SSP-MOE Data Report - Section Two
Disaggregated Data Collection
for Families No Longer Receiving Assistance
under the Separate State Program(s)

INSTRUCTIONS AND DEFINITIONS

General Instruction: The State agency should collect and report data for each data element. The data must be complete (unless explicitly instructed to leave the field blank) and accurate (i.e., correct).

An "Unknown" code may appear only on four data elements: (#14 Date of Birth, #15 Social Security Number, #23 Educational Level, and #24 Citizenship/Alienage). For these data elements, unknown is not an acceptable code for individuals who are members of the eligible family receiving assistance (i.e., family affiliation code "1"). States are not expected to track closed cases in order to collect information on families for months after the family has left the rolls. Rather it is acceptable to report based on the last month of assistance.

1.   State FIPS Code: Enter your two-digit State code from the following listing. These codes are the standard codes used by the National Institute of Standards and Technology.

State	Code	State	Code
Alabama	01	Montana	30
Alaska	02	Nebraska	31
American Samoa	60	Nevada	32
Arizona	04	New Hampshire	33
Arkansas	05	New Jersey	34
California	06	New Mexico	35
Colorado	08	New York	36
Connecticut	09	North Carolina	37
Delaware	10	North Dakota	38
Dist. of Columbia	11	Ohio	39
Florida	12	Oklahoma	40
Georgia	13	Oregon	41
Guam	66	Pennsylvania	42
Hawaii	15	Puerto Rico	72
Idaho	16	Rhode Island	44
Illinois	17	South Carolina	45
Indiana	18	South Dakota	46
Iowa	19	Tennessee	47
Kansas	20	Texas	48

State	Code	State	Code
Kentucky	21	Utah	49
Louisiana	22	Vermont	50
Maine	23	Virgin Islands	78
Maryland	24	Virginia	51
Massachusetts	25	Washington	53
Michigan	26	West Virginia	54
Minnesota	27	Wisconsin	55
Mississippi	28	Wyoming	56
Missouri	29		

2. County FIPS Code: Enter the three-digit code established by the National Institute of Standards and Technology for classification of counties and county equivalents. Codes were devised by listing counties alphabetically and assigning sequentially odd integers; e.g., 001, 003, 005. A complete list of codes is available in Appendix F of the TANF Sampling and Statistical Methods Manual.

3. Reporting Month: Enter the four-digit year and two-digit month code that identifies the year and month for which the data are being reported.

4. Stratum:
    Guidance: All families that receive assistance under separate State Programs (i.e., SSP-MOE families) and are selected in the sample from the same stratum must be assigned the same stratum code. Valid stratum codes may range from "00" to "99." States with stratified samples should provide the ACF Regional Office with a listing of the numeric codes utilized to identify any stratification. States that use stratified samples must file section four of the SSP-MOE Data Report, which contains the caseload size by stratum for each report month. If a State opts to provide data for its entire caseload, enter the same stratum code (any two-digit number) for each SSP-MOE family.

    Instruction: Enter the two-digit stratum code.

FAMILY-LEVEL DATA

Definition: For reporting purposes, the SSP-MOE family means (a) all individuals receiving assistance as part of a family under the separate State program; and (b) the following additional persons living in the household, if not included under (a) above:

(1) Parent(s) or caretaker relative(s) of any minor child receiving assistance;

(2) Minor siblings of any child receiving assistance; and

(3)   Any person whose income or resources would be counted in determining the family's eligibility for or amount of assistance.

5.   Case Number:
Guidance: If the case number is less than the allowable eleven characters, a State may use lead zeros to fill in the number.

Instruction: Enter the number that was assigned by the State agency to uniquely identify the SSP-MOE family.

6.   ZIP Code: Enter the five-digit ZIP code for the family's place of residence for the reporting month.

7.   Disposition: Enter one of the following codes for each SSP-MOE family.
1 =   Data collection completed
2 =   Not subject to data collection/listed in error

8.   Reason for Closure:
Guidance: A closed case is a family whose assistance was terminated for the reporting month, but received assistance under the State's MOE Program in the prior month. A temporarily suspended case is not a closed case. If there is more than one applicable reason for closure, determine the principal (i.e., most relevant) reason. If two or more reasons are equally relevant, use the reason with the lowest numeric code. For example, when an adult marries, the income and resources of the new spouse are considered in determining eligibility. If, at the time of the marriage, the family becomes ineligible because of the addition of the spouse's income and/or resources, the case closure should be coded using code "2". If the family did not became ineligible based on the income and resources at the time of the marriage, but rather due to an increase in earnings subsequent to the marriage, then the case closure should be coded using code "1".

Instruction: Enter the two-digit code that indicates the reason for the SSP-MOE family no longer receiving assistance.
01 =   Employment and/or excess earnings
02 =   Marriage
03 =   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 Policies
10 =	State time limit, if different than five-year limit
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, submit required verification materials, and/or cooperate with eligibility requirements
17 =	Transfer to State's TANF program
18 =	Family served by a Tribal TANF program or Tribal New program

Other
19 =	Family voluntarily closes the case
99 =	Other

9.	Received Subsidized Housing:
Guidance: Subsidized housing refers to housing for which money was paid by the Federal, State, or local government or through a private social service agency to the family or to the owner of the housing to assist the family in paying rent. Two families sharing living expenses does not constitute subsidized housing.

