).

In accordance with subsection 453(m)(1) of the Social Security Act, OCSE ensures the accuracy and completeness of information in the Federal Parent Locator Service, which includes the NDNH. OCSE verifies the accuracy of name and Social Security number

combinations maintained by OCSE using Social Security Administration processes in accordance with subsections 453(j)(1)(A) and (B) of the Social Security Act. 42 U.S.C. § 653(j)(1)(A) and (B). A record reported to the NDNH is considered "verified" if the name and Social Security number combination has a corresponding name and Social Security number combination within Social Security Administration databases.

V. APPROVED ENTITIES AND CONDITIONS FOR REDISCLOSURE

OPRE may redisclose or provide access to, hereinafter "redisclose," NDNH information to an entity only if: (1) the redisclosure is requested by OPRE and approved by OCSE; and (2) the redisclosure fully satisfies the requirements set out under sections V.A and V.B of this agreement, below.

A. OPRE Request for Redisclosure; Authorized Use and Purpose

OPRE is authorized to redisclose NDNH information to the following entities for the following use and purpose:

1. OPRE Contractors

OPRE has contracted with MDRC, Chapin Hall, and the Coleridge Initiative to design and conduct the analysis for the TANF Employment Project and provide support for performance management and coordination of research activities.

OPRE requests disclosure of NDNH information to MDRC and subcontractors Chapin Hall and the Coleridge Initiative.

NDNH comparison results will be stored on the Coleridge Initiative's secure cloud network via a secure virtual connection. Access to the NDNH comparison results will be restricted only to authorized personnel, named in this MOU, who need the data to perform analyses as part of their duties under the TEP research program. OFA and OPRE will work closely with OCSE and ACF's OCIO to create and secure appropriate procedures for data transfer and analysis.

The NDNH comparison results and pass-through files will be securely stored at The Coleridge Initiative's Administrative Data Research Facility (ADRF). Authorized users access the data through a remote desktop interface that does not allow for the transfer of data from ADRF's cloud folders to any other locations. Only aggregate information will be permitted as an output from ADRF, using a rigorous, mandatory disclosure review process.

Specific OPRE, OFA, and contractor personnel, hereinafter "users," are listed in Appendix D. Additional users may be authorized upon written request by OPRE and approval of OCSE.

2. Authorized Use and Purpose

OPRE may redisclose NDNH information to the contractor based on a determination by OPRE that the contractor needs the information to perform an assigned task for the research purpose cited in section II.B of this agreement. The OPRE contractor may use the information for the sole purpose of assisting in the TANF Employment Project research.

B.   OPRE Responsibility to Ensure Compliance with Agreement by Authorized Entities; Measures

OPRE responsibilities pertaining to all privacy and security safeguards within this agreement, including the security addendum, extend to the contractors. OPRE must ensure that the authorized entities identified in section V.A.1 of this agreement comply with all privacy and security safeguards within this agreement, including the security addendum.

Prior to any redisclosure under this agreement, OPRE must take the following measures to ensure such compliance: (1) establishing, documenting, and implementing, between OPRE and each authorized entity, all safeguards within this agreement, including the security addendum; (2) providing authorized entities written documentation of all safeguards within this agreement; (3) entering into a written agreement or requiring a certification that those authorized entities will comply with such safeguards; and (4) periodically monitoring to verify compliance, conducting audits, and otherwise enforcing all such safeguards within those entities.

VI.   DESCRIPTION OF RECORDS AND COMPARISON PROCESS; COMMENCEMENT AND FREQUENCY; TRANSMISSION AND ACCESS

  A.   Description of Records and Comparison Process

  1.   Data Elements Contained in OPRE Input Files; Approximate Number of Records

  OFA will submit two input files to OCSE: the NDNH comparison request file and the pass-through data files.

  a.   NDNH Comparison Request File

  The NDNH comparison request file contains:

  1. Social Security numbers of TEP participants used to conduct the information comparison against the NDNH.
  2. Indicators for the requested data elements in the NDNH new hire, quarterly wage, and unemployment insurance files.

  b.   Pass-Through Data Files

The pass-through data files contain information pertaining to study participants and cases. OFA began collecting the information in 2008 and will begin submitting pass-through data files in 2021. The data elements within the pass-through data files appear in Appendix E.

### c.	Approximate Number of Study Participants

The TEP evaluation will be conducted in 50 states, the District of Columbia, and three territories (Guam, Virgin Islands, and Puerto Rico). See Appendix F. The earliest TANF records involved are for the Great Recession Cohort pulled from FY 2009 (October 2008-September 2009). The TANF Leavers cohort includes individuals on cases that closed during FY 2011, 2013, and 2015. Only the Current Trajectories cohort will continue "enrollment" over the course of this agreement. For the Current Trajectories cohort, the first two match files (submitted in December 2020 and March 2021) contain all unique individuals aged 16 and over on cases that received at least one month of TANF cash assistance between October 2016 and December 2020 (FY 2017 through part of FY 2021). In total, the three cohorts currently include 4,009,905 individuals.

## 2.	OPRE and OCSE Data Element Used to Conduct the Comparison

OCSE will compare the Social Security numbers of the study participants contained within the NDNH comparison request file against the Social Security numbers in the NDNH new hire, quarterly wage, and unemployment insurance files.

## 3.	NDNH Data Elements Requested by OPRE

To accomplish the purpose of the research, OPRE requests the following data elements from the NDNH new hire, quarterly wage, and unemployment insurance files:

### a.	New Hire File

- New hire processed date
- Employee state
- Employee date of hire
- Employee state of hire
- Pseudo FEIN
- Employer state
- Transmitter agency code
- Transmitter state code

### b.	Quarterly Wage File

- Quarterly wage processed date
- Pseudo FEIN

- Employer state
- Employee wage amount
- Reporting period
- Submitted state code
- Transmitter agency code
- Transmitter state code

c. Unemployment Insurance File

- Unemployment insurance processed date
- Claimant state
- Benefit amount
- Reporting period
- Transmitter state code

4. Description of the Output Files

As OPRE begins submitting pass-through data, OCSE will disclose two output files to OPRE: the NDNH comparison results file and the pass-through data files.

OCSE will remove personal identifiers and pseudo-identify all records in the output files in accordance with subsection 453(j)(5) of the Social Security Act and this agreement.

During the period of this agreement, as OPRE submits records of study participants previously submitted to OCSE, OCSE will apply the same pseudo-identification method to study participants so that OPRE may analyze the de-identified longitudinal NDNH comparison results and pass-through data pertaining to those study participants.

B. Commencement and Frequency

OPRE will submit input files under this agreement, no more often than quarterly, and no more than three times in FY 2021, as of the effective date set forth in section X.A of this agreement.

C. Transmission of Files

OCSE and OPRE must at all times through the period of the agreement transmit files through a secure data transfer method approved by OCSE. OPRE submitted initial input files via the Child Support Portal. All remaining files for this research match will be submitted via Secure File Transfer Protocol (SFTP), or mutually approved method of transmission, encrypted as approved by OCSE using a FIPS 140-2 compliant solution. The method of transmission may be revised upon written request by OPRE and approval of OCSE.

After conducting the information comparison and pseudo-identifying the results, OCSE will encrypt and transmit the information to OPRE using SFTP, as indicated in the

paragraph above. The information will then be transferred into an electronic folder limited to users authorized in Appendix D, hereinafter "authorized folder." The authorized folder is maintained on a server within the ADRF computer network, approved as evidenced by a current federal Authority to Operate (ATO), hereinafter "secure ADRF server."

D. Access to Output Files

OPRE will provide authorized users access to the data that OPRE has downloaded to the authorized folder on the secure ADRF server. OPRE must obtain authority for users to access the ADRF network, identify the individuals authorized to access the information, and ensure that users have Virtual Private Network access if needed.

The authorized users must access, analyze, and store the de-identified NDNH comparison results and pass-through data solely within the authorized folder. The authorized users may copy and move the information or data only within the authorized folder.

Uses or linkages other than those specified in this agreement in support of the authorized research purpose are prohibited. OPRE must ensure that authorized users conducting analyses using the information have no access to the identifiable input files within the ADRF. OPRE will periodically monitor the contents of the authorized folder on the secure ADRF server to ensure information remains de-identified and otherwise monitor procedures, output, and access.

OPRE may not write the results of the research analysis, statistical, aggregate (tabulated) de-identified data, anywhere except to the secure ADRF server. OPRE will review the tabulated research analysis to ensure that the data is not re-identifiable. Once OPRE has e reviewed the tabulated research analysis, OPRE may move, copy, or print the tabulated research analysis from the secure ADRF server. OPRE is prohibited from placing, or causing to be placed, any information disclosed pursuant to this agreement on a public use file.

VII. RETENTION AND DISPOSITION OF RECORDS

The following provisions specify the retention periods for the records, and information contained in those records, in the input files (NDNH comparison request file and pass-through data files) provided by OPRE and the output files (de-identified NDNH comparison results file and pass-through data files) provided to OPRE, even NDNH information that is not labeled as such. After such retention periods, the information must be disposed of in a manner approved by OCSE. Electronic files and information must be erased. OPRE must notify OCSE when the files are destroyed by completing and submitting the Certificate of Destruction. *See* Appendix G.

A. OPRE Input Files Provided to OCSE

1. Copy of the OPRE Input Files

OPRE or its contractor may retain a copy of the OPRE input files transmitted to OCSE until OCSE confirms receipt of the files.

2.   OPRE Input Files

OCSE may retain the OPRE input files transmitted only for the period of time required for any processing related to the information comparison and disclosure, but no longer than 60 days after the transmission of the input files to OCSE.

B.   NDNH Information and Pass-Through Data Provided to OPRE

1.   Copy of the OCSE Output Files

OCSE may retain a copy of the output files for a period of 60 days from the date OCSE transfers the files to OPRE to ensure successful transmission of the files.

2.   OCSE Output Files

OPRE may retain the output files for the period of time required to transfer the information onto the ACF server, but no longer than 60 days from the date OPRE receives the output files.

3.   De-identified NDNH Comparison Results and Pass-Through Data on the Secure ADRF Server

OPRE will retain the de-identified NDNH comparison results and pass-through data on the secure ADRF server only for the period of time required to achieve the authorized purpose of the research or the expiration of this agreement. Retention of information on the secure ADRF server may continue until the expiration date of this agreement, and may continue thereafter pursuant to a new agreement, if any, entered into by OCSE and OPRE to continue the research and the disclosures authorized herein pursuant to that research.

4.   Statistical, Aggregate (Tabulated) De-Identified Data on the Secure ADRF Server

OPRE may retain all statistical, aggregate (tabulated) de-identified data resulting from the analysis conducted for the research on the secure ADRF server only for the period of time required to achieve the authorized purpose of the research, but in no case later than one year after the expiration of this agreement.

5.   Statistical, Aggregate (Tabulated) De-Identified Data on Portable Electronic Media or in Printed Form

OPRE may retain any portable electronic media or printed materials containing the statistical, aggregate (tabulated) de-identified data, such as those found in a final report, resulting from the analysis conducted for the research. OPRE has no requirement to destroy such information.

VIII. SECURITY PROCEDURES

Security requirements for this information comparison and disclosure are specified in the security addendum to this agreement.

IX. REIMBURSEMENT

Subsection 453(k)(3) of the Social Security Act requires a state or federal agency that receives information from the Secretary of the U.S. Department of Health and Human Services to reimburse the Secretary for costs incurred by the Secretary in furnishing the information. The reimbursement shall be at rates which the Secretary determines to be reasonable, and will include the costs of obtaining, verifying, maintaining, and comparing the information. 42 U.S.C. § 653(k)(3).

OCSE has established a full-cost reimbursement methodology for calculating user fees for each state or federal agency receiving information from the NDNH. A separate reimbursement agreement must be executed each fiscal year of the effective period of the agreement and OFA must reimburse OCSE in accordance with the terms of such agreement.

X. EFFECTIVE DATE, DURATION, MODIFICATION, AND TERMINATION OF AGREEMENT

A. Effective Date of the Agreement

This agreement will be effective on the later of the dates on which the authorized officials of the agencies sign the agreement.

B. Duration of the Agreement

This agreement will expire three years after the effective date.

Should the research extend beyond the three-year period, OCSE and OPRE may enter into a new agreement, provided that both agencies have complied with the privacy and security measures contained in this agreement. Prior to entering into a new agreement, OCSE and OPRE will review and identify revisions, if any, to privacy or security procedures or any other provision in the agreement. Any new agreement must be signed by the agencies' authorized officials.

