

DAAS/CAAPA
STCS Policy 2020-1:
TANF Cost Types
Effective July 1, 2020

A. Background

1. The Short-Term Crisis Services (STCS) program is funded by the Temporary Assistance to Needy Families (TANF) block grant (in whole or in part, depending on State appropriations).
2. [45 C.F.R. §263.13](#) specifies that “a State may not spend more than 15 percent of the amount [of TANF] that it receives...on ‘administrative costs,’ as defined at §263.0(b)”.
3. [45 C.F.R. §263.0\(b\)](#) defines TANF administrative costs as those “for general administration and coordination.” It **excludes** from administrative costs the “direct costs of providing program services,” such as “providing program information to clients” and “screening and assessments.”

B. Policy

1. CAAPA contractors may not spend more than 15 percent of their TANF allocation from CAAPA on administrative costs.
2. TANF costs fall into three categories:
 - a. *Vouchers*. Voucher costs include the actual purchase cost of emergency shelter, rent or mortgage assistance, utility assistance, utility repair and replacement, or special items and services needed by clients for securing or maintaining employment.
 - b. *Intake*. Intake is defined as meeting with clients, determining their need and eligibility, establishing the assistance to be provided to them, and providing referrals to other resources. These costs include the salaries/benefits of the staff who **directly** perform that work as well as the supplies, equipment, space, travel, and operating expenses which those staff directly incur in the course of intake meetings.
 - i. STCS providers may transfer funding from their vouchers allocation to the Intake category. The amount of funding which may be transferred is limited to 15 percent.
 - c. *Administration*. All other costs are considered administrative costs. STCS providers may transfer unlimited funding from their Administration allocation to the Vouchers and Intake categories.
3. In cases where a resource is used for administration of both STCS and other programs, the provider must have a reasonable cost allocation procedure in place to determine what portion of that resource is charged to TANF (cf. [2 C.F.R. §200.405\(d\)](#)).
4. The State may review agencies’ cost allocation procedures as a component of contract monitoring.