Instruction: Enter the one-digit code that indicates whether or not the SSP-MOE family received subsidized housing for the reporting month.
1 = Public housing
2 = Rent subsidy
3 = No housing subsidy

10.	Received Medical Assistance:
Guidance: The purpose of this data element is to identify families that are eligible to receive medical assistance under the State plan approved under Title XIX. This will include children served by the Child Health Insurance Program (CHIP) when it is a part of the Title XIX program.

Instruction: Enter "1" if, for the reporting month, any SSP-MOE family member was enrolled in Medicaid and/or CHIP and, thus eligible to receive medical assistance under the State plan approved under Title XIX or "2" if no SSP-MOE family member was enrolled in Medicaid and/or CHIP.
1 =	Yes, enrolled in Medicaid and/or CHIP
2 =	No

11. <u>Received Food Stamps:</u> Enter the one-digit code that indicates whether or not the SSP-MOE family has received food stamp assistance.
1 = Yes, received food stamp assistance
2 = No

12. <u>Received Subsidized Child Care:</u>
Instruction: If the SSP-MOE family received subsidized child care for the reporting month (or for the last month of SSP-MOE assistance), enter code "1" or "2," whichever is appropriate. Otherwise, enter code "3."
1 =   Yes, receives child care funded (entirely or in part) with Federal funds (e.g., receives either TANF, CCDF, SSBG, or other federally funded child care)
2 =   Yes, received child care funded entirely under a State, Tribal, and/or local program (i.e., no Federal funds used)
3 =   No

PERSON-LEVEL DATA

This section allows for coding up to sixteen persons in the SSP-MOE family. If there are more than sixteen persons in the SSP-MOE family, use the following order to identify the persons to be coded: (1) the head-of-household; (2) parents in the eligible family receiving assistance; (3) children in the eligible family receiving assistance; (4) other adults in the eligible family receiving assistance; () Parents not in the eligible family receiving assistance; (6) caretaker relatives not in the eligible family receiving assistance; (7) minor siblings of a child in the eligible family; and (8) other persons, whose income or resources count in determining eligibility for or amount of assistance of the eligible family receiving assistance, in descending order the person with the most income to the person with least income. As indicated below, reporting for certain specified data elements in this section is optional for certain individuals (whose family affiliation code is a 2, 3, 4 or 5).

13. <u>Family Affiliation:</u>
Instruction: Enter the one-digit code that shows the individual's relation to the eligible family receiving assistance.
1 =   Member of the eligible family receiving assistance

<u>Not in eligible family receiving assistance, but in the household</u>
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

14. <u>Date of Birth:</u> Enter the eight-digit code for date of birth for this individual under

separate State programs in the format YYYYMMDD. If the individual's date of birth is unknown and the family affiliation code is not "1," enter the code "99999999".

15.   Social Security Number: Enter the nine-digit Social Security Number for the individual in the format nnnnnnnnn. If the social security number is unknown and the family affiliation code is not "1," enter "999999999".

16.   Race/Ethnicity:
      Guidance: The intent of this data element is to capture the multiplicity of race and ethnicity characteristic applicable to each person. States should code at least one of the race categories "YES" in addition to coding ethnicity.

      Instructions: To allow for the multiplicity of race/ethnicity, please enter a one-digit code for each race and for ethnicity of the SSP-MOE individual. Reporting of this data element is optional for individuals whose family affiliation code is 4 or 5.

      Ethnicity
      a.   Hispanic or Latino
              1 = Yes, Hispanic or Latino
              2 = No

      Race:
      b.   American Indian or Alaska Native
              1 = Yes, American Indian or Alaska Native
              2 = No

      c.   Asian
              1 = Yes, Asian
              2 = No

      d.   Black or African American
              1 = Yes, Black or African American
              2 = No

      e.   Native Hawaiian or Other Pacific Islander
              1 = Yes, Native Hawaiian or Pacific Islander
              2 = No

      f.   White
              1 = Yes, White
              2 = No

17. Gender: Enter the one-digit code that indicates the individual's gender.
1 = Male
2 = Female

18. Received Disability Benefits
The Act specifies five types of disability benefits. For each type of disability benefits, enter the one-digit code that indicates whether or not the individual received the benefit.

a. Received Federal Disability Insurance Benefits Under the Social Security OASDI Program (Title II of the Social Security Act):
Guidance: States and Territories must complete this data element.
Instruction: Enter the one-digit code that indicates the adult (or minor child head-of-household) received Federal disability insurance benefits for the reporting month (or the last month of TANF assistance). This item is not required to be coded for a child.
1 = Yes, received Federal disability insurance
2 = No

b. Received Benefits Based on Federal Disability Status Under Non-Social Security Act Programs:
Guidance: These programs include Veteran's disability benefits, Worker's disability compensation, and Black Lung Disease disability benefits. States and Territories must complete this data element.

Instruction: Enter the one-digit code that indicates the individual received benefits based on Federal disability status for the reporting month (or the last month of SSP-MOE assistance). This data element should be coded for each adult and child with family affiliation code "1".
1 = Yes, received benefits based on Federal disability status
2 = No

c. Received Aid to the Permanently and Totally Disabled Under Title XIV-APDT of the Social Security Act:
Guidance: Title XIV-APDT is applicable only in the Territories. States may leave this data element blank or use code "2." The Territories must complete this data element.

Instruction: Enter the one-digit code that indicates the individual received aid under a State plan approved under Title XIV for the reporting month (or the last month of SSP-MOE assistance). This item is not required to be coded for a child..
1 = Yes, received aid under Title XIV-APDT
2 = No

d. Received Aid to the Aged, Blind, and Disabled Under Title XVI-AABD of the Social Security Act:
Guidance: Title XVI-AABD is applicable only in the Territories. States may leave this data element blank or use code "2." The Territories must complete this data element.

Instruction: Enter the one-digit code that indicates the individual received aid under a State plan approved under Title XVI-AABD for the reporting month (or the last month of SSP-MOE assistance). This item is not required to be coded for a child..
1 = Yes, received aid under Title XVI-AABD
2 = No

e. Received Supplemental Security Income Under Title XVI-SSI of the Social Security Act:
Guidance: States must complete this data element. The Territories may leave this data element blank or use code "2."

Instruction: Enter the one-digit code that indicates the individual received aid under a State plan approved under Title XVI-SSI for the reporting month (or the last month of SSP-MOE assistance). This data element should be coded for each adult and child with family affiliation code "1".
1 = Yes, received aid under Title XVI-SSI
2 = No

19. Marital Status:
Guidance: A noncustodial parent who is remarried should be coded a "2" or "3" depending if (s)he is living with his/her current spouse.

Instruction: Enter the one-digit code for the marital status of the adult (or minor child head-of-household). Leave this field blank for other minor children. Reporting of this data element is optional for individuals whose family affiliation code is 4 or 5.
1 = Single, never married
2 = Married, living together
3 = Married, but separated
4 = Widowed
5 = Divorced

20. Relationship to Head-of-Household:
Instruction: Enter the two-digit code that shows the individual's relationship (including by marriage) to the head of the household, as defined by the Food Stamp Program or, principal person of each person living in the household. If a minor child head-of-

household, enter code "01."
01 = Head-of-household
02 = Spouse
03 = Parent
04 = Daughter or son
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

21. Parent With Minor Child In the Family:
     Guidance: A parent with a minor child in the family may be a natural parent, adoptive parent, or step-parent of a minor child in the family. Reporting of this data element is optional for individuals whose family affiliation code is 3, 4, or 5.

     Instruction: Enter the one-digit code that indicates the individual's parental status.
     1 =   Yes, a parent with a minor child in the family
     2 =   No

22. Needs of a Pregnant Woman: Some States consider the needs of a pregnant woman in determining the amount of assistance that the SSP-MOE family receives. If the individual was pregnant and the needs associated with this pregnancy were considered in determining the amount of assistance for the last month of assistance, enter a "1" for this data element. Otherwise enter a "2" for this data element. This data element is applicable only for individuals whose family affiliation code is 1.
     1 =   Yes, additional needs associated with pregnancy were considered in determining the amount of assistance
     2 =   No

23. Educational level: Enter the two-digit code to indicate the educational level attained by the individual. Unknown is not an acceptable code for an individual whose family affiliation code is "1". Reporting of this data element is optional for individuals whose family affiliation code is 4 or 5.
     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

24.   Citizenship/Alienage:
      Instruction: Enter the one-digit code that indicates the individual's citizenship/alienage. Unknown is not an acceptable code for an individual whose family affiliation code is "1". Reporting of this data element is optional for individuals whose family affiliation code is 4 or 5.
      1   =   U.S. citizen, including naturalized citizens
      2   =   Qualified alien
      3   =   Non qualified alien
      9   =   Unknown

25.   Employment Status:
      Guidance: An employed individual should have earned income (See data element #26.)

      Instruction: Enter the one-digit code that indicates the adult's (or minor child head-of-household's) employment status. Leave this field blank for other minor children. Reporting of this data element is optional for individuals whose family affiliation code is 2, 3, 4, or 5.
      1 =   Employed
      2 =   Unemployed, looking for work
      3 =   Not in labor force (i.e., unemployed, not looking for work, includes
               discouraged workers))

26.   Amount of Earned Income
      Guidance: An individual with earned income should be coded as employed (see data element #25.)
      Instructions: Enter the amount of the adult's (or minor child head-of-household's) earned income for the last month on SSP-MOE assistance or for the month used to budget for the last month on assistance. Leave these fields blank for other minor children (i.e., children whose family affiliation code is 4).

27.   Amount of Unearned Income: Enter the amount of the individual's unearned income for the last month on SSP-MOE assistance or for the month used to budget for the last month on assistance. Leave these fields blank for other minor children (i.e., children whose family affiliation code is 4).