1. Time to Request Extension

Any request to extend an agreement should be made at least six months prior to the expiration date of the current agreement, or as soon as OPRE becomes aware of the need to extend the agreement. Failure to request the extension timely may lead to delays in obtaining data and could result in a loss of data. All new and

necessary information must be submitted by OPRE as soon as possible in order to timely prepare documents essential to the continued match.

2.   Documents Necessary for Extension

In order to extend or modify this agreement, the parties must enter into a new agreement with all necessary signatories. Access to data will not be permitted without execution of proper documents. In addition to a new or modified agreement, a reimbursement agreement for the next fiscal year will be executed.

3.   Costs and Fees for Extension

A separate reimbursement agreement will be executed each fiscal year OPRE conducts matches under the new or modified agreement. OFA must reimburse OCSE in accordance with the terms of such agreement.

C.   Modification of the Agreement

This agreement may be modified at any time by a written modification signed by the agencies' authorized officials. This includes requests to extend the agreement for an additional period beyond the three-year period of this agreement.

D.   Termination of the Agreement

This agreement may be terminated at any time with the consent of both agencies.

Either agency may unilaterally terminate this agreement upon written notice to the other agency, in which case the termination date will be effective 90 days after the date of the notice or at a later date specified in the notice provided this date does not exceed the approved duration of the agreement.

If OCSE determines that OPRE is not complying with any of the terms and provisions in this agreement, OCSE may terminate this agreement.

If OCSE determines that the privacy or security of NDNH information is at risk, OCSE may terminate this agreement and any further disclosures without prior notice to OPRE.

XI.   REQUIREMENT FOR A WRITTEN REPORT

The Office of Management and Budget requires OCSE to periodically report measures of the performance of the Federal Parent Locator Service, including the NDNH, through various federal management devices, such as the Office of Management and Budget Information Technology Dashboard, the Annual Report to Congress, and the Major IT Business Case. OCSE is required to provide performance measures demonstrating how the Federal Parent Locator Service supports OCSE's strategic mission, goals, and objectives and cross-agency collaboration.

Periodic reporting also serves as a measure to ensure matching partners comply with requirements, which limit the use of disclosed de-identified NDNH information to the authorized research purpose, and under procedures and restrictions set forth in this agreement. They can also provide assurance that the research purpose is likely to contribute to achieving the purposes of the programs under parts A and D of title IV of the Social Security Act, as determined in accordance with subsection 453(j)(5) of the Social Security Act. 42 U.S.C. § 653(j)(5).

OPRE agrees to provide OCSE periodic written reports including a summary of the results of the research conducted. The reports must describe how NDNH information assisted OPRE in conducting the research and must demonstrate that the information was used by OPRE for the sole purpose set forth in this agreement. OPRE must submit an initial report to OCSE by the end of 2022, with the final report to be submitted by the end of 2024.

XII.   CONTACT PERSONS

A. The U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Support Enforcement, contact for programs:

Maureen Henriksen, Data Access Manager
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B. The U.S. Department of Health and Human Services, Administration for Children and Families, Office of Planning, Research and Evaluation, contact is:

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C. The U.S. Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance, contact is:

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XIII. APPROVALS

By their signatures below, the authorized officials approve this agreement.
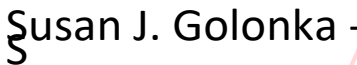
A.   OFFICE OF CHILD SUPPORT ENFORCEMENT

	Date
Linda Boyer Acting Commissioner	

B.   OFFICE OF PLANNING, RESEARCH AND EVALUATION

	2021.08.31 17:00:26 -04'00'
Naomi Goldstein Deputy Assistant Secretary for Planning, Research, and Evaluation	**Date**

C.   OFFICE OF FAMILY ASSISTANCE

Susan J. Golonka -S Digitally signed by Susan J. Golonka -S DN: c=US, o=U.S. Government, ou=HHS, ou=ACF, ou=People, 0.9.2342.19200300.100.1.1=2001038481, Date: 2021.08.31 11:25:12 -04'00' cn=Susan J. Golonka -S	
Susan Golonka Acting Director, Office of Family Assistance	**Date** 8/31/2021

SECURITY ADDENDUM

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Child Support Enforcement

and

Office of Family Assistance

and

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Planning, Research and Evaluation

Research Disclosure: TANF EMPLOYMENT PROJECT (TEP)

I.   PURPOSE AND EFFECT OF THIS SECURITY ADDENDUM

The purpose of this security addendum is to specify the security controls that the Office of Child Support Enforcement (OCSE) and U.S. Department of Health and Human Services, Administration for Children and Families, Office of Planning, Research and Evaluation (OPRE), and Office of Family Assistance (OFA) must have in place to ensure the security of the records compared against records in the National Directory of New Hires (NDNH), the results of the information comparison, and the steps needed to reduce the risk that the study participants will be identifiable.

By signing this security addendum, OCSE and OPRE/OFA agree to comply with the provisions of the Social Security Act, the Privacy Act of 1974, the Federal Information Security Modernization Act of 2014 (FISMA), Office of Management and Budget (OMB) directives, the National Institute of Standards and Technology (NIST) series of Special Publications (SP), and the underlying agreement to this security addendum. Further, each agency has implemented the minimum security controls required for a system categorized as "moderate" in accordance with the Federal Information Processing Standards (FIPS) Publication 199, *Standards for Security Categorization of Federal Information and Information Systems*. OCSE and OPRE/OFA agree to use the information (such as input and output files) received from each agency for authorized purposes in accordance with the terms of the agreement.

As federal requirements change or new requirements are established, OCSE and OPRE/OFA must comply with such requirements.

II.   APPLICABILITY OF THIS SECURITY ADDENDUM

This security addendum is applicable to the agency, personnel, facilities, documentation, information, electronic and physical records, other machine-readable information, and the information systems of OCSE, OPRE and OFA-authorized entities (such as contractors, personnel of private research organizations, and entities specified in the agreement), which are hereinafter "OCSE" and "OPRE/OFA."

III.   DEMONSTRATING SECURITY POSTURE

OCSE requires OPRE/OFA to demonstrate its security posture before receiving NDNH information, and periodically thereafter, by providing the signature date of the Authorization to Operate (ATO) for the OPRE/OFA environment that will house NDNH information on OPRE/OFA premises. The NDNH comparison results and pass-through files will be securely stored at The Coleridge Initiative's Administrative Data Research Facility (ADRF).

The ATO is a determination that the risk to NDNH information within the custody of OPRE/OFA is at an acceptable level and that the OPRE/OFA security controls are identical to those of a federal system categorized as "moderate" according to FIPS Publication 199.

The ADRF ATO was signed on 08/25/2021. OCSE considers this evidence that the OPRE/OFA environment that will house NDNH information is in compliance with the security requirements in this security addendum. The effective period for an ATO is three years, which means OCSE maintains the right to request an updated ATO signature if the signature date on file expires during this agreement.

IV.   MEASURES TO MITIGATE THE RISK OF IDENTIFIABILITY

OCSE will take the following steps to mitigate the risk that the study participants can be identified:

- OCSE will pseudo-identify (random substitutions for name, Social Security number) each individual whose information is to be contained in the OCSE output files. OCSE will keep confidential the relationship between the pseudo-identifier and the individuals in the study.

- OPRE/OFA will transfer the output files to the authorized folder on the secure ADRF server. OPRE/OFA will conduct all analysis activities on the ADRF server.

V.   SECURITY AND PRIVACY SAFEGUARDING REQUIREMENTS

Use of pseudo-identifiers does not eliminate the possibility that the individuals in the study may be identifiable from the remaining information. While not directly identified, the remaining information OCSE provides in conjunction with additional available data sources is sometimes sufficient to identify the study participants with reasonable certainty. Therefore, OPRE/OFA must safeguard the information to protect the privacy of the individuals.

Neither OPRE/OFA nor OCSE are permitted to reconstruct or link files, or participate in any activity, other than those identified and governed by the agreement, which could result in the personal identification of any individual whose information is contained in the input or output files.

The safeguarding requirements for receiving NDNH information as well as the safeguards in place at OCSE for protecting the agency input files are as follows:

1. OPRE/OFA must restrict access to, and disclosure of, NDNH information to authorized personnel who need NDNH information to perform their official duties in connection with the authorized purposes specified in the agreement.

   OCSE restricts access to and disclosure of the agency input files to authorized personnel who need them to perform their official duties as authorized in this agreement.

   Policy/Requirements Traceability: 5 U.S.C. § 552a (b)(1), NIST SP 800-53 Rev 5, *Security and Privacy Controls for Information Systems and Organizations,* AC-3, AC-6

2. OPRE/OFA must establish and maintain an ongoing management oversight and quality assurance program to ensure that only authorized personnel have access to NDNH information.

   OCSE management oversees the use of the agency input files to ensure that only authorized personnel have access.

   Policy/Requirements Traceability: 5 U.S.C. § 552a; NIST SP 800-53 Rev 5, PL-4(1), PS-6, PS-8

3. OPRE/OFA must advise all authorized personnel who will access NDNH information of the confidentiality of NDNH information, the safeguards required to protect NDNH information, and the civil and criminal sanctions for non-compliance contained in the applicable federal laws, including section 453(l)(2) of the Social Security Act. 42 U.S.C. § 653(l)(2).

   OCSE advises all personnel who will access the agency input files of the confidentiality of the information, the safeguards required to protect the information, and the civil and criminal sanctions for non-compliance contained in the applicable federal laws.

   Policy/Requirements Traceability: 5 U.S.C. § 552a; NIST SP 800-53 Rev 5, PL-4(1), PS-6, PS-8

4. OPRE/OFA must deliver security and privacy awareness training to personnel with authorized access to NDNH information and the system that houses, processes, or transmits NDNH information. The training must describe each user's responsibility for proper use and protection of NDNH information, how to recognize and report

potential indicators of insider threat, and the possible sanctions for misuse. All personnel must receive security and privacy awareness training before accessing NDNH information and at least annually thereafter. The training must cover the matching provisions of the federal Privacy Act, the Computer Matching and Privacy Protection Act, and other federal laws governing use and misuse of protected information.

OCSE delivers security and privacy awareness training to personnel. The training describes each user's responsibility for proper use and protection of other agencies' input files, how to recognize and report potential indicators of insider threat, and the possible sanctions for misuse. All personnel receive security and privacy awareness training before accessing agency input files and at least annually thereafter. The training covers the other federal laws governing use and misuse of protected information.

Policy/Requirements Traceability: 5 U.S.C. § 552a; 44 U.S.C. § 3551 et seq; OMB Circular A-130, *Managing Information as a Strategic Resource*; OMB M-17-12, *Preparing for and Responding to a Breach of Personally Identifiable Information;* NIST SP 800-53 Rev 5, AT-2(2), AT-3

5. OPRE/OFA personnel with authorized access to NDNH information must sign non-disclosure agreements, rules of behavior, or equivalent documents before system access, annually, and if changes in assignment occur. The non-disclosure agreement, rules of behavior, or equivalent documents must outline the authorized purposes for which OPRE/OFA may use NDNH information, the privacy and security safeguards contained in this agreement and security addendum, and the civil and criminal penalties for unauthorized use. OPRE/OFA may use "wet" and/or electronic signatures to acknowledge non-disclosure agreements, rules of behavior, or equivalent documents.

   OCSE personnel with authorized access to the agency input files sign non-disclosure agreements and rules of behavior.

   Policy/Requirements Traceability: OMB Circular A-130 - Appendix I, *Responsibilities for Protecting and Managing Federal Information Resources*; OMB M-17-12; NIST SP 800-53 Rev 5, PS-6

6. OPRE/OFA must maintain records of authorized personnel with access to NDNH information. The records must contain a copy of each individual's signed non-disclosure agreement, rules of behavior, or equivalent document and proof of the individual's participation in security and privacy awareness training. OPRE/OFA must make such records available to OCSE upon request.

   OCSE maintains a record of personnel with access to the agency input files. The records contain a copy of each individual's signed non-disclosure agreement, rules of behavior, or equivalent document and proof of the individual's participation in security and privacy awareness training.

