

Tribal TANF Work Participation Rate (WPR) Feedback Reference Guide

(updated on 2026-07-02)

This guide includes three feedback reports that provide key details about the completeness and accuracy of the tribe's program data and how the program's work participation rate (WPR) was determined. We recommend reviewing the reports in the following order:

- Start with the **Cross-Section Check report**. This report helps identify missing data or differences between sections that may affect the WPR calculation. For example, if more families are reported in Section 3 (Aggregate Data) than in Section 1 (Active Case Data), then families may be missing from the data used to calculate the WPR.
- Next, review the **Work Participation Rate (WPR) Monthly Calculation report**. This report highlights the tribe's annual WPR and the rate for each reporting month of the fiscal year. It can help identify months where lower participation rates may have contributed to the tribe's overall fiscal year result.
- Then, review the **WPR Monthly Summary report**. This report provides more detail on how the monthly WPR was calculated, including how many families were expected to participate, how many met the work requirement, and how exclusions were applied.
- Finally, review the **WPR Errors, Additional Work Activities, and Invalid DOB reports**, which includes a list of cases, by reporting month, with inconsistent data that may be affecting your program's WPR results for the fiscal year. Correcting the data for these cases helps ensure your program's WPR results are complete and accurate. Please note: these reports are available only for programs where these types of data quality issues were detected.

Cross-Section Check (Section 1 vs. Section 3) Report

This table is a **data quality check**. It compares two sections of data to ensure these reflect the **same number of families on the active caseload each month**.

- **Section 1:** Detailed (disaggregated) data
- **Section 3:** Summary (aggregated) data

Cross-section check can have the following scenarios:

1. **No missing data and both sections reported the same number of families.**

Cross-section Check

Section 1: Active Disaggregated Data

Section 3: Aggregated Data - Number of Active Families

Section	T202310	T202311	T202312	T202401	T202402	T202403	T202404	T202405	T202406	T202407	T202408	T202409
Section 1	47	45	47	43	44	43	46	43	51	48	45	48
Section 3	47	45	47	43	44	43	46	43	51	48	45	48
Discrepancy	0	0	0	0	0	0	0	0	0	0	0	0

What the numbers show

- The “**Discrepancy**” row is **0 for all months**, meaning there are **no differences**.
- It confirms the data is **consistent across reports**.
- It shows there are **no counting or reporting errors** between detailed and summary data.

2. **Some months of data are missing for both sections.**

Cross-section Check

Section 1: Active Disaggregated Data

Section 3: Aggregated Data - Number of Active Families

Section	T202310	T202311	T202312	T202401	T202402	T202403	T202404	T202405	T202406	T202407	T202408	T202409
Section 1	17	20	20	14	14	16	13	14	13	-	-	-
Section 3	17	20	20	14	14	16	13	14	13	-	-	-
Discrepancy	0	0	0	0	0	0	0	0	0	-	-	-

What the numbers show

- The last three months for both sections of data are missing (‘.’ means there was no data). For this scenario, please submit both sections of missing data as soon as possible.

3. There are discrepancies between sections, and one section of data is missing for last three months

Cross-section Check

Section 1: Active Disaggregated Data

Section 3: Aggregated Data - Number of Active Families

Section	T202310	T202311	T202312	T202401	T202402	T202403	T202404	T202405	T202406	T202407	T202408	T202409
Section 1	2	3	3	3	2	2	3	2	2	1	2	5
Section 3	3	4	4	4	3	3	4	3	3	.	.	.
Discrepancy	-1	-1	-1	-1	-1	-1	-1	-1	-1	1	2	5

What the numbers show

- The family case counts **do NOT match** between sections in every month of FY2024.
- For most months (Oct–Jun), Section 1 shows fewer families reported than in Section 3. This could be because data was not reported for one family in Section 1. Alternatively, 1 case from Section 1 was not processed or rejected during transmission to TDP. To be sure, please review any TDP error reports generated for the relevant fiscal periods; please also verify that family count reported in Section is correct.
- In July to September, section 3 data is missing (‘.’ means there was no data), either was not reported or rejected by TDP. Please review any TDP-generated error reports and submit the missing data as soon as possible.

