

Introduction

The Tennessee Department of Human Services requires reporting to support federal and state requirements. These include the CSBG Annual Report, Monthly and Quarterly Reports to include reporting on child support enforcement, and the TDHS Annual Report.

Scope

This policy established the guidelines for reporting requirements for CSBG Eligible Entities in Tennessee.

Policy

A. CSBG Annual Report

In alignment with [Information Memorandum #152](#), TDHS requires agencies to complete a CSBG Annual Report. The Annual Report is a mandatory, annual federal report for every CAA that receives CSBG grants and all state offices that administer CSBG funds. As outlined in the CSBG Grant Contract agencies “shall submit the CSBG Annual Report on its prior year service, in the format provided to the Grantee annually, no later than