Policy/Requirements Traceability: NIST SP 800-53 Rev 5, AT-4

7. OPRE/OFA must have appropriate procedures in place to report confirmed and suspected security or privacy incidents (unauthorized use or disclosure involving personally identifiable information), involving NDNH information and any activity that may serve to identify individuals within the output files, or any other incident or suspected incident that could compromise the privacy of the individuals in the study. Immediately upon discovery, but in no case later than one hour after discovery of the incident, OPRE/OFA must report confirmed and suspected incidents, in either electronic or physical form, to OCSE, as designated in this security addendum. The requirement for OPRE/OFA to report confirmed or suspected incidents involving NDNH information to OCSE exists in addition to, not in lieu of, any OPRE/OFA requirements to report to the United States Computer Emergency Readiness Team (US-CERT) or other reporting agencies.

   OCSE has appropriate procedures in place to report security or privacy incidents, or suspected incidents involving the agency input files. Immediately upon discovery but in no case later than one hour after discovery of the incident, OCSE will report confirmed and suspected incidents to the OPRE/OFA security contact designated in this security addendum. The requirement for OCSE to report confirmed or suspected incidents to OPRE/OFA exists in addition to, not in lieu of, requirements to report to US-CERT or other reporting agencies.

   Policy/Requirements Traceability: OMB Circular A130 – Appendix I; OMB M-17-12; NIST SP 800-53 Rev 5, IR-6

8. OPRE/OFA must prohibit the use of non-agency, non-contractor furnished equipment to access NDNH information without specific written authorization from the appropriate OPRE/OFA representatives.

   OCSE does not permit personnel to access the agency input files remotely using non-agency furnished equipment.

   Policy/Requirements Traceability: NIST SP 800-53 Rev 5, AC-20(1)(2)

9. OPRE/OFA must require that personnel accessing NDNH information remotely (for example, telecommuting) adhere to all the security and privacy safeguarding requirements provided in this security addendum. OPRE/OFA and non-OPRE/OFA furnished equipment must have appropriate software with the latest updates to protect against attacks, including, at a minimum, current antivirus software and up-to-date system patches and other software patches. Before electronic connection to OPRE/OFA resources, OPRE/OFA must scan the OPRE/OFA and non-OPRE/OFA furnished equipment to ensure compliance with OPRE/OFA standards. All remote connections must be through Network Access Control, and all data in transit between the remote location and OPRE/OFA must be encrypted using FIPS 140-2 encryption standards. Personally-owned devices must not be authorized. See numbers 8 and 14 of this section for additional information.

OCSE does not permit personnel to access the agency input files remotely using non-agency furnished equipment.

Policy/Requirements Traceability: OMB-M-17-12; NIST SP 800-53 Rev 5, AC-17, AC-20

10. OPRE/OFA must limit and control logical and physical access to NDNH information to only those personnel authorized for such access based on their official duties, and identified in the records maintained by OPRE/OFA pursuant to numbers 6 and 21 of this section. OPRE/OFA must prevent personnel from browsing by using technical controls or other compensating controls.

    OCSE limits and controls logical and physical access to the agency input files to only those personnel authorized for such access based on their official duties. OCSE prevents browsing using technical controls that limit and monitor access to the agency input files.

    Policy/Requirements Traceability: 5 U.S.C. § 552a; NIST SP 800-53 Rev 5, AC-2, AC-3

11. OPRE/OFA must transmit and store all NDNH information provided pursuant to this agreement in a manner that safeguards the information and prohibits unauthorized access. All electronic OPRE/OFA transmissions of information to OPRE/OFA and OPRE/OFA-specified entities (such as contractors, personnel of private research organizations, and entities specified in the agreement) must be encrypted utilizing a FIPS 140-2 compliant product.

    OPRE/OFA and OCSE exchange data via a mutually approved and secured data transfer method that utilizes a FIPS 140-2 compliant product.

    Policy/Requirements Traceability: OMB M-17-12; FIPS 140-2, *Security Requirements for Cryptographic Modules*; NIST SP 800-53 Rev 5, MP-4, SC-8

12. OPRE/OFA must transfer and store NDNH information only on OPRE/OFA-owned portable digital media and mobile computing and communications devices that are encrypted at the disk or device level, using a FIPS 140-2 compliant product. See numbers 8 and 13 of this section for additional information.

    OCSE does not copy the agency input files to mobile media.

    Policy/Requirements Traceability: OMB M-17-12; FIPS 140-2

13. OPRE/OFA must prohibit the use of computing resources resident in commercial or public facilities (for example, hotels, convention centers, airports) from accessing, transmitting, or storing NDNH information.

    OCSE prohibits the use of computing resources resident in commercial or public

facilities (for example, hotels, convention centers, airports) from accessing, transmitting, or storing the agency input files.

Policy/Requirements Traceability: NIST SP 800-53 Rev 5, AC-19(5), CM-8(3)

14. OPRE/OFA must prohibit remote access to NDNH information, except via a secure and encrypted (FIPS 140-2 compliant) transmission link and using two-factor authentication. OPRE/OFA must control remote access through a limited number of managed access control points.

    OCSE prohibits remote access to the agency input files except via a secure and encrypted (FIPS 140-2 compliant) transmission link and using two-factor authentication.

    Policy/Requirements Traceability: OMB M-17-12; FIPS 140-2; NIST SP 800-53 Rev 5, AC-17, IA-2(6)(12), SC-8

15. OPRE/OFA must utilize a time-out function for remote access and mobile devices that require a user to re-authenticate after no more than 30 minutes of inactivity. See numbers 8, 9, and 14 of this section for additional information.

    OCSE utilizes a time-out function for remote access and mobile devices that requires a user to re-authenticate after no more than 30 minutes of inactivity.

    Policy/Requirements Traceability: OMB M-17-12, NIST SP 800-53 Rev 5, AC-11, AC-12, AC-17, SC-10

16. OPRE/OFA must erase electronic records after completing authorized use in accordance with the retention and disposition requirements in the agreement.

    OCSE erases the electronic records after completing authorized use in accordance with the retention and disposition requirements in the agreement.

    Policy/Requirements Traceability: 5 U.S.C. § 552a, NIST SP 800-53 Rev 5, MP-4, MP-6, SI-12

17. When storage media are disposed of, the media will be destroyed or sanitized so that the erased records are not recoverable.

    Policy/Requirements Traceability: 5 U.S.C. § 552a, NIST SP 800-53 Rev 5, MP-4, MP-6, SI-12

18. OPRE/OFA must implement a Network Access Control (also known as Network Admission Control (NAC)) solution in conjunction with a Virtual Private Network (VPN) option to enforce security policy compliance on all OPRE/OFA and non-OPRE/OFA remote devices that attempt to gain access to, or use, NDNH information. OPRE/OFA must use a NAC solution to authenticate, authorize, evaluate, and remediate remote wired and wireless users before they can access the network. The

implemented NAC solution must evaluate whether remote machines are compliant with security policies through host(s) integrity tests against predefined templates, such as patch level, service packs, antivirus, and personal firewall status, as well as custom created checks tailored for the OPRE/OFA enterprise environment. OPRE/OFA must disable functionality that allows automatic code execution. The solution must enforce security policies by blocking, isolating, or quarantining non-compliant devices from accessing the OPRE/OFA network and resources while maintaining an audit record on users' access and presence on the OPRE/OFA network. See numbers 8 and 14 of this section for additional information.

OCSE ensures that personnel do not access the agency input files remotely using non-agency furnished equipment.

Policy/Requirements Traceability: NIST SP 800-53 Rev 5, AC-17, AC-20, IA-2(6)(12), IA-3

19. OPRE/OFA must ensure that the organization responsible for the data processing facility storing, transmitting, or processing NDNH information complies with the security requirements established in this security addendum. The "data processing facility" includes the personnel, facilities, documentation, data, electronic and physical records and other machine-readable information, and the information systems of OPRE/OFA including, but not limited to, employees and contractors working with the data processing facility, contractor data centers, and any other individual or entity collecting, storing, transmitting, or processing NDNH information.

OCSE ensures that the data processing facility complies with the security requirements established in this security addendum.

Policy/Requirements Traceability: NIST SP 800-53 Rev 5, SA-9(2)

20. OPRE/OFA must store all NDNH information provided pursuant to this agreement in an area that is physically safe from access by unauthorized persons during duty hours as well as non-duty hours or when not in use.

OCSE stores the agency input files provided pursuant to this agreement in an area that is physically safe from access by unauthorized persons during duty hours as well as non-duty hours or when not in use.

Policy/Requirements Traceability: NIST SP 800-53 Rev 5, PE-2, PE-3

21. OPRE/OFA must maintain a list of personnel authorized to access facilities and systems processing sensitive data, including NDNH information. OPRE/OFA must control access to facilities and systems wherever NDNH information is processed. Designated officials must review and approve the access list and authorization credentials initially and periodically thereafter, but no less often than annually.

OCSE maintains lists of personnel authorized to access facilities and systems

processing the agency input files. OCSE controls access to facilities and systems wherever the agency input files are processed. Designated officials review and approve the access list and authorization credentials initially and periodically thereafter, but no less often than annually.

Policy/Requirements Traceability: NIST SP 800-53 Rev 5, AC-2, PE-2

22. OPRE/OFA does not generate printed reports containing NDNH information.

    OCSE does not generate printed reports containing the agency input files.

    Policy/Requirements Traceability: NIST SP 800-53 Rev 5, MP-2, MP-3, MP-4, MP-5, MP-6

23. OPRE/OFA must use locks and other protective measures at all physical access points (including designated entry and exit points) to prevent unauthorized access to computer and support areas containing NDNH information.

    OCSE uses locks and other protective measures at all physical access points (including designated entry/exit points) to prevent unauthorized access to computer and support areas.

    Policy/Requirements Traceability: NIST SP 800-53 Rev 5, PE-3

VI.   CLOUD SOLUTION (OPTIONAL)

OPRE/OFA may choose to use cloud computing to distribute services over broader architectures. The cloud service provider must be Federal Risk and Authorization Management Program (FedRAMP) certified in order to meet federal security requirements for cloud-based computing or data storage solutions. Cloud implementations are defined by the service model and deployment model used. Software as a Service, Platform as a Service, and Infrastructure as a Service are examples of cloud service models for cloud implementation. The deployment models may include private cloud, community cloud, public cloud, and hybrid cloud. Data security requirements as defined below still must be met regardless of the type of cloud implementation chosen.

1. The cloud-based solution must reside on a FedRAMP compliant system. FedRAMP is a government-wide program that provides a standardized approach to security assessment, authorization, and continuous monitoring for cloud products and services.

2. Use of a cloud solution must be approved in advance by OCSE before connectivity to NDNH information can be established.

3. OPRE/OFA and the cloud service provider must comply with all requirements in this agreement, including the security addendum, in accordance with section IV.B of the agreement, including the data retention policies agreed upon by OPRE/OFA and OCSE to ensure that all required statutory requirements are met. OPRE/OFA must

ensure such compliance by the cloud service provider.

4. The data stored by the cloud service provider should ONLY be used for the authorized purpose of the matching program.

5. It is the obligation of the matching partner to ensure that the cloud housing NDNH information is stored domestically and is specified in the contract or Service Level Agreement between the matching partner and the cloud service provider.

VII. AUDIT REQUIREMENTS

OCSE has the right to audit the security posture of authorized entities identified in section IV.A.1 of this agreement for protecting NDNH information. Audits ensure that the security policies, procedures, and controls are in place within the organization.

Policy/Requirements Traceability: OMB M-21-02, *Fiscal Year 2020-2021 Guidance on Federal Information Security and Privacy Management Requirements*, November 9, 2020; OMB Circular No. A-130, Appendix I

VIII. PERSONS TO CONTACT

A. The U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Support Enforcement, security contact is:

Veronica Ragland, Director
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B. The U.S. Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance, security contact is:

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Office of the Director
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C. The U.S. Department of Health and Human Services, Administration for Children and Families, Office of Planning, Research and Evaluation, security contact is:

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Email: Nicole.Deterding@acf.hhs.gov

IX. APPROVALS

By their signatures below, the authorized officials approve this security addendum.