Work Participation Rate (WPR) Monthly Calculation Report

This table shows a tribal TANF program's work participation performance for FY2024.

Work Participation Rate (WPR) Monthly Calculation Report
Work Participation Rate in FY2024

Report Month	Rate Negotiated	Rate Calculated	Met Required Rate	Hours Required Single Parent Families	Hours Required Two Parent Families	Average Families Worked Required Hours	Average Families with Parents	Number of months Data reported
YEARLY	34	42.2	YES	25	30	14	33	12
202310	34	44.7	YES	25	30	17	38	
202311	34	51.6	YES	25	30	16	31	
202312	34	37.1	YES	25	30	13	35	
202401	34	35.1	YES	25	30	13	37	
202402	34	32.5	NO	25	30	13	40	
202403	34	25.5	NO	25	30	12	47	
202404	34	35.0	YES	25	30	14	40	
202405	34	50.0	YES	25	30	17	34	
202406	34	46.2	YES	25	30	12	26	
202407	34	59.3	YES	25	30	16	27	
202408	34	54.5	YES	25	30	12	22	
202409	34	34.8	YES	25	30	8	23	

Please note the following key details about this program's rate, as reflected in their tribal TANF plan:

- the negotiated target rate per month is 34 percent
- single parent families must participate at least 25 hours per week in work activities
- two parent families must participate at least 30 hours per week in work activities

Based on data reported for FY2024:

- The program's yearly average work participation rate is 42.2, which is above the negotiated target rate of 34 percent.
- The program met or exceeded this negotiated target in 10 out of 12 months, with rates falling below the target in only February and March.
- The last column "Number of Months Data reported" equals 12, which means this program data was reported for all months of the fiscal year.

WPR Monthly Summary Report

This report includes a table for each month of the fiscal year that shows –of the families reported— the number of families expected to meet work requirements, and a breakdown of how many families met and did not meet this requirement.

As shown in the table below, in October 2023, this program met the negotiated work requirement.

Monthly WPR summary in FY2024

RPT_MONTH_YEAR=202310

	Overall families	Two-parent families
FAMILIES		
Total Families	82	
Families not in WPR	28	
WORK PARTICIPATIONS		
Families in WPR	46	8
Families disregard 1	2	0
Families disregard 2	2	4
Families disregard 5	0	0
Families disregard but met	0	0
Families that met hours	17	0
Total #of numerator*	17	
Total #of denominator**	46	
FINAL RATE		
NEGOTIATED HOURS	25	25
NEGOTIATED WPR	30.0	
Calculated WPR	37.0	
Met/failed WPR	YES	

Please note the following key details from this table:

- There were 82 total families reported for the month of October 2023
- 28 out of 82 families were not required to work because the family did not have an adult TANF recipient. These families are not considered in the work participation rate.
- Of the remaining 54 families considered in the month's work rate, 46 are single parent families, and 8 are two parent families. These families are expected to participate in 25 hours per week of work activities. Of these:
 - 17 one-parent families participated in the minimum number of hours for the all-family work rate
 - 0 two-parent families participated in the minimum number of hours for the all-family work rate
 - 2 families were disregarded from WPR because there was a child under 12 months in the family
 - 2 one-parent families and 4 two-parent families were disregarded because of a work sanction.
- The total families that met the required work hours =17 (note: this is the numerator for the WPR)
- The total families considered in the work participation rate (note: this is the denominator for the WPR) = 54 – 8 (disregarded) = 46

Using these numbers:

- The work participation rate (WPR) is 37.0% (17 out of 46 families).
- The target (negotiated rate) is 30%, and the tribe met and exceed this target for October 2023.

WPR Errors Report

For each flag, an example case record is included for illustration. Columns highlighted in **red** correspond to the key data elements reported with inconsistent information. The last column (Overall Error or TP Error) is the error flag value. A description of each error flag, why it matters, and guidance on how these errors can be addressed are also included. Definitions of each column in the report tables are included in the report workbook (e.g., *T###_WPR_Errors_FY2024.xlsx*)

The following error flags are associated with families reported as having a **one-parent** family based on Item # 12: Family Type.

