

## TANF Stipulations

### PROJECT STIPULATIONS

1. Programs will adhere to all stipulations outlined below, the TANF Fatherhood RFP and the Department Fatherhood Program Manual or be evaluated for possible termination of funding.
2. All programs must begin within thirty (30) days after the execution of a contract with the ADCANP unless a later starting date is approved in the Grant Application or in writing by the ADCANP Program Manager. Failure to begin the program within this period will result in evaluation for possible termination of funding.
3. All ADCANP funds must be expended by September 30, 2024.

### ADDITIONAL STIPULATIONS:

1. Must send person(s) responsible for program implementation and financial reporting to TANF Grantee Training, November 7-8, 2024 in Gulf Shores, AL.
2. Must adhere to the current Department policy/procedure/protocol regarding background checks.
3. All programs serving parents must provide education on Shaken Baby Syndrome/Abusive Head Injury and Safe Sleep.
4. Grantees must receive training on Protective Factors, Strengthening Families, Mandatory Reporting and Domestic Violence within 60 days of start of Grant or start of employment.
5. Volunteers must receive training on Mandatory Reporting and Domestic Violence within 60 days of start of Grant or start of employment. (<http://training.dhr.alabama.gov>)
6. All financial and data reports must be submitted by the 10th of each month by 5 p.m. CST.
7. DHR monthly statistic reports must be submitted by the 20th of each month by 5 p.m. CST.
8. Conduct Quarterly Fatherhood Meetings with local county DHR and other Community Partners. Fatherhood Meeting Reports are due on the 1<sup>st</sup> of the following months: December 1, 2024, March 1, 2025, and July 1, 2025, and should be forwarded to the Field Director. **Late reports will not be accepted**
9. All Workforce data is due at dates TBA based on the quarter.

8. If applicable, additional Support letter(s) must be submitted by November 30, 2024.
9. All staff working in the TANF program must participate in all meetings/trainings/etc. to ensure consistency in program implementation.
10. All programs must collaborate with Adult Education Programs through the Alabama Community College System in the counties you serve. All participants should be guided through Alabama Career Essentials (ACE) <https://www.accs.edu/ace/> and <https://www.accs.edu/adulteducation/maps/>
11. All programs must document participants' progress in the program throughout the program year in the participant's case notes.
12. All programs must collaborate with their Regional Workforce Councils throughout the State of Alabama (Regions 1-8) and Career Centers throughout the State of Alabama.
13. Should allocate funds to implement the Pay to Learn Program.
14. Should allocate a minimum of \$10,000 for credentialing, tuition, etc.
15. Should allocate a minimum of \$5,000- \$10,000 for Client services (work clothes, work supplies, food, etc.).
16. The percentage of administration charges should reflect a reasonable amount for employees working in the grant.
17. MOUs with community partners should be current and submitted by November 30, 2024.
18. Participant numbers may be adjusted with review/approval of the TANF Program Manager/Field Director.
19. TANF funds and programming should prioritize client self-sufficiency, workforce development, and family strengthening through use of the protective factors.
20. Outcome-driven incentives should be reasonable and documented for each participant individually.
21. **Participant incentives over \$500 and unrelated to Workforce Development must be approved by the Field Director or ADCANP. For example, rent, utilities, personal and household items, or anything unrelated to Workforce Development.**
22. **All programs must provide stipends.**

**PROGRAM FUNDING**

Funding for a salary, either full or partial, assumes the entire time paid by ADCANP will be spent on ADCANP program. This policy may not be modified after grant target numbers for services are met. No ADCANP funds may be used to purchase equipment over \$499 per item or to supplant governmental salaries.

**The grantee is advised that payments for continuation of this project will be dependent on the availability of funds and the satisfactory progress by the grantee/program.**

**Note: It is the grantee's responsibility to make sure they have received all payments due to them before the program year ends.**

**No carryover allowed.**

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Signature

Date

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Notary's Signature

Date

Date Notary Expires