A. OFFICE OF CHILD SUPPORT ENFORCEMENT

Veronica Ragland Director Division of Federal Systems	**Date**
Linda Boyer Acting Commissioner	**Date**

B. OFFICE OF FAMILY ASSISTANCE

Susan J. Golonka -S	Digitally signed by Susan J. Golonka -S DN: c=US, o=U.S. Government, ou=HHS, ou=ACF, ou=People, 0.9.2342.19200300.100.1.1=2001038481, cn=Susan J. Golonka -S Date: 2021.08.31 11:26:39 -04'00'
Susan Golonka Acting Director	**Date** 8/31/2021

C. OFFICE OF PLANNING, RESEARCH AND EVALUATION

	2021.08.31 17:00:51 -04'00'
Naomi Goldstein Deputy Assistant Secretary for Planning, Research, and Evaluation	**Date**

Research Disclosure: OPRE TANF Employment Project (TEP)

Background

The TANF Employment Project (TEP) is an ACF-sponsored research initiative managed by contractor MDRC and its research partners (Chapin Hall and the Coleridge Initiative). To accomplish the goals of the TEP initiative, ACF's Office of Family Assistance (OFA) and Office of Planning, Research and Evaluation (OPRE) seek access to Federal Parent Locator Service (FPLS) data covering the National Directory of New Hires (NDNH) New Hires (W-4), Quarterly Wage (QW), and Unemployment Insurance (UI) benefits data. TEP will match federal TANF caseload data maintained by the OFA with these NDNH data files.

This work directly aligns with the requirements of Section 453(j)(5) of the Social Security Act, and is designed to measure work trajectories for TANF recipients (in line with TANF's authorizing legislation, Part A, Section 401(2) of the Social Security Act). Analysis of matched TANF/NDNH data will generate foundational evidence about the labor market experiences of TANF beneficiaries that could inform federal- and state-level policy design and program management. By expanding the matching and analysis of matched TANF & NDNH data, this research program will also generate valuable information about the strengths, limitations, and necessary caveats for using data that ACF currently collects to measure state-level employment outcomes of the TANF program.

TEP builds upon past agreements between OCSE and OFA for TANF performance reporting and data improvement since 2004, with the latest being the currently-active TANF PRDI agreement. TEP will generate information about the role of labor market activity and unemployment benefits in the lives of TANF families. OFA will contribute state-provided data on TANF benefits receipt collected from September 2008 to September 2022. If OFA elects to continue this research program beyond the current TEP contract period, input of additional years of matching will be negotiated with OCSE in a modification to the MOU.

This study will match information about individuals from OFA's TANF Data System with information from the NDNH New Hires (W-4), Quarterly Wage (QW), and Unemployment Insurance (UI) benefits files. The research plan requires no less than semi-annual (December and June) and no more than quarterly NDNH matches against individuals in three cohorts of TANF cash assistance recipients. In the first year, the study requires matches in December, March, and June as OPRE establishes this research program and seeks to produce timely analysis using employment information from the COVID-19 era. There are three cohorts of study:

• Current Trajectories Cohort

All individuals aged 16+ belonging to TANF cases receiving at least one month of cash assistance between October 2016 and September 2022 (FY2017-FY2022). This cohort will allow the team to analyze employment and unemployment trajectories of TANF families immediately prior to, during, and following the COVID-19 pandemic. It is also designed to support routine performance reporting and analysis of potential improvements to employment outcome performance measures for the TANF program.

• Great Recession Cohort

All individuals (aged 16+ as of January 2019) belonging to TANF cases receiving at least one month of cash assistance during FY2009. This cohort will allow analysis of longer-term outcomes for TANF beneficiaries from the Great Recession, including second-generation employment outcomes for individuals who were youth in 2009.

• TANF Leavers Cohort

All individuals aged 16+ belonging to cases closing during FY2011, FY2013, and FY2015. This cohort will enable analysis of medium-term outcomes for those leaving the TANF caseload across different phases of the U.S. macroeconomic cycle, providing information about how employment experiences of those leaving the TANF caseload are cyclical versus structural.

This plan was explicitly designed to produce information on the impacts of the COVID-19 pandemic and recovery on employment measures and understand the medium to longer-term impacts of the Great Recession and recovery from it.

Within each cohort, matched TANF/NDNH data will support analysis of:

• Employment Measures and Trajectories

Key measures include: individual- and case-level employment rates; employment entry and exits; job retention; individual- and case-level earnings amounts and trends.

• Unemployment Spells

Key measures include: The number and length of UI spells; amount of UI benefits paid during these spells.

• Associations among employment, TANF receipt, and UI utilization, including variation in these associations across geographies, demographic subgroups, and case-level characteristics.

Information relevant to performance outcome measurement of the TANF program will be reported by state, as is currently done for TANF performance measurement. To support analyses that are representative at the state level, the pass-through data file will include sample weights and strata to calculate statistically weighted measures, accounting for sample selection for a set of states that do not provide the full universe of TANF cases to OFA.

Matched TANF/NDNH data generated by this agreement will also enable multivariate statistical analyses, designed to contribute information to the base of research knowledge on employment trajectories and experiences of low wage workers and their families. A set of pass-through variables will allow us to include geographic information, individual demographic attributes, and case-level attributes as covariates in statistical analysis.

Unlike previous OFA/OPRE-OCSE data matching agreements, this agreement proposes to add a TANF case pseudo-identifier. This identifier will preserve the ability to account for case associations in analyses: something that has not been possible in previous matching agreements. The intent of this effort is not to examine or identify the members of a particular case, but to be able to preserve case relationships in the aggregate – for example, to measure case-level employment and earnings.

The Administration and Congress have signaled interest in promoting and measuring employment outcomes in federal programs supporting low-income people. This project offers information and insights to help policymakers and stakeholders understand the challenges of and opportunities for measuring employment outcomes in the Temporary Assistance for Needy Families (TANF) program. It also illustrates the difficulty of developing consistent national measures of employment outcomes in TANF that adhere to principles of good performance measurement. The fundamental challenge is that TANF provides great flexibility for states, so state programs differ dramatically in who receives TANF assistance, what is required of them, what assistance they receive, and for how long. As a result, one state may appear to have better outcomes than another because of differences in the structures of their TANF programs, not because of any true differences in the outcomes for people receiving assistance.

Some state TANF agencies already have state-specific performance measurement systems that track and measure employment outcomes and apply incentives and consequences. State-level measures are less complicated to develop than potential national measures because there is far less variation within state TANF programs than across them.

Implementing uniform national employment outcome measures poses challenges and potential unintended consequences. State-specific measures may be less challenging. A realistic understanding of the issues of and options for a federal role in measuring TANF employment outcomes can help ACF and other policymakers make informed decisions about how best to promote employment through TANF.

APPENDIX B

Research Disclosure: TANF EMPLOYMENT PROJECT

Research Purpose and IV-A Nexus

Extracted or summarized from materials referenced or submitted by OPRE

Subsection 453(j)(5) of the Social Security Act authorizes the Office of Child Support Enforcement (OCSE) to disclose information without personal identifiers from the National Directory of New Hires (NDNH) for research purposes if the purpose of the research is likely to contribute to achieving the purpose of part A (Temporary Assistance for Needy Families, TANF) or D (child support) of title IV of the Social Security Act. 42 U.S.C. § 653(j)(5). The purpose of the research for which OFA/OPRE requests de-identified NDNH information is to evaluate the employment and unemployment status of TANF recipients and the effect of the economy on TANF recipient employment long-term.

 OPRE and OFA anticipate that the NDNH information from new hire, quarterly wage and unemployment insurance information is the best way to evaluate the employment and unemployment status of TANF recipients and the effect of the economy on TANF recipient employment long-term. Use of the NDNH, will allow OPRE and OFA to complete statistical analyses that include geographic and demographic information and case-level information that will inform the agencies on employment trajectories and experiences of low wage workers and their families, including the impact of Covid-19.

This request is very similar to several OCSE approved research requests for NDNH information to evaluate the effectiveness of services provided to study participants, such as the PRDI data match. However, OPRE and OFA request a pseudo-identifier in this match to preserve case relationships and multi-level comparisons without identifying participants. It is similar in that the research goal is to ensure self-sufficiency by promoting work and job preparation. Under the TANF PRDI match, OFA and OPRE examined the short-term employment outcomes of work-eligible adults in TANF households. The analyses have informed the agency of the need for further research and have helped OFA fulfill its congressional reporting duties.

The research is likely to contribute to achieving the purpose set forth in subsection 401(a)(2) of the Social Security Act as follows: "The purpose of this part is to increase the flexibility of States in operating a program designed to— ** end the dependence of needy parents on government benefits by promoting job preparation, work, ..." 42 U.S.C. § 601(a)(2). The OPRE/OFA TEP seeks to end the dependence of needy parents on government benefits by promoting job preparation and work.

Consistent with a goal of the TANF program to promote job preparation and work, this evaluation seeks to determine whether suggested ways to remove barriers to consistent employment is successful, particularly when measured against economic changes and unforeseen economic uncertainty.

This research is funded by the federal TANF program.

Research Disclosure: TANF EMPLOYMENT PROJECT

**Purposes of Part A (Temporary Assistance for Needy Families)
and Part D (Child Support) of the Social Security Act**

I. **Purposes of Part A of Title IV of the Social Security Act (Temporary Assistance for Needy Families)**

The purposes of part A of title IV of the Social Security Act are set forth in subsection 401(a), as follows:

> (a) IN GENERAL. The purpose of this part is to increase the flexibility of States in operating a program designed to—
> (1) provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
> (2) end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
> (3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
> (4) encourage the formation and maintenance of two-parent families.
> 42 U.S.C. § 601(a).

II. **Purposes of Part D of Title IV of the Social Security Act (Child Support)**

The purposes of part D of title IV of the Social Security Act are set forth in section 451 of the Social Security Act, as follows:

> For the purpose of enforcing the support obligations owed by noncustodial parents to their children and the spouse (or former spouse) with whom such children are living, locating noncustodial parents, establishing paternity, obtaining child and spousal support, and assuring that assistance in obtaining support will be available under this part to all children (whether or not eligible for assistance under a State program funded under part A of this subchapter) for whom such assistance is requested, there is hereby authorized to be appropriated for each fiscal year a sum sufficient to carry out the purposes of this part. 42 U.S.C. § 651.

APPENDIX D

Research Disclosure: TANF EMPLOYMENT PROJECT

Authorized Users

The following individuals are authorized to use the results of the information comparisons for the authorized research purpose. Additional users may only be authorized by OCSE's written approval.

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APPENDIX E

Research Disclosure: TANF EMPLOYMENT PROJECT

Pass-through Data Elements

NOTES TO AGENCY AND AGENCY'S CONTRACTOR:
- **All pass-through data elements and record layouts must be approved by OCSE and included in this agreement prior to signatures by agencies' authorized officials. The version below was approved by OCSE on 08/12/21. All revisions requested thereafter must be approved by OCSE.**

Variable Name	Variable Description	Response Categories	Variable Type (Alphanumeric (A) / Numeric (N))	Byte Length	Position	Notes	Changes - June 2021
ssn	Social Security Number	000000000	A	9	1	File will contain one record for each person each month. A single person might appear in multiple households/states in any given month thus there may be duplicate SSNs in the same month.	Added section to the logic of uniqueness
section	Indicates if the SSN was sourced from Section 1 (active benefits) or Section 2 (case closings): A = Section 1; C = Section 2	A, C	A	1	10	Expected row contents differ depending on this	New field

						variable (see column I)	
first_match	Indicates the first NDNH match round in which this SSN was included (format YYYYMM)	202012-202312	N	6	11		
ssn_quality	Indicates an SSN with a potential quality issue that may be less likely to match to NDNH (3-5 = No quality issue, 6-8 = Potential quality issue)	3-8	N	1	17	For yes/no values, will randomly assign values within the stated ranges to avoid any evident patterns.	Adjusted T/F value to include random variation.
cohort_1	Indicates the cohort the SSN comes from: Current Trajectories Cohort (3-5 = Yes, 6-8 = No)	3-8	N	1	18		Adjusted T/F value to include random variation.
cohort_2	Indicates the cohort the SSN comes from: Great Recession Cohort (3-5 = Yes, 6-8 = No)	3-8	N	1	19		Adjusted T/F value to include random variation.
cohort_3	Indicates the cohort the SSN comes from: 2011 Leavers Cohort (3-5 = Yes, 6-8 = No)	3-8	N	1	20		Adjusted T/F value to include random variation.
cohort_4	Indicates the cohort the SSN comes from: 2013 Leavers Cohort (3-5 = Yes, 6-8 = No)	3-8	N	1	21		Adjusted T/F value to include random variation.
cohort_5	Indicates the cohort the SSN comes from: 2015 Leavers Cohort (3-5 = Yes, 6-8 = No)	3-8	N	1	22		Adjusted T/F value to include random variation.
month	Reporting month (year and month)	200810-202209	N	6	23		

join_month	Month (year and month) for joining to spell end in the active files -- usually, one month prior to the month when the closing is reported, except in Alabama where closings are usually reported in the last month of the spell	200809-202210	N	6	29		Moved from case closings layout
state_fips	State FIPS Code	01-56	A	2	35		
position	Original position of person in horizontal case record (01-06 indicates adult record, 07-16 indicates child record)	01-16	N	2	37		Added zero padding
stratum	Stratum	1-9	N	1	39	Strata are used to identify subpopulations for sampling in some states. For states that choose to submit samples, stratum and weight information allow analysts to estimate statewide totals.	Revised values to one digit, 1-9 - since this will be the standardized stratum that Emma is working on now. Also, removed stratum label at OCSE request.
weight	Sampling weight associated with this case	0001.000-2000.000	N	8	40	Sample values include 1999.352, 0234.387, and 0001.051.	Shortened to eight characters and note added per KM email on 7/20/21.
tanf_case	Indicates if this case received TANF this month (3-5 = Yes, 6-8 = No)	3-8	N	1	48		Adjusted T/F value to include random variation.