- **00 = Family type error**

month	caseid	FamilyType #12	Parent #39	HoH #38	age	WPS #48	youngest	work_SANC	EDempty	School	Req hours	Total Worked Hours	Overall Error
202402	1234	1	.	.	.	.	0.5	2	.	.	20	.	00

- *Description:* A family was reported as a one-parent family (i.e. Item #12 Family Type = 1: One-parent family), but no adult recipient parent or caretaker was reported for the family.
- *Why it matters:* Families reported as one-parent families but have no evidence of adult recipient parent/caretaker(s) are counted in the WPR calculation as not meeting the tribe's minimum work requirements because no work activity hours were reported for an adult recipient/caretaker.
- *What to do:* Review Item #12 (Family Type) to ensure that one-parent families with no adult recipients are reported as Item #12 = 3: Family excluded from WPR due to no adult recipient.

- **01 = Child Under 12 Months Disregard Reason Error**

month	caseid	FamilyType #12	Parent #39	HoH #38	age	WPS #48	youngest	work_SANC	EDempty	School	Req hours	Total Worked Hours	Overall Error
202401	0001	1	2	1	29.7	1	.	2	0	0	20	0	01
202404	0002	1	2	1	21.7	1	6	2	0	0	20	13	01

- *Description:* A family was reported as disregarded from work participation due to having a child under 12 months old (i.e. Item #48 = 1), but the youngest child reported for the family is older than 12 months, had an invalid DOB, or no child was reported for the family.
- *Why it matters:* When the disregard reason is not supported by related data, the family is included in the WPR calculation.
- *What to do:* Review Item #67 (Child DOB) and Item #48 (Work Participation Status) for the family to confirm whether the family had a child under 12 months old during the reporting month. If the family did have a child under 12 months old, correct the child's date of birth if needed. If the family did not have a child under 12 months old, correct Item #48 using the appropriate value from the Section 1: Active Case Data [coding instructions](#).

- **02 = Work Sanction Disregard Reason Error**

month	caseid	FamilyType #12	Parent #39	HoH #38	age	WPS #48	youngest	work_SANC	EDempty	School	Req hours	Total Worked Hours	Overall Error
202310	1234	1	2	1	31.6	2	6.2	2	0	0	20	0	02

- *Description:* A family was reported as disregarded from work participation due to a work sanction (i.e. Item #48 = 2), but the family's work requirement sanction status indicates that the family does not have a work requirement sanction (i.e. Item #26aai = 2:No).
- *Why it matters:* When the sanction disregard reason is not supported by related data, the family is included in the WPR calculation.
- *What to do:* Review Item #48 (Work Participation Status) and Item #26Aii (Work Requirement Sanction) to confirm whether the family had a work sanction during the reporting month. If the family was sanctioned due to work, correct Item #26Aii if needed. If the family was not sanctioned due to work, correct Item #48 using the appropriate value.

• **03 = Teen Deemed Engaged in Work due to School Attendance Error**

month	caseid	FamilyType #12	Parent #39	HoH #38	age	WPS #48	youngest	work_SANC	EDempty	School	Req hours	Total Worked Hours	Overall Error
202404	1234	1	3	4	28.9	15	12.8	2	0	0	25	0	03

- *Description:* An adult in the family was reported as deemed engaged in work due to satisfactory school attendance, but the data does not support this status. This may happen for one or more of the following reasons:
 - The adult is not a teen (between ages 13 and 19),
 - The adult is not a head-of-household (HoH) or spouse of HoH, and/or
 - The adult has zero hours of satisfactory school attendance reported.
- *Why it matters:* When the deemed engaged in work reason is not supported by related data, the family is counted as **not** meeting the work requirement.

