

**Standard State Agency Claim Form
Assistance and Administration Relating to
TANF Summer Youth Employment Programs**

Revised 5/15/02

Final Report

LWIA Number and Name: _____

Month of Report: _____

Expenditures on Non-Assistance: Work Related Activities/Expenses	Federal TANF Expenditures			
	Monthly		Cumulative	
	FA	200%	FA	200%
a) Work Subsidies				
b) Education				
c) Other Work Activities/Expenses				
d) Administration				
Total Expenditures on Non-Assistance:				

I certify that this claim represents the true value of care furnished by the above LWIA, for the persons described in the roll specified, and that such care was furnished on written authorization of the N.Y.S. Department of Family Assistance.

In the case of Administration and Training Costs, I certify that the claimed expenditures were necessary and required in the administration of temporary assistance and care pursuant to Social Services Law, and that no part of such expenditures have been claimed previously, except as stated herein.

<i>Signature:</i>	<i>Title:</i>	<i>Date Signed:</i>
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**TANF SUMMER YOUTH REPORT FORM/
STANDARD STATE AGENCY CLAIM FORM (3148A)**

INSTRUCTIONS FOR COMPLETION

- 1) On the line labeled LWIA Number and Name, enter the Local Workforce Investment Area name.
- 2) The time period of claim is the month the report is being completed for.
- 3) All expenditures must be identified and reported separately for participants on Family Assistance (TANF) and those who are eligible under 200% of poverty level. The following is an explanation of expenditures to be reported:
- 4) Work Related Activities/Expenses – Monthly
 - a) Enter the LWIA's Monthly expenditures for the following categories:
 - b) Work subsidies-include payments to employers or third parties to help cover the costs of employee wages, benefits, supervision or training. Do not include any expenditure related to payments to participants in community service and work experience activities that are within the definition of assistance.
 - c) Education-expenditures on educational activities recognized as work activities or as a supplement to such activities, including secondary education, adult education, GED, ESL classes, education directly related to employment, educational training and post secondary education. This does not include the costs associated with early childhood education, after school or summer enrichment programs for children in elementary or Junior High School.
 - d) Other Work Activities/Expenses
 - (1) Expenditures for work activities not reported as education or work subsidies. This would include staff costs related to providing work experience and community service activities, on-the-job training and training provided as vocational education training.
 - (2) Related Services such as employment counseling coaching, job development, information and referral outreach to business and non-professionals.
 - (3) Other work related expenses such as work clothing, equipment, and transportation to or from work.
 - e) Administration-expenditures for administrative costs.
 - f) Total-enter the sum of lines a through d.

5) Work Related Activities/Expenses-Cumulative

- a) Enter the cumulative total of the LWIA's expenditures for the following categories since the beginning of the TANF Summer Youth Program 2002 (April 1, 2002) to the end of the month being reported.
- b) Work subsidies-include payments to employers or third parties to help cover the costs of employee wages, benefits, supervision or training. Do not include any expenditure related to payments to participants in community service and work experience activities that are within the definition of assistance.
- c) Education-expenditures on educational activities recognized as work activities or as a supplement to such activities, including secondary education, adult education, GED, ESL classes, education directly related to employment, educational training and post secondary education. This does not include the costs associated with early childhood education, after school or summer enrichment programs for children in elementary or Junior High School.
- d) Other Work Activities/Expenses
 - (1) Expenditures for work activities not reported as education or work subsidies. This would include staff costs related to providing work experience and community service activities, on-the-job training and training provided as vocational education training.
 - (2) Related Services such as employment counseling coaching, job development, information and referral outreach to business and non-professionals.
 - (3) Other work related expenses such as work clothing, equipment, and transportation to or from work.
- e) Administration-expenditures for administrative costs.
- f) Total-enter the sum of lines a through d.

Additionally, the Local Workforce Investment Area should, on a monthly basis, complete a NYSDOL Form 4727A (State Agency Report on TANF and TANF Maintenance of Effort Programs) and Monthly Summary of Daily Cash Transactions (MSDCT) report for the TANF Summer Youth Funds. These forms and instructions for their completion are included.

Each report must be signed, contain the signatory title and dated. The reports are to be submitted by the 20th day of the month following expenditure. The original and one copy of these reports should be submitted to your State Representative. Additionally, a faxed copy of the completed reports should be sent to Robin Holmes at (518) 485-6577.

If you have any questions regarding these reports, contact Robin Holmes at (518) 457-1419 or e-mail at usarel@labor.state.ny.us