ssp_case	Indicates if this case received SSP this month (3-5 = Yes, 6-8 = No)	3-8	N	1	49		Adjusted T/F value to include random variation.
tanf_person	Indicates if this person received TANF this month (3-5 = Yes, 6-8 = No)	3-8	N	1	50		Adjusted T/F value to include random variation.
ssp_person	Indicates if this person received SSP this month (3-5 = Yes, 6-8 = No)	3-8	N	1	51		Adjusted T/F value to include random variation.
tanf_closing	Indicates if this case closing came from the TANF file (3-5 = Yes, 6-8 = No)	3-8	N	1	52		Adjusted T/F value to include random variation. Moved from case closings layout.
ssp_closing	Indicates if this case closing came from the SSP file (3-5 = Yes, 6-8 = No)	3-8	N	1	53		Adjusted T/F value to include random variation. Moved from case closings layout.
num_adult	Number of adult recipients on the case (0 = no adults 1 = 1 adult 2 = 2 or more adults)	0-2	N	1	54		Converted to range
num_wei	Number of work-eligible individuals on the case (0 = no individuals 1 = 1 individual 2 = 2 or more individuals)	0-2	N	1	55		Converted to range

num_child	Number of child recipients (0 = no children 1 = 1 child 2 = 2 children 3 = 3 children 4 = 4 children 5 = 5 children 6 = 6 children 7 = 7 or more children)	0-7	N	1	56		Converted to range
num_employ	Number of individuals on the case with employ=1 (0 = none 1 = 1 individual 2 = 2 or more)	0-2		1	57		New field
num_unemploy	Number of individuals on the case with employ=2 (0 = none 1 = 1 individual 2 = 2 or more)	0-2		1	58		New field
child_02	Indicates if there is at least one child aged 0-2 in the HH (3-5 = Yes, 6-8 = No)	3-8	N	1	59		New field
child_35	Indicates if there is at least one child aged 3-5 in the HH (3-5 = Yes, 6-8 = No)	3-8	N	1	60		New field
child_612	Indicates if there is at least one child aged 6-12 in the HH (3-5 = Yes, 6-8 = No)	3-8	N	1	61		New field
child_1318	Indicates if there is at least one child aged 13-18 in the HH (3-5 = Yes, 6-8 = No)	3-8	N	1	62		New field

tot_ern	Total earned income for all individuals on the case (00 = none 01 = $1 to $250 02 = $251 to $500 03 = $501 to $750 04 = $751 to $1,000 05 = $1,001 to $1,250 06 = $1,251 to $1,500 07 = $1,501 to $1,750 08 = $1,751 to $2,000 09 = $2,001 to $2,250 10 = $2,251 to $2,500 11 = $2,501 to $2,750 12 = $2,751 to $3,000 13 = $3,001 to $3,500 14 = $3,501 or more)	00-14	N	2	63		New field
tot_eitc	Indicates whether any individual on the case has unearned income from EITC (3-5 = Yes, 6-8 = No)	3-8	N	1	65		New field
tot_socty	Total unearned income from Social Security for all individuals on the case (0 = none 1 = $1 to $750 2 = $751 to $1,000 3 = $1,001 or more)	0-3		1	66		New field

tot_ssi	Total unearned income from SSI for all individuals on the case (0 = none 1 = $1 to $250 2 = $251 to $500 3 = $501 to $750 4 = $751 or more)	0-4		1	67		New field
tot_wcomp	Indicates whether any individual on the case has unearned income from worker's compensation (3-5 = Yes, 6-8 = No)	3-8	N	1	68		New field
tot_xunen	Total unearned income from other sources for all individuals on the case (00 = none 01 = $1 to $50 02 = $51 to $100 03 = $101 to $150 04 = $151 to $200 05 = $201 to $250 06 = $251 to $300 07 = $301 to $350 08 = $351 to $400 09 = $401 to $500 10 = $501 to $750 11 = $751 to $1,000 12 = $1,001 to $2,000 13 = $2,001 or more)	00-13	N	2	69		New field

tot_unrnd	Total unearned income for all individuals on the case (00 = none 01 = $1 to $50 02 = $51 to $100 03 = $101 to $250 04 = $251 to $500 05 = $501 to $750 06 = $751 to $1,000 07 = $1,001 to $1,250 08 = $1,251 to $1,500 09 = $1,501 to $2,000 10 = $2,001 or more)	00-10	N	2	71	For active records, this is calculated as the sum of the five unearned HH income fields detailed above and then categorized. For closed cases, the unearned income data are reported in a single field for each individual, and this HH value is the sum across individuals.	New field
county_fips	County FIPS Code	001-999	A	3	73		
zip	ZIP Code	00001-99999	A	5	76		
w6mths	Indicates if an SSP family has received assistance under a State (Tribal) TANF program within the past six months (1 = Yes, family received assistance under a State (Tribal) TANF Program for the report month 2 = Yes, family received assistance under a State (Tribal) TANF program within the past six months, but not for the report month 3 = No)	1-3	N	1	81		
new_app	New Applicant (3-5 = Yes, a newly-approved application 6-8 = No)	3-8	N	1	82		Adjusted T/F value to include random variation.

no_fam	Number of Family Members (1 = 1 family member 2 = 2 family members 3 = 3 family members 4 = 4 family members 5 = 5 family members 6 = 6 family members 7 = 7 family members 8 = 8 or more family members)	1-8	N	1	83		Converted to range
type_fam	Type of Family for Work Participation (1 = Family included only in overall work participation rate (i.e., family includes one or more work-eligible individuals but does not meet definition of a two-parent family) 2 = Two-Parent Family included in both the overall and two-parent work participation rates (i.e., family includes two work-eligible parents and meets the definition of a two-parent family) 3 = Family with no work-eligible individual)	1-3	N	1	84		
rec_hous	Receives Subsidized Housing (1 = Public housing 2 = Rent subsidy 3 = No housing subsidy)	1-3	N	1	85		
rec_ma	Receives Medical Assistance (3-5 = Yes, enrolled in Medicaid and/or CHIP 6-8 = No)	3-8	N	1	86		Adjusted T/F value to include random variation.

rec_fs	Receives Food Stamps (3-5 = Yes, receives food stamp assistance 6-8 = No)	3-8	N	1	87		Adjusted T/F value to include random variation.
amt_fs	Amount of Food Stamp Assistance (dollar amount) (00 = none 01 = $1 to $25 02 = $26 to $50 03 = $51 to $75 04 = $76 to $100 05 = $101 to $125 06 = $126 to $150 07 = $151 to $175 08 = $176 to $200 09 = $201 to $225 10 = $226 to $250 11 = $251 to $275 12 = $276 to $300 13 = $301 to $325 14 = $326 to $350 15 = $351 to $375 16 = $376 to $400 17 = $401 to $425 18 = $426 to $450 19 = $451 to $475 20 = $476 to $500 21 = $501 to $525 22 = $526 to $550 23 = $551 to $575 24 = $576 to $600 25 = $601 to $625 26 = $626 to $650 27 = $651 to $675	00-37	N	2	88		Converted to range

	28 = $676 to $700 29 = $701 to $725 30 = $726 to $750 31 = $751 to $775 32 = $776 to $800 33 = $801 to $850 34 = $851 to $900 35 = $901 to $950 36 = $951 to $1,050 37 = $1,051 or more)					

rec_cc	Receives Subsidized Child Care (1 = Yes, receives child care funded entirely or in part with Federal funds (e.g., receives TANF, CCDF, SSBG, or other federally funded child care) 2 = Yes, receives child care funded entirely under a State, Tribal, and/or local program (i.e., no Federal funds used) 3 = No subsidized child care received)	1-3	N	1	90		

amt_cc	Amount of Subsidized Child Care (dollar amount) (00 = none 01 = $1 to $100 02 = $101 to $150 03 = $151 to $200 04 = $201 to $250 05 = $251 to $300 06 = $301 to $350 07 = $351 to $400 08 = $401 to $450 09 = $451 to $500 10 = $501 to $550 11 = $551 to $600 12 = $601 to $650 13 = $651 to $700 14 = $701 to $750 15 = $751 to $800 16 = $801 to $900 17 = $901 to $1,000 18 = $1,001 to $1,100 19 = $1,100 to $1,200 20 = $1,201 to $1,300 21 = $1,301 to $1,400 22 = $1,401 to $1,500 23 = $1,501 to $1,750 24 = $1,751 to $2,000 25 = $2,001 to $2,500 26 = $2,501 or more)	00-26	N	2	91		Converted to range

hoh_affil	Affiliation of HOH (head of household, defined as individual on case with relat = 1) (1 = Member of the eligible family receiving assistance Other codes indicate not in eligible family receiving assistance, but in the household: 2 = Parent of minor child in the eligible family receiving assistance 3 = Caretaker relative of minor child in the eligible family receiving assistance 4 = Minor sibling of child in the eligible family receiving assistance 5 = Person whose income or resources are considered in determining eligibility for or amount of assistance for the eligible family receiving assistance)	1-5	N	1	93		New field
hoh_birth_year	HOH year of birth	1900-2022	N	4	94		New field
hoh_birth_month	HOH month of birth	01-12	N	2	98		New field
hoh_hispan	HOH Race/Ethnicity - Hispanic or Latino (3-5 = Yes, 6-8 = No)	3-8	N	1	100		New field
hoh_native	HOH Race/Ethnicity - American Indian or Alaska Native (3-5 = Yes, 6-8 = No)	3-8	N	1	101		New field
hoh_asian	HOH Race/Ethnicity - Asian (3-5 = Yes, 6-8 = No)	3-8	N	1	102		New field
hoh_black	HOH Race/Ethnicity - Black or African American (3-5 = Yes, 6-8 = No)	3-8	N	1	103		New field

hoh_hawaia	HOH Race/Ethnicity - Native Hawaiian or Other Pacific Islander (3-5 = Yes, 6-8 = No)	3-8	N	1	104		New field
hoh_white	HOH Race/Ethnicity - White (3-5 = Yes, 6-8 = No)	3-8	N	1	105		New field
hoh_gender	HOH Gender (1=Male, 2=Female)	1, 2	N	1	106		New field
hoh_dsabla	HOH receives Federal Disability Insurance Benefits Under the Social Security OASDI Program (Title II of the Social Security Act) (3-5 = Yes, 6-8 = No)	3-8	N	1	107		New field
hoh_dsablb	HOH receives Benefits Based on Federal Disability Status Under Non-Social Security Act Programs (3-5 = Yes, 6-8 = No)	3-8	N	1	108		New field
hoh_dsablc	HOH receives Aid to the Permanently and Totally Disabled Under Title XIV-APDT of the Social Security Act (3-5 = Yes, 6-8 = No)	3-8	N	1	109		New field
hoh_dsabld	HOH receives Aid to the Aged, Blind, and Disabled Under Title XVI-AABD of the Social Security Act (3-5 = Yes, 6-8 = No)	3-8	N	1	110		New field
hoh_dsable	HOH receives Supplemental Security Income Under Title XVI-SSI of the Social Security Act (3-5 = Yes, 6-8 = No)	3-8	N	1	111		New field
hoh_marit	HOH Marital Status (1 = Single, never married 2 = Married, living together 3 = Married, but separated 4 = Widowed 5 = Divorced)	1-5	N	1	112		New field

| hoh_edul | HOH Educational Level (01-11 = Grade level completed in primary/secondary school including secondary level vocational school or adult high school 12 = High school diploma, GED, or National External Diploma Program 13 = Awarded Associate's Degree 14 = Awarded Bachelor's Degree 15 = Awarded graduate degree (Master's or higher) 16 = Other credentials (degree, certificate, diploma, etc.) 98 = No formal education 99 = Unknown) | 01-16, 98, 99 | N | 2 | 113 | | New field |
| hoh_chdsup | HOH Cooperation with Child Support (1 = Yes, adult (or minor child head-of-household) cooperated with child support 2 = No 9 = Not applicable) | 1, 2, 9 | N | 1 | 115 | | New field |

| hoh_ftime | HOH Number of Months Countable toward Federal Time Limit
(00 = 0 months
01 = 1 months
02 = 2 months
03 = 3 months
04 = 4 months
05 = 5 months
06 = 6 months
07 = 7 months
08 = 8 months
09 = 9 months
10 = 10 months
11 = 11 months
12 = 12 months
13 = 13 months
14 = 14 months
15 = 15 months
16 = 16 months
17 = 17 months
18 = 18 months
19 = 19 months
20 = 20 months
21 = 21 months
22 = 22 months
23 = 23 months
24 = 24 months
25 = 25 months
26 = 26 months
27 = 27 months
28 = 28 months
29 = 29 months
30 = 30 months
31 = 31 months | 00-62 | N | 2 | 116 | | New field |