- *What to do:* Review Item #32 (adult DOB), Item #38 (relationship to the head-of-household), and Item #59 (Satisfactory School Attendance for individuals without a high school diploma or equivalent) to confirm whether satisfactory school attendance should be reported for this person in Item #48 (Work Participation Status). Only teens who are head-of-household (or spouse of) with 1 or more hours of school attendances can be deemed engaged in work.

- **04 = Teen Deemed Engaged in Work due to Education Related to Employment Error**

month	caseid	FamilyType #12	Parent #39	HoH #38	age	WPS #48	youngest	work_SANC	EDemply	School	Req hours	Total Worked Hours	Overall Error
202406	12345	1	2	1	18.8	16	0	2	0	0	20	0	04

- *Description:* An adult in the family was reported as deemed engaged in work due to education related to employment, but the data does not support this status. This may happen for one or more of the following reasons:
 - The adult is not a teen (between ages 13 and 19),
 - The adult is not a head-of-household (HoH) or spouse of HoH, and/or
 - The adult has zero hours of education directly related to employment reported.
- *Why it matters:* When the deemed engaged in work reason is not supported by related data, the family is counted as **not** meeting the work requirement.
- *What to do:* Review Item #32 (adult DOB), Item #38 (relationship to the head-of-household), and Item #58 (Education Directly related to employment) to confirm whether education related to employment should be reported for this person in Item #48 (Work Participation Status). Only teens who are head-of-household (or spouse of) with 20 hours (or the minimum negotiated hours) of education related to employment can be deemed engaged in work.

- **05 = Deemed Engaged in Work with Child under 6 years old Error**

month	caseid	FamilyType #12	Parent #39	HoH #38	age	WPS #48	youngest	work_SANC	EDempty	School	Req hours	Total Worked Hours	Overall Error
202407	12345	1	2	1	27.9	17	3.5	2	0	0	20	0	05

- *Description:* A parent or caretaker relative in the family was reported as deemed engaged in work for at least 20 hours per week with a child under 6 years of age, but the youngest child in the family is older than 6, no child under 6 was reported for the family, or the minimum required hours were not reported.
 - *Why it matters:* When the deemed engaged in work reason is not supported by related data, the family is counted as **not** meeting the work requirement.
 - *What to do:* Review Item #67 (Child DOB) to determine whether the family has a child under 6 years of age during the reporting month. If so, please ensure the child's DOB is reported correctly. If not, then the appropriate value for Item # 48 (Work Participation Status) should be reported for this family. For families with children under 6 years of age, the family is *required* to participate in work activities for at least 20 hours per week or the minimum negotiated hours (whichever is smaller).
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The following error flags are associated with families reported as having a **two-parent** family based on Item # 12: Family Type.

- **00 = Family type error**

month	caseid	Family Type #12	Req hours	Req 2p hours	P1 Parent #39	(other P1 data)	P2 Parent #39	(other P2 data)	youngest	work_SANC	TP Error
202404	3456	2	20	30	.	.	.	.	13.6	2	00
202310	5678	2	25	25	1	(not missing)	.	.	2.9	2	00

- *Description:* A family was reported as a two-parent family (i.e. Item #12 Family Type = 2: Two-parent family), but fewer than two parents receiving assistance were reported for the family.
- *Why it matters:* Families reported as two-parent families but have no evidence of adult recipient parent(s) are counted in the two-parent WPR calculation.
- *What to do:* Review Item #12 (Family Type) to ensure that families with no adult recipients are reported as Item #12 = 3 to exclude from work participation rate calculation; a family with only one adult recipient should be reported as Item #12=1 to be included in one-parent/overall WPR calculation.

