

TANF Claims (Acceptable Supporting Documentation)

The chart below outlines the supporting documentation needed for claim submissions. For every eligible expense a Subrecipient is claiming, they are **REQUIRED** to provide **proof of cost incurred** and are **STRONGLY ENCOURAGED** to provide **proof of cleared payment**. Fully complying with the supporting documentation requirements will reduce the likelihood of a Subrecipient's claims being denied and will help assure Subrecipients are reimbursed promptly.

Eligible Expense	REQUIRED	STRONGLY ENCOURAGED
	Acceptable Documents for Proving Cost Incurred	Acceptable Documents for Proving Cleared Payment
Rental Assistance		
Rental Payments	<p>Provide ONE of the following:</p> <ul style="list-style-type: none"> • Copy of lease detailing charge for rent, security deposit, or last month's rent • Official written communication from landlord indicating charge for: rent, security deposit, or last month's rent 	<p>Provide ONE of the following:</p> <ul style="list-style-type: none"> • Copy of cancelled check • Copy of online payment indicating landlord/business name, payment amount, date of payment • Copy of bank statement that details: landlord/business name, payment amount, date of payment • Copy of landlord receipt
Rental Arrears	<p>Provide ONE of the following:</p> <ul style="list-style-type: none"> • Rental ledger with landlord letterhead (ideally w/ recent timestamp) • Email or other written communication from landlord indicating need to pay arrears 	
Financial Assistance		
Security Deposit Last Month's Rent	<p>Provide ONE of the following:</p> <ul style="list-style-type: none"> • Copy of lease detailing charge for rent, security deposit, or last month's rent • Official written communication from landlord indicating charge for: rent, security deposit, or last month's rent 	<p>Provide ONE of the following:</p> <ul style="list-style-type: none"> • Copy of cancelled check • Copy of online payment indicating landlord/business name, payment amount, date of payment • Copy of bank statement that details: landlord/business name, payment amount, date of payment • Copy of landlord receipt
Utility Payments	<p>Provide ONE of the following:</p> <ul style="list-style-type: none"> • Invoice / bill / billing statement • Screenshot of utility website indicating client name, date of utility services, & payment due 	
Utility Arrears Utility Deposit	<p>Provide ONE of the following:</p> <ul style="list-style-type: none"> • Itemized invoice with clear indication of utility deposit or utility arrears • Written communication from utility company indicating deposit or arrear amounts 	<p>Provide ONE of the following:</p> <ul style="list-style-type: none"> • Copy of cancelled check • Copy of online payment indicating utility company name, payment amount, date of payment, & client name • Copy of bank statement that details: utility company name, payment amount, date of payment • Copy of utility company receipt

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Financial Services		
<p>Direct Program Expenses</p>	<p><u>Provide ONE of the following:</u></p> <ul style="list-style-type: none"> • Invoice • Itemized receipt • Individual employee or master timesheet indicating employee/contractor name, # of hours worked, dates for those hours, and project 	<p><u>Provide ONE of the following:</u></p> <ul style="list-style-type: none"> • Itemized receipt • Copy of online payment indicating company name, payment amount & date of payment • Copy of bank statement that details: company name, payment amount, date of payment & client name • Paystub/earning statement indicating employee/contractor name, pay period, pay date, & hourly rate (if applicable)
Administration		
<p>TANF Eligibility Determinations 45 CFR 263.0(b)(2)(ii)</p>	<p><u>Provide the following:</u></p> <ul style="list-style-type: none"> • Individual employee or master timesheet indicating employee/contractor name, # of hours worked, dates for those hours, and project (TANF) 	<p><u>Provide the following:</u></p> <ul style="list-style-type: none"> • Paystub/earning statement indicating employee/contractor name, pay period, pay date, & hourly rate (if applicable)
<p>Other Indirect Expenses</p>	<p><u>Provide ONE of the following:</u></p> <ul style="list-style-type: none"> • Invoice • Itemized receipt • Individual employee or master timesheet indicating employee/contractor name, # of hours worked, dates for those hours, and project 	<p><u>Provide ONE of the following:</u></p> <ul style="list-style-type: none"> • Itemized receipt • Copy of online payment indicating company name, payment amount & date of payment • Copy of bank statement that details: company name, payment amount, date of payment & client name • Paystub/earning statement indicating employee/contractor name, pay period, pay date, & hourly rate (if applicable)

*****If a Subrecipient is monitored, they will be required to provide both proof of COST INCURRED AND proof of CLEARED PAYMENT. *****