32 = 32 months 33 = 33 months 34 = 34 months 35 = 35 months 36 = 36 months 37 = 37 months 38 = 38 months 39 = 39 months 40 = 40 months 41 = 41 months 42 = 42 months 43 = 43 months 44 = 44 months 45 = 45 months 46 = 46 months 47 = 47 months 48 = 48 months 49 = 49 months 50 = 50 months 51 = 51 to 52 months 52 = 53 to 54 months 53 = 55 to 56 months 54 = 57 to 58 months 55 = 59 to 60 months 56 = 61 to 65 months 57 = 66 to 70 months 58 = 71 to 75 months 59 = 76 to 85 months 60 = 86 to 100 months 61 = 101 to 125 months 62 = 126 or more months)						

hoh_stime	HOH Number of Countable Months Remaining Under State's (Tribe's) Time Limit (00 = 0 months or negative 01 = 1 months 02 = 2 months 03 = 3 months 04 = 4 months 05 = 5 months 06 = 6 months 07 = 7 months 08 = 8 months 09 = 9 months 10 = 10 months 11 = 11 months 12 = 12 months 13 = 13 months 14 = 14 months 15 = 15 months 16 = 16 months 17 = 17 months 18 = 18 months 19 = 19 months 20 = 20 months 21 = 21 months 22 = 22 months 23 = 23 months 24 = 24 months 25 = 25 months 26 = 26 months 27 = 27 months 28 = 28 months 29 = 29 months 30 = 30 months	00-60	N	2	118		New field

	31 = 31 months 32 = 32 months 33 = 33 months 34 = 34 months 35 = 35 months 36 = 36 months 37 = 37 months 38 = 38 months 39 = 39 months 40 = 40 months 41 = 41 months 42 = 42 months 43 = 43 months 44 = 44 months 45 = 45 months 46 = 46 months 47 = 47 months 48 = 48 months 49 = 49 months 50 = 50 months 51 = 51 months 52 = 52 months 53 = 53 months 54 = 54 months 55 = 55 months 56 = 56 months 57 = 57 months 58 = 58 months 59 = 59 months 60 = 60 or more months)					

hoh_employ	HOH Employment Status (1 = Employed 2 = Unemployed, looking for work 3 = Not in labor force (i.e., unemployed, not looking for work, includes discouraged workers))	1-3	N	1	120		New field
hoh_welig_verified	HOH Verified Work-Eligible Individual Indicator (3-5 = Yes, the individual is work eligible 6-8 = No, the individual is not work eligible)	3-8	N	1	121		New field
hoh_erned	HOH amount of earned income (00 = none 01 = $1 to $250 02 = $251 to $500 03 = $501 to $750 04 = $751 to $1,000 05 = $1,001 to $1,250 06 = $1,251 to $1,500 07 = $1,501 to $1,750 08 = $1,751 to $2,000 09 = $2,001 to $2,250 10 = $2,251 to $2,500 11 = $2,501 to $2,750 12 = $2,751 to $3,000 13 = $3,001 to $3,500 14 = $3,501 or more)	00-14	N	2	122		New field

hoh_unrnd	HOH total amount of unearned income (00 = none 01 = $1 to $50 02 = $51 to $100 03 = $101 to $250 04 = $251 to $500 05 = $501 to $750 06 = $751 to $1,000 07 = $1,001 to $1,250 08 = $1,251 to $1,500 09 = $1,501 to $2,000 10 = $2,001 or more)	00-10	N	2	124	For active records, this is calculated as the sum of the five unearned HOH income fields and then categorized. For closed cases, the unearned income data are reported in a single field for each individual.	New field

cash	Cash and cash equivalent assistance provided under the TANF or SSP program (dollar amount) (00 = none 01 = $1 to $25 02 = $26 to $50 03 = $51 to $75 04 =$76 to $100 05 = $101 to $125 06 = $126 to $150 07 = $151 to $175 08 = $176 to $200 09 = $201 to $225 10 = $226 to $250 11 = $251 to $275 12 = $276 to $300 13 = $301 to $325 14 = $326 to $350 15 = $351 to $375 16 = $376 to $400 17 = $401 to $425 18 = $426 to $450 19 = $451 to $475 20 = $476 to $500 21 = $501 to $525 22 = $526 to $550 23 = $551 to $575 24 = $576 to $600 25 = $601 to $625 26 = $626 to $650 27 = $651 to $675 28 = $676 to $700 29 = $701 to $725 30 = $726 to $750	00-38	N	2	126		Converted to range

	31 = $751 to $775 32 = $776 to $800 33 = $801 to $850 34 = $851 to $900 35 = $901 to $1,000 36 = $1,001 to $1,100 37 = $1,101 to $1,300 38 = $1,301 or more)					

num_mths	Cash and cash equivalent assistance provided under the TANF or SSP program (number of months) (000 = 0 months 001 = 1 months 002 = 2 months 003 = 3 months 004 = 4 months 005 = 5 months 006 = 6 months 007 = 7 months 008 = 8 months 009 = 9 months 010 = 10 months 011 = 11 months 012 = 12 months 013 = 13 months 014 = 14 months 015 = 15 months 016 = 16 months 017 = 17 months 018 = 18 months 019 = 19 months 020 = 20 months 021 = 21 months 022 = 22 months 023 = 23 months 024 = 24 months 025 = 25 months 026 = 26 months 027 = 27 months 028 = 28 months 029 = 29 months 030 = 30 months	000-121	N	3	128		Converted to range

031 = 31 months 032 = 32 months 033 = 33 months 034 = 34 months 035 = 35 months 036 = 36 months 037 = 37 months 038 = 38 months 039 = 39 months 040 = 40 months 041 = 41 months 042 = 42 months 043 = 43 months 044 = 44 months 045 = 45 months 046 = 46 months 047 = 47 months 048 = 48 months 049 = 49 months 050 = 50 months 051 = 51 months 052 = 52 months 053 = 53 months 054 = 54 months 055 = 55 months 056 = 56 months 057 = 57 months 058 = 58 months 059 = 59 months 060 = 60 months 061 = 61 months 062 = 62 months 063 = 63 months 064 = 64 months						

065 = 65 months 066 = 66 months 067 = 67 months 068 = 68 months 069 = 69 months 070 = 70 months 071 = 71 months 072 = 72 months 073 = 73 months 074 = 74 months 075 = 75 months 076 = 76 months 077 = 77 months 078 = 78 months 079 = 79 months 080 = 80 months 081 = 81 to 82 months 082 = 83 to 84 months 083 = 85 to 86 months 084 = 87 to 88 months 085 = 89 to 90 months 086 = 91 to 92 months 087 = 93 to 94 months 088 = 95 to 96 months 089 = 97 to 98 months 090 = 99 to 100 months 091 = 101 to 102 months 092 = 103 to 104 months 093 = 105 to 106 months 094 = 107 to 108 months 095 = 109 to 110 months 096 = 111 to 112 months 097 = 113 to 114 months 098 = 115 to 116 months						

	099 = 117 to 118 months 100 = 119 to 120 months 101 = 121 to 122 months 102 = 123 to 124 months 103 = 125 to 126 months 104 = 127 to 128 months 105 = 129 to 130 months 106 = 131 to 135 months 107 = 136 to 140 months 108 = 141 to 145 months 109 = 146 to 150 months 110 = 151 to 155 months 111 = 156 to 160 months 112 = 161 to 165 months 113 = 166 to 170 months 114 = 171 to 175 months 115 = 176 to 180 months 116 = 181 to 185 months 117 = 186 to 190 months 118 = 191 to 200 months 119 = 201 to 225 months 120 = 226 to 300 months 121 = 251 or more months)					

ccare	TANF Child Care (amount) (0 = $0 1 = $1 to $250 2 = $251 to $500 3 = $501 to $1,000 4 = $1,001 or more)	0-4	N	1	131		Converted to range
chd_cov	TANF Child Care (children covered) (0 = 0 children 1 = 1 child 2 = 2 or more children)	0-2	N	1	132		Converted to range
cc_mnths	TANF Child Care (number of months) (0 = 0 months 1 = 1 months 2 = 2 months 3 = 3 months 4 = 4 to 6 months 5 = 7 to 12 months 6 = 13 to 24 months 7 = 25 or more months)	0-7	N	1	133		Converted to range
transpa	Transportation (amount) (0 = $0 1 = $1 to $25 2 = $26 to $50 3 = $51 to $75 4 = $76 to $100 5 = $101 to $125 6 = $126 to $150 7 = $151 to $200 8 = $201 or more)	0-8	N	1	134		Converted to range

transpn	Transportation (number of months) (00 = 0 months 01 = 1 months 02 = 2 months 03 = 3 months 04 = 4 months 05 = 5 months 06 = 6 months 07 = 7 months 08 = 8 months 09 = 9 months 10 = 10 months 11 = 11 months 12 = 12 months 13 = 13 to 14 months 14 = 15 to 20 months 15 = 21 to 25 months 16 = 26 to 30 months 17 = 31 to 40 months 18 = 41 or more months)	00-18	N	2	135		Converted to range

sanc_red	Total Dollar Amount of Reductions due to Sanctions (00 = none 01 = $1 to $25 02 = $26 to $50 03 = $51 to $75 04 = $76 to $100 05 = $101 to $125 06 = $126 to $150 07 = $151 to $175 08 = $176 to $200 09 = $201 to $250 10 = $251 to $300 11 = $301 to $500 12 = $501 or more)	00-12	N	2	137		Converted to range
worksanc	Work Requirements Sanction (3-5 = Yes 6-8 = No)	3-8	N	1	139		Adjusted T/F value to include random variation.
sanc_adl	Family Sanction for an Adult with No High School Diploma or Equivalent (3-5 = Yes 6-8 = No)	3-8	N	1	140		Adjusted T/F value to include random variation.
sancteen	Sanction for Teen Parent not Attending School (3-5 = Yes 6-8 = No)	3-8	N	1	141		Adjusted T/F value to include random variation.
non_coop	Non-Cooperation with Child Support (3-5 = Yes 6-8 = No)	3-8	N	1	142		Adjusted T/F value to include random variation.

f2comply	Failure to Comply with an Individual Responsibility Plan (3-5 = Yes 6-8 = No)	3-8	N	1	143		Adjusted T/F value to include random variation.
oth_sanc	Other Sanction (3-5 = Yes 6-8 = No)	3-8	N	1	144		Adjusted T/F value to include random variation.
recoup	Recoupment of Prior Overpayment (0 = none 1 = $1 to $25 2 = $26 to $50 3 = $51 or more)	0-3	N	1	145		Converted to range
oth_redu	Total Dollar Amount of Reductions due to Other Reasons (00 = none 01 = $1 to $25 02 = $26 to $50 03 = $51 to $75 04 = $76 to $100 05 = $101 to $150 06 = $151 to $200 07 = $201 to $250 08 = $251 to $300 09 = $301 to $400 10 = $401 to $500 11 = $501 or more)	00-11	N	2	146		Converted to range
fam_cap	Family Cap (3-5 = Yes 6-8 = No)	3-8	N	1	148		Adjusted T/F value to include random variation.