- **01 = Child Under 12 Months Disregard Reason Error**

month	caseid	Family Type #12	Req 2_p hours	P1 Parent #39	P1 HoH #38	P1 age	P1 WPS #48	P1 Ed.Employ	P1 SchoolAttd.	P2 Parent #39	P2 HoH #38	P2 age	P2 WPS #48	P2 Ed.Employ	P2 SchoolAttd.	youngest	work_SANC	TP Error
202404	1234	2	40	1	2	30.2	19	0	0	1	1	30.1	1	0	0	1.4	2	01

- *Description:* At least one parent in a two-parent family was reported as disregarded from work participation due to having a child under 12 months old (i.e. Item #48 = 1), and the youngest child reported for the family is older than 12 months, had an invalid DOB, or no child was reported for the family.
- *Why it matters:* When the disregard reason is not supported by related data, the family is included in the 2-parent WPR calculation. Additionally, both parents in the family must have Item #48 = 1 to be disregarded from the 2-parent calculation.
- *What to do:* Review Item #67 (Child DOB) and Item #48 (Work Participation Status) for the family to confirm whether the family had a child under 12 months old during the reporting month. If the family did have a child under 12 months old, correct the child's date of birth if needed. If the family did not have a child under 12 months old, correct Item #48 using the appropriate value from the Section 1: Active Case Data [coding instructions](#).

- **02 = Work Sanction Disregard Reason Error**

month	caseid	Family Type #12	Req 2p hours	P1 Parent #39	P1 HoH #38	P1 age	P1 WPS #48	P1 Ed.Employ	P1 SchoolAttd.	P2 Parent#39	P2 HoH#38	P2 age	P2 WPS#48	P2 Ed.Employ	P2 SchoolAttd.	youngest	work_SANC	TP Error
202310	5678	2	40	1	1	29.7	2	0	0	1	2	30.2	2	0	0	5	2	02

- *Description:* A two-parent family was reported as disregarded from work participation due to a work sanction (i.e. Item #48 = 2), but the family's work requirement sanction status indicates that the family does not have a work requirement sanction (i.e. Item #26aai = 2:No).
- *Why it matters:* When the sanction disregard reason is not supported by related data, the family is included in the 2-parent WPR calculation.
- *What to do:* Review Item #48 (Work Participation Status) and Item #26Aii (Work Requirement Sanction) to confirm whether the family had a work sanction during the reporting month. If the family was sanctioned due to work, correct Item #26Aii if needed. If the family was not sanctioned due to work, correct Item #48 using the appropriate value.

- **03 = Teen Deemed Engaged in Work due to School Attendance Error**

month	caseid	Family Type #12	Req 2p hours	P1 Parent #39	P1 HoH #38	P1 age	P1 WPS #48	P1 Ed.Employ	P1 SchoolAttd.	P2 Parent #39	P2 HoH #38	P2 age	P2 WPS #48	P2 Ed.Employ	P2 SchoolAttd.	young est	work_SAN C	TP Error
202402	5678	2	30	1	1	16.7	15	0	0	1	10	18.2	15	0	0	0.6	2	03

- *Description:* At least one parent in the two-parent family was reported as deemed engaged in work due to satisfactory school attendance, but the data does not support this status. This may happen for one or more of the following reasons:
 - A parent is not a teen (between ages 13 and 19),
 - A parent is not a head-of-household (HoH) or spouse of HoH, and/or
 - A parent has zero hours of satisfactory school attendance reported.
- *Why it matters:* When the deemed engaged in work reason is not supported by related data, this parent cannot deem the hours for school attendance.
- *What to do:* Review Item #32 (adult DOB), Item #38 (relationship to the head-of-household), and Item #59 (Satisfactory School Attendance for individuals without a high school diploma or equivalent) to confirm whether satisfactory school attendance should be reported for this person in Item #48 (Work Participation Status). Only teens who are head-of-household (or spouse of) with 1 or more hours of school attendances can be deemed engaged in work.

- **04 = Teen Deemed Engaged in Work due to Education Related to Employment Error**

month	caseid	Family Type #12	Req 2p hours	P1 Parent #39	P1 HoH #38	P1 age	P1 WPS #48	P1 Ed.Employ	P1 School Attd.	P2 Parent #39	P2 HoH #38	P2 age	P2 WPS #48	P2 Ed.Employ	P2 School Attd.	young est	work_SA NC	TP Error
202409	1234	2	30	1	1	23.1	16	0	0	1	10	35.1	17	0	0	2.2	2	04

