

# 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.

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

	REQUIRED	STRONGLY ENCOURAGED
Eligible Expense	Acceptable Documents for Proving Cost Incurred	Acceptable Documents for Proving Cleared Payment
Rental Assistance		
Rental Payments	Provide <b>ONE</b> of the following: <ul style="list-style-type: none"><li>• Copy of lease detailing charge for rent, security deposit, or last month's rent</li><li>• Official written communication from landlord indicating charge for: rent, security deposit, or last month's rent</li></ul>	Provide <b>ONE</b> of the following: <ul style="list-style-type: none"><li>• Copy of cancelled check</li><li>• Copy of online payment indicating landlord/business name, payment amount, date of payment</li><li>• Copy of bank statement that details: landlord/business name, payment amount, date of payment</li><li>• Copy of landlord receipt</li></ul>
Rental Arrears	Provide <b>ONE</b> of the following: <ul style="list-style-type: none"><li>• Itemized rent ledger from landlord listing each month of arrears.</li><li>• Email or other written communication from landlord indicating need to pay arrears and amounts for each month</li></ul>	
Financial Assistance		
Security Deposit  Last Month's Rent	Provide <b>ONE</b> of the following: <ul style="list-style-type: none"><li>• Copy of lease detailing charge for rent, security deposit, or last month's rent</li><li>• Official written communication from landlord indicating charge for: rent, security deposit, or last month's rent</li></ul>	Provide <b>ONE</b> of the following: <ul style="list-style-type: none"><li>• Copy of cancelled check</li><li>• Copy of online payment indicating landlord/business name, payment amount, date of payment</li><li>• Copy of bank statement that details: landlord/business name, payment amount, date of payment</li><li>• Copy of landlord receipt</li></ul>

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Utility Payments	<u>Provide <b>ONE</b> of the following:</u> <ul style="list-style-type: none"><li>• Invoice / bill / billing statement</li><li>• Screenshot of utility website indicating client name, date of utility services, &amp; payment due</li></ul>	<u>Provide <b>ONE</b> of the following:</u> <ul style="list-style-type: none"><li>• Copy of cancelled check</li><li>• Copy of online payment indicating utility company name, payment amount, date of payment, &amp; client name</li><li>• Copy of bank statement that details: utility company name, payment amount, date of payment</li><li>• Copy of utility company receipt</li></ul>
Utility Arrears  Utility Deposit	<u>Provide <b>ONE</b> of the following:</u> <ul style="list-style-type: none"><li>• Invoice for each month of arrears or deposit</li><li>• Itemized utility ledger listing each month of arrears</li><li>• Written communication from utility company indicating the arrear amount for each month or deposit</li></ul>	
Financial Services		
Direct Program Expenses	<u>Provide <b>ONE</b> of the following:</u> <ul style="list-style-type: none"><li>• Invoice</li><li>• Itemized receipt</li><li>• Individual employee or master timesheet indicating employee/contractor name, # of hours worked, dates for those hours, and project</li></ul>	<u>Provide <b>ONE</b> of the following:</u> <ul style="list-style-type: none"><li>• Itemized receipt</li><li>• Copy of online payment indicating company name, payment amount &amp; date of payment</li><li>• Copy of bank statement that details: company name, payment amount, date of payment &amp; client name</li><li>• Paystub/earning statement indicating employee/contractor name, pay period, pay date, &amp; hourly rate (if applicable)</li></ul>
Administration		
TANF Eligibility Determinations <a href="#">45 CFR 263.0(b)(2)(ii)</a>	<u>Provide the following:</u> <ul style="list-style-type: none"><li>• Individual employee or master timesheet indicating employee/contractor name, # of hours worked, dates for those hours, and project (TANF)</li></ul>	<u>Provide the following:</u> <ul style="list-style-type: none"><li>• Paystub/earning statement indicating employee/contractor name, pay period, pay date, &amp; hourly rate (if applicable)</li></ul>
Other Indirect Expenses	<u>Provide <b>ONE</b> of the following:</u> <ul style="list-style-type: none"><li>• Invoice</li><li>• Itemized receipt</li><li>• Individual employee or master timesheet indicating employee/contractor name, # of hours worked, dates for those hours, and project</li></ul>	<u>Provide <b>ONE</b> of the following:</u> <ul style="list-style-type: none"><li>• Itemized receipt</li><li>• Copy of online payment indicating company name, payment amount &amp; date of payment</li><li>• Copy of bank statement that details: company name, payment amount, date of payment &amp; client name</li><li>• Paystub/earning statement indicating employee/contractor name, pay period, pay date, &amp; hourly rate (if applicable)</li></ul>