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red_recp	Reduction Based on Length of Receipt of Assistance (3-5 = Yes 6-8 = No)	3-8	N	1	149		Adjusted T/F value to include random variation.
oth_nsan	Other, Non-sanction (3-5 = Yes 6-8 = No)	3-8	N	1	150		Adjusted T/F value to include random variation.

tlexempt	Is the TANF Family Exempt from the Federal Time-Limit Provisions (01 = Family is not exempt from Federal time limit. 02 = Yes, because no head-of-household or spouse of the head-of-household in the eligible family is receiving assistance. 03 = Yes, assistance to family is funded entirely from State-only funds 04 = Yes, because the family is living in Indian country or an Alaskan native village, where at least 50 percent of the adults living in the Indian country or Alaskan native village are not employed. 05 = Code no longer in use 06 = Yes, because assistance to the family is funded entirely from State-only funds 07 = Yes, due to a hardship exemption, battery, or extreme cruelty 08 = Yes, based on a federally recognized good cause domestic violence waiver of time limits. 09 = Yes, because the head-of-household or the spouse of the head-of-household is living in Indian country or an Alaskan native village, where at least 50 percent of whose adults are not employed. 10 = Code no longer in use 11 = Code no longer in use)	00-11	N	2	151		Added zero padding

affil	Family Affiliation (1 = Member of the eligible family receiving assistance Other codes indicate not in eligible family receiving assistance, but in the household: 2 = Parent of minor child in the eligible family receiving assistance 3 = Caretaker relative of minor child in the eligible family receiving assistance 4 = Minor sibling of child in the eligible family receiving assistance 5 = Person whose income or resources are considered in determining eligibility for or amount of assistance for the eligible family receiving assistance)	1-5	N	1	153		
ncp	Noncustodial Parent Indicator (3-5 = Yes, a noncustodial parent 6-8 = No)	3-8	N	1	154		Adjusted T/F value to include random variation.
birth_year	year of birth	1900-2022	N	4	155		
birth_month	month of birth	01-12	N	2	159		Added zero padding
hispan	Race/Ethnicity - Hispanic or Latino (3-5 = Yes, 6-8 = No)	3-8	N	1	161		Adjusted T/F value to include random variation.
native	Race/Ethnicity - American Indian or Alaska Native (3-5 = Yes, 6-8 = No)	3-8	N	1	162		Adjusted T/F value to include random variation.

asian	Race/Ethnicity - Asian (3-5 = Yes, 6-8 = No)	3-8	N	1	163		Adjusted T/F value to include random variation.
black	Race/Ethnicity - Black or African American (3-5 = Yes, 6-8 = No)	3-8	N	1	164		Adjusted T/F value to include random variation.
hawaia	Race/Ethnicity - Native Hawaiian or Other Pacific Islander (3-5 = Yes, 6-8 = No)	3-8	N	1	165		Adjusted T/F value to include random variation.
white	Race/Ethnicity - White (3-5 = Yes, 6-8 = No)	3-8	N	1	166		Adjusted T/F value to include random variation.
gender	Gender (1=Male, 2=Female)	1, 2	N	1	167		
dsabla	Receives Federal Disability Insurance Benefits Under the Social Security OASDI Program (Title II of the Social Security Act) (3-5 = Yes, 6-8 = No)	3-8	N	1	168		Adjusted T/F value to include random variation.
dsablb	Receives Benefits Based on Federal Disability Status Under Non-Social Security Act Programs (3-5 = Yes, 6-8 = No)	3-8	N	1	169		Adjusted T/F value to include random variation.
dsablc	Receives Aid to the Permanently and Totally Disabled Under Title XIV-APDT of the Social Security Act (3-5 = Yes, 6-8 = No)	3-8	N	1	170		Adjusted T/F value to include random variation.
dsabld	Receives Aid to the Aged, Blind, and Disabled Under Title XVI-AABD of the Social Security Act (3-5 = Yes, 6-8 = No)	3-8	N	1	171		Adjusted T/F value to include random variation.

dsable	Receives Supplemental Security Income Under Title XVI-SSI of the Social Security Act (3-5 = Yes, 6-8 = No)	3-8	N	1	172		Adjusted T/F value to include random variation.
marit	Marital Status (1 = Single, never married 2 = Married, living together 3 = Married, but separated 4 = Widowed 5 = Divorced)	1-5	N	1	173		
relat	Relationship to Head-of-Household (01 = Head-of-household 02 = Spouse 03 = Parent 04 = Daughter or son (Natural or adoptive) 05 = Stepdaughter or stepson 06 = Grandchild or great grandchild 07 = Other related person (brother, niece, cousin) 08 = Foster child 09 = Unrelated child 10 = Unrelated adult)	01-10	N	2	174		Added zero padding
parent	Parent With Minor Child In the Family (1 = Yes, a parent with a minor child in the family and used in two-parent participation rate 2 = Yes, a parent with a minor child in the family, but not used in two-parent participation rate 3 = No)	1-3	N	1	176		

needpg	Needs of a Pregnant Woman (3-5 = Yes, additional needs associated with pregnancy are considered in determining the amount of assistance 6-8 = No)	3-8	N	1	177		Adjusted T/F value to include random variation.
edul	Educational Level (01-11 = Grade level completed in primary/secondary school including secondary level vocational school or adult high school 12 = High school diploma, GED, or National External Diploma Program 13 = Awarded Associate's Degree 14 = Awarded Bachelor's Degree 15 = Awarded graduate degree (Master's or higher) 16 = Other credentials (degree, certificate, diploma, etc.) 98 = No formal education 99 = Unknown)	01-16, 98, 99	N	2	178		Added zero padding
citzn	Citizenship/Alienage (1 = U.S. citizen, including naturalized citizens 2 = Qualified alien 9 = Unknown)	1, 2, 9	N	1	180		
chdsup	Cooperation with Child Support (1 = Yes, adult (or minor child head-of-household) cooperated with child support 2 = No 9 = Not applicable)	1, 2, 9	N	1	181		

ftime	Number of Months Countable toward Federal Time Limit (00 = 0 months 01 = 1 months 02 = 2 months 03 = 3 months 04 = 4 months 05 = 5 months 06 = 6 months 07 = 7 months 08 = 8 months 09 = 9 months 10 = 10 months 11 = 11 months 12 = 12 months 13 = 13 months 14 = 14 months 15 = 15 months 16 = 16 months 17 = 17 months 18 = 18 months 19 = 19 months 20 = 20 months 21 = 21 months 22 = 22 months 23 = 23 months 24 = 24 months 25 = 25 months 26 = 26 months 27 = 27 months 28 = 28 months 29 = 29 months 30 = 30 months 31 = 31 months	00-62	N	2	182		Converted to range

32 = 32 months 33 = 33 months 34 = 34 months 35 = 35 months 36 = 36 months 37 = 37 months 38 = 38 months 39 = 39 months 40 = 40 months 41 = 41 months 42 = 42 months 43 = 43 months 44 = 44 months 45 = 45 months 46 = 46 months 47 = 47 months 48 = 48 months 49 = 49 months 50 = 50 months 51 = 51 to 52 months 52 = 53 to 54 months 53 = 55 to 56 months 54 = 57 to 58 months 55 = 59 to 60 months 56 = 61 to 65 months 57 = 66 to 70 months 58 = 71 to 75 months 59 = 76 to 85 months 60 = 86 to 100 months 61 = 101 to 125 months 62 = 126 or more months)						

stime	Number of Countable Months Remaining Under State's (Tribe's) Time Limit (00 = 0 months or negative 01 = 1 months 02 = 2 months 03 = 3 months 04 = 4 months 05 = 5 months 06 = 6 months 07 = 7 months 08 = 8 months 09 = 9 months 10 = 10 months 11 = 11 months 12 = 12 months 13 = 13 months 14 = 14 months 15 = 15 months 16 = 16 months 17 = 17 months 18 = 18 months 19 = 19 months 20 = 20 months 21 = 21 months 22 = 22 months 23 = 23 months 24 = 24 months 25 = 25 months 26 = 26 months 27 = 27 months 28 = 28 months 29 = 29 months 30 = 30 months 31 = 31 months	00-60	N	2	184		Converted to range

	32 = 32 months 33 = 33 months 34 = 34 months 35 = 35 months 36 = 36 months 37 = 37 months 38 = 38 months 39 = 39 months 40 = 40 months 41 = 41 months 42 = 42 months 43 = 43 months 44 = 44 months 45 = 45 months 46 = 46 months 47 = 47 months 48 = 48 months 49 = 49 months 50 = 50 months 51 = 51 months 52 = 52 months 53 = 53 months 54 = 54 months 55 = 55 months 56 = 56 months 57 = 57 months 58 = 58 months 59 = 59 months 60 = 60 or more months)						

stexem	Is Current Month Exempt from the State's (Tribe's) Time Limit (1 = Yes, adult (or minor child head-of-household) is exempt from the State's (Tribe's) time limit for the reporting month 2 = No 3 = Not applicable, no State (Tribal) time limit)	1-3	N	1	186		
employ	Employment Status (1 = Employed 2 = Unemployed, looking for work 3 = Not in labor force (i.e., unemployed, not looking for work, includes discouraged workers))	1-3	N	1	187		

welig	Work-Eligible Individual Indicator (01 = Yes, an adult (or minor child head-of-household) receiving assistance 02 = Yes, a non-recipient parent due to a sanction 03 = Yes, a non-recipient parent due to a time limit 04 = Yes, a non-recipient parent receiving SSI, SSDI, or Adult Program assistance (aid to the needy aged, blind and disabled in the Territories) or a recipient parent receiving SSDI; and State or Territory opts to include 05 = Yes, a non-recipient parent due to other reasons 06 = No, a non-recipient, but not a parent 07 = No, an ineligible non-citizen due to his/her immigration status 08 = No, a non-recipient parent receiving SSI or Adult Program assistance (aid to the needy aged, blind and disabled) in the Territories 09 = No, parent caring for a disabled family member in the home 10 = No, a parent receiving SSDI (and State or Territory opts to exclude) 11 = No, a non-recipient, noncustodial parent 12 = No, a deceased individual who died in a month preceding the report month and, due to State requirements to provide timely notification to the family before reducing the grant or other	01-12	N	2	188		Added zero padding

	reasons (e.g., the family failed to report the death to the TANF agency), the family's grant for the report month included the deceased individual's needs)						
welig_verified	Verified Work-Eligible Individual Indicator (3-5 = Yes, the individual is work eligible	3-8	N	1	190		Adjusted T/F value to include random variation.

	6-8 = No, the individual is not work eligible)						
wps	Work Participation Status (01 = Disregarded from participation rate, single custodial parent with child under 12 months. There is a 12-month lifetime limit on disregarding a family from the all families work participation rate (i.e., the overall work participation rate) for this reason. 02 = Disregarded from participation rate because both of the following apply: required to participate, but not participating; and subject to sanction for refusing to participate in work activities for the reporting month, but not subject to sanction for more than 3 months within the preceding 12-month period (Note: "subjected to a sanction" for refusing to participate in work activities means the State has actually imposed a penalty to reduce or terminate assistance. During a conciliation or notice period, before the State actually reduces or terminates the family's grant, a family is not "subjected to a sanction.") 03 = Code no longer in use 04 = Code no longer in use 05 = Disregarded from participation rate based on participation in a Tribal Work Program 06 = Exempt, single custodial parent with child under age 6 and child care	01-19, 99	N	2	191		Added zero padding

| | unavailable
07 = Exempt, disabled (not using an extended definition under a State waiver).
08 = Exempt, caring for a severely disabled child (not using an extended definition under a State waiver).
09 = Exempt, under a federally recognized good cause domestic violence waiver.
10 = Exempt, State waiver.
11 = Exempt, other.
12 = Required to participate, but not participating; subject to sanction for refusing to participate in work activities for the reporting month; and subject to such a sanction for more than 3 months within the preceding 12-month period.
13 = Required to participate, but not participating; and subject to sanction for refusing to participate in work activities for the reporting month, but not subject to such a sanction for more than 3 months within the preceding 12-month period.
14 = Required to participate, but not participating; and not subject to a work sanction for the reporting month.
15 = Deemed engaged in work -- single teen head-of-household or married teen who maintains satisfactory school attendance.
16 = Deemed engaged in work -- single teen head-of-household or married teen | | | | | | |

	who participates in education directly related to employment for an average of at least 20 hours per week during the reporting month. 17 = Deemed engaged in work -- parent or relative (who is the only parent or caretaker relative in the family) with child under age 6 and parent engaged in core work activities for at least 20 hours per week. 18 = Required to participate and participating, but not meeting minimum participation requirements. 19 = Required to participate and meeting minimum participation requirements. 99 = Not applicable (e.g., not a work-eligible individual; person living in household and whose income or resources are counted in determining eligibility for or the amount of assistance for the family receiving assistance, but is not in the eligible family receiving assistance or noncustodial parent that the State opted to exclude in determining participation rate).)						

usemp	Unsubsidized Employment (average number of hours of participation per week for the report month) (00 = 0 hours 01 = 1 hour 02 = 2 to 3 hours 03 = 4 to 5 hours 04 = 6 to 7 hours 05 = 8 to 9 hours 06 = 10 to 11 hours 07 = 12 to 13 hours 08 = 14 to 15 hours 09 = 16 to 19 hours 10 = 20 hours 11 = 21 hours 12 = 22 hours 13 = 23 hours 14 = 24 hours 15 = 25 hours 16 = 26 hours 17 = 27 hours 18 = 28 hours 19 = 29 hours 20 = 30 hours 21 = 31 hours 22 = 32 hours 23 = 33 hours 24 = 34 hours 25 = 35 hours 26 = 36 hours 27 = 37 hours 28 = 38 hours 29 = 39 hours 30 = 40 hours	00-42	N	2	193		Converted to range

	31 = 41 hours 32 = 42 hours 33 = 43 hours 34 = 44 hours 35 = 45 hours 36 = 46 hours 37 = 47 to 48 hours 38 = 49 to 50 hours 39 = 51 to 55 hours 40 = 56 to 60 hours 41 = 61 to 70 hours 42 = 71 or more hours)						

prvemp	Subsidized Private-Sector Employment (average number of hours of participation per week for the report month) (0 = 0 hours 1 = 1 to 20 hours 2 = 21 or more hours)	0-2	N	1	195		Converted to range
jexpr_hop	Work Experience - hours of participation (0 = 0 hours 1 = 1 to 5 hours 2 = 6 to 10 hours 3 = 11 to 15 hours 4 = 16 to 20 hours 5 = 21 to 28 hours 6 = 29 or more hours)	0-6	N	1	196		Converted to range
jsrch_hop	Job Search and Job Readiness Assistance - hours of participation (0 = 0 hours 1 = 1 to 5 hours 2 = 6 to 10 hours 3 = 11 to 15 hours 4 = 16 to 20 hours 5 = 21 to 30 hours 6 = 31 or more hours)	0-6	N	1	197		Converted to range
comser_hop	Community Service Programs - hours of participation (0 = 0 hours 1 = 1 to 10 hours 2 = 11 to 20 hours 3 = 21 or more hours)	0-3	N	1	198		Converted to range

vocat_hop	Vocational Educational Training - hours of participation (0 = 0 hours 1 = 1 to 10 hours 2 = 11 to 20 hours 3 = 21 to 30 hours 4 = 31 or more hours)	0-4	N	1	199		Converted to range
jskil_hop	Job Skills Training Directly Related to Employment - hours of participation (0 = 0 hours 1 = 1 to 5 hours 2 = 6 to 10 hours 3 = 11 or more hours)	0-3	N	1	200		Converted to range
edemp_hop	Individual had any hours of participation for education Directly Related to Employment for an Individual with NO High School Diploma or Certificate of High School Equivalency (3-5 = Yes, 6-8 = No)	3-8	N	1	201		Changed to T/F
schat_hop	Individual had any hours of participation for satisfactory School Attendance for Individuals with No High School Diploma or Certificate of High School Equivalency (3-5 = Yes, 6-8 = No)	3-8	N	1	202		Changed to T/F

erned	Amount of Earned Income (00 = none 01 = $1 to $250 02 = $251 to $500 03 = $501 to $750 04 = $751 to $1,000 05 = $1,001 to $1,250 06 = $1,251 to $1,500 07 = $1,501 to $1,750 08 = $1,751 to $2,000 09 = $2,001 to $2,250 10 = $2,251 to $2,500 11 = $2,501 to $2,750 12 = $2,751 to $3,000 13 = $3,001 to $3,500 14 = $3,501 or more)	00-14	N	2	203		Converted to range
eitc	Indicates whether the individual has unearned income from EITC (3-5 = Yes, 6-8 = No)	3-8	N	1	205		Changed to T/F
socty	Amount of Unearned Income - Social Security (0 = none 1 = $1 to $750 2 = $751 to $1,000 3 = $1,001 or more)	0-3	N	1	206		Converted to range
ssi	Amount of Unearned Income - SSI (0 = none 1 = $1 to $250 2 = $251 to $500 3 = $501 to $750 4 = $751 or more)	0-4	N	1	207		Converted to range

wcomp	Indicates whether the individual has unearned income from worker's compensation (3-5 = Yes, 6-8 = No)	3-8	N	1	208		Changed to T/F
xunen	Amount of Unearned Income - Other (00 = none 01 = $1 to $50 02 = $51 to $100 03 = $101 to $150 04 = $151 to $200 05 = $201 to $250 06 = $251 to $300 07 = $301 to $350 08 = $351 to $400 09 = $401 to $500 10 = $501 to $750 11 = $751 to $1,000 12 = $1,001 to $2,000 13 = $2,001 or more)	00-13	N	2	209		Converted to range
unrnd	Amount of Unearned Income (00 = none 01 = $1 to $50 02 = $51 to $100 03 = $101 to $250 04 = $251 to $500 05 = $501 to $750 06 = $751 to $1,000 07 = $1,001 to $1,250 08 = $1,251 to $1,500 09 = $1,501 to $2,000 10 = $2,001 or more)	00-10	N	2	211	For active records, this is calculated as the sum of the five unearned income fields detailed above and then categorized. For closed cases, the unearned income data are reported in a single field for each individual.	Converted to ranges; new field for active records and moved from case closings layout for closed records.

rea_clos	Reason for Closure (01 = Employment and/or excess earnings 02 = Marriage 03 = Federal five-year time limit Sanctions 04 = Work-related sanction 05 = Child support sanction 06 = Teen parent failing to meet school attendance requirement 07 = Teen parent failing to live in an adult setting 08 = Failure to finalize an individual responsibility plan (e.g., did not sign plan) 09 = Failure to meet individual responsibility plan provision or other behavioral requirements (e.g., immunize a minor child, attend parenting classes) State (Tribal) Policies 10 = State (Tribal) time limit, if different than Federal 11 = Child support collected 12 = Excess unearned income (exclusive of child support collected) 13 = Excess resources 14 = Youngest child too old to qualify for assistance 15 = Minor child absent from the home for a significant time period 16 = Failure to appear at eligibility/redetermination appointment,	01-19, 99	N	2	213		Moved from case closings layout; added zero padding

	submit required verification materials, and/or cooperate with eligibility requirements 17 = Transfer to separate State MOE program 18 = Family served by a Tribal TANF program or Tribal New program Other 19 = Family voluntarily closes the case 99 = Other)					

Research Disclosure: TANF EMPLOYMENT PROJECT

Overview of TEP Jurisdictions[1]

Jurisdiction	Current Trajectories Cohort	Great Recession Cohort	TANF Leavers Cohort		
			2011	2013	2015
Alabama	33,472	70,561	24,076	20,993	14,571
Alaska	14,728	14,269	5,315	5,505	4,743
Arizona	32,265	134,352	26,699	23,391	15,560
Arkansas	13,211	6,233	1,477	1,343	1,207
California	14,073	7,939	1,240	2,094	892
Colorado	24,687	11,296	15,275	18,610	22,669
Connecticut	11,204	5,433	1,137	1,176	1,189
Delaware	12,915	15,175	5,878	5,186	4,299
District of Columbia	22,056	30,069	10,648	8,170	7,530
Florida	12,221	7,602	1,319	1,290	1,260
Georgia	40,981	72,227	16,412	15,698	11,566
Guam	3,280	4,439	1,383	1,620	1,475
Hawaii	21,163	26,710	9,279	10,280	8,534
Idaho	6,624	6,180	1,536	1,749	1,541
Illinois	12,300	9,065	1,885	1,821	1,798
Indiana	34,391	162,026	56,673	16,845	10,971
Iowa	44,092	65,146	23,228	20,979	16,831
Kansas	11,690	8,611	1,596	1,525	1,495
Kentucky	61,773	83,278	27,626	25,051	20,589
Louisiana	19,775	37,362	10,332	7,759	4,934
Maine	16,618	33,820	10,311	8,570	5,764
Maryland	9,908	5,726	1,521	1,600	1,571
Massachusetts	13,136	7,465	1,356	1,371	1,263
Michigan	10,579	6,889	1,085	1,116	1,068
Minnesota	66,795	76,381	25,416	23,777	20,400
Mississippi	8,792	7,673	1,345	1,288	1,095

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[1] This table includes the SSNs from the March match file and identifies all states associated with those SSNs in either Section 1 or Section 2 at any time. This mirrors how we will create the pass-through files. As a result, SSNs are counted across multiple states. The unduplicated totals at the bottom adjust the counts to reflect SSNs that appear across different states. Also, some of these SSNs are duplicated across cohorts, so the sum of the unduplicated row (4,976,211) is larger than the number of unique SSNs in the March match file (4,009,905).

Missouri	46,119	92,993	31,464	29,657	22,195
Montana	19,216	16,935	7,109	5,778	5,161
Nebraska	23,001	31,896	11,370	8,951	7,834
Nevada	12,492	8,697	1,725	1,603	1,624
New Hampshire	12,177	19,691	6,342	4,923	4,063
New Jersey	58,350	113,769	34,638	32,888	30,313
New Mexico	13,200	7,186	1,340	1,292	464
New York	11,418	6,639	1,211	1,251	1,296
North Carolina	11,619	5,780	1,127	1,184	1,225
North Dakota	6,179	9,249	2,869	2,434	2,037
Ohio	27,311	50,469	2,653	2,459	2,256
Oklahoma	18,839	30,945	8,688	6,663	5,395
Oregon	61,999	78,398	28,738	25,713	26,329
Pennsylvania	41,312	13,229	47,302	55,636	54,577
Puerto Rico	9,645	7,812	1,628	1,843	1,986
Rhode Island	17,190	27,416	7,844	7,901	6,769
South Carolina	11,061	6,335	1,179	1,160	1,173
South Dakota	9,942	6,887	1,416	1,274	1,032
Tennessee	17,788	193,085	55,399	46,866	2,285
Texas	7,663	5,534	661	679	630
Utah	18,658	25,312	8,858	6,017	5,526
Vermont	13,815	15,097	7,259	8,308	6,520
Virgin Islands	520	1,746	589	354	276
Virginia	61,836	99,817	30,359	26,643	20,712
Washington	128,624	199,692	80,352	62,126	47,544
West Virginia	10,011	8,483	1,694	1,734	1,687
Wisconsin	60,225	63,590	24,071	24,296	24,998
Wyoming	2,219	1,047	402	453	407
Unknown State (FY20)	*158,738*	*0*	*0*	*0*	*0*
Unduplicated Total in Cohort as of March 2021 File Submission	**1,373,310**	**1,960,266**	**649,636**	**557,815**	**435,184**

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Child Support Enforcement

and

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Planning, Research and Evaluation
AND
Office of Family Assistance

CERTIFICATE OF DESTRUCTION OF INFORMATION

Research Disclosure: TANF EMPLOYMENT PROJECT

The Memorandum of Understanding, hereinafter "agreement," between the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Support Enforcement, and Administration for Children and Families, Office of Planning, Research and Evaluation, and Office of Family Assistance, signed on [DATE], defines the purposes, authority, and terms of the information comparisons that occur between those agencies.

Privacy Act guidance requires agencies to develop procedures for retention and disposition of records. An agreement should contain a provision for retention of records by governmental and non-governmental entities and specify the records retained and the retention periods. OMB M-14-06, *Guidance for Providing and Using Administrative Data for Statistical Purposes,* 7(d) (Feb. 14, 2014).

[Section VII] of the agreement sets forth the retention and disposition requirements for information obtained under the agreement as follows:

　[Paste applicable retention and disposition sections]

The agreement expires on [DATE].

By the signature below, OPRE and OFA hereby certify that all information obtained under the agreement was destroyed, as required, on [DATE].

By the signature below, the authorized official certifies this statement.

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Planning, Research and Evaluation
AND
Office of Family Assistance

[signed by official that signed MOU, or that is responsible for destruction of data] [title]	**Date**