

## STATE AGENCY REPORT ON TANF AND TANF MAINTENANCE-OF-EFFORT PROGRAMS

*Submit this report each time a Standard State Agency Claim Form (OTDA-3184A) is submitted for a TANF or TANF Maintenance-of-Effort Program.*

## SECTION I

**INSTRUCTIONS FOR SECTION I: Complete Section I of the report each time that a DOL-3148A is submitted for a TANF or TANF Maintenance-of-Effort Program.**

I certify that all families for which expenditures are claimed meet New York State's criteria for eligible families and that the expenditures being claimed are not matching funds for any federal funds.

<b>SIGNATURE:</b>	<b>TYPED OR PRINTED NAME:</b>
<b>TITLE:</b>	<b>DATE:</b>
<b>1. Program Name:</b> TANF SUMMER YOUTH	
<b>2. Agency Name:</b>	
<b>3. Total Expenditures:</b> \$	
<b>4a. Year and Month Covered by the Claim:</b>	
<b>4b. Number of Families Served in the Month Covered by the Claim:</b>	

## SECTION II

**INSTRUCTIONS FOR SECTION II: Complete Section II of the report the first time that a DOL 3184A is submitted for a TANF or TANF Maintenance-of-Effort Program, and any time that the characteristics of the program change.**

**1. Describe the major activities and major types of benefits and service provided under the program.**

**INSTRUCTIONS FOR COMPLETION OF FORM 4727A  
STATE AGENCY REPORT ON TANF AND TANF  
MAINTENANCE-OF-EFFORT PROGRAMS**

In addition to completing DOL Form 3148A (Standard State Agency Claim Form, Assistance and Administration Relating to Summer Youth Employment Programs), Local Areas must submit the attached form NYSDOL 4727A (State Agency Report of TANF and TANF Maintenance-of-Effort Programs). This report is due on the 20<sup>th</sup> day of the month following expenditure.

Complete the following:

**Information/Attestation Blocks:**

Signature – The individual signing should be one of the individuals authorized to sign the cash reports for the Local Workforce Investment Area.

Typed or Printed Name – This should be the name of the individual who is signing the report for the Local Workforce Investment Area.

Title – Type or print in the title of the individual signing the report for the Local Workforce Investment Area.

Date – Input the date that the report is being signed by the authorized individual.

**Section I:**

Question 1 – The program name has been completed (TANF Summer Youth).

Question 2 – Agency Name – input the name of the Local Workforce Investment Area you are completing the report for.

Question 3 – Total Expenditures – input the total monthly expenditures incurred for by the Local Workforce Investment Area for the month being reported. (NOTE – this should match the total of the expenditures reported on form 3148A, which corresponds to the month you are reporting.)

Question 4(a) – Enter the Year and Month being reported.

Question 4(b) – Enter the number of families served during the month being reported.

**Section II:**

The Local Workforce Investment Area should describe in general terms the major activities, services and benefits provided under the program during the month being reported. It is possible that this information may not vary much from month to month if the focus/services/activities remain the same.

Completed form 4727A should be submitted by the 20<sup>th</sup> day of the month following expenditure. A copy of this report should be faxed to Robin Holmes at (518) 485-6577. The original and one copy should be sent to the Local Workforce Investment Area's State Representative.

If you have any questions regarding the completion of this form, please contact your State Representative or Robin Holmes at (518) 457-1419.