- *Description:* At least one parent in the two-parent family was reported as deemed engaged in work due to education-related employment, but the data does not support this status. This may happen for one or more of the following reasons:
 - A parent is not a teen (between ages 13 and 19),
 - A parent is not a head-of-household (HoH) or spouse of HoH, and/or
 - A parent has zero hours of education-related employment reported.
- *Why it matters:* When the deemed engaged in work reason is not supported by related data, this parent cannot deem the hours for education-related employment.
- *What to do:* Review Item #32 (adult DOB), Item #38 (relationship to the head-of-household), and Item #58 (Education Directly Related to Employment) to confirm whether education-related employment should be reported for this person in Item #48 (Work Participation Status). Only teens who are head-of-household (or spouse of) with 20 hours (or the minimum negotiated hours) of education related to employment can be deemed engaged in work.

- **05 = Deemed Engaged in Work with Child under 6 years old Error**

month	caseid	Family Type #12	Req 2p hours	P1 Parent #39	P1 HoH #38	P1 age	P1 WPS #48	P1 Ed.Employ	P1 SchoolAttd.	P2 Parent#39	P2 HoH#38	P2 age	P2 WPS #48	P2 Ed.Employ	P2 SchoolAttd.	youngest	work_SANC	TP Error
202310	6789	2	30	1	1	33.8	17	0	0	1	10	27.6	19	0	0	0.7	2	05

- *Description:* At least one parent or caretaker relative in a two-parent family was reported as deemed engaged in work for at least 20 hours per week with a child under 6 years of age, which is only applicable to 1-parent families.
- *Why it matters:* In two-parent families, neither parent/caretaker can be deemed engaged in work for at least 20 hours per week with a child under 6 years of age because this only applies to one-parent families. The work activity hours for each parent/caretaker will be used to determine if the family is meeting the tribe's requirements for two-parent families.
- *What to do:* Determine the appropriate value for Item # 48 (Work Participation Status) for each parent. Also, review Item #12 (Family Type) and #39 (Parent of Minor Child) for each parent to ensure consistency.

Additional Work Activities Report

This report includes a list of cases, by reporting month, where additional work activities were reported for Item #61 Additional Work Activities, which is not applicable for Tribal TANF programs. These work activity hours are not considered in work participation calculations. If the Tribe's approved plan contains additional work activities, the total average hours per week for these activities should be reported for Item #62 Other Work Activities.

FY2024			
Cases with more than 0 hours in ADD_WORK_ACTIVITIES (DM#61 no longer in use)			
CASE_NUMBER (Item #6)	RPT_MONTH_YEAR (Item #4)	ADD_WORK_ACTIVITIES (Item #61)	OTHER_WORK_ACTIVITIES (Item #62)
1234	202311	23	0

In the example case record above, 23 hours of Item #61 (Additional Work Activities) were reported for an adult recipient in the family, and 0 hours of Item #62 (Other Work Activities) were reported. Hours reported for Item #61 will not be considered in the WPR calculation.

Invalid Date of Birth (DOB) Report

Contains a list of TANF recipients, by case and reporting month, with potentially invalid DOBs. This list is based on an age estimate, which considers the individual's DOB, the first day of the reporting month, and a standard statistical approximation (dividing by 365.25).

Adult recipients with invalid DOB or age<12

RPT_MONTH_YEAR (Item #4)	CASE_NUMBER (Item #6)	Age	DATE_OF_BIRTH (Item #32)
202310	123	8.4	2016MMDD
202310	456	5.1	2018MMDD

Child recipients with invalid DOB or age>19

RPT_MONTH_YEAR (Item #4)	CASE_NUMBER Item #6	Age	DATE_OF_BIRTH Item #32
202401	5678	19.1	2004MMDD

Please verify that the DOB is correct. An invalid DOB is flagged when the date of birth is not formatted as YYYYMMDD. Invalid DOBs can affect work participation calculations that rely on the age of the adult recipient and/or youngest child in the family.

- For individuals on the adult list, recipients less than 12 years of age are unexpected for minor heads of household.
- For individuals on the child list, recipients older than 19 years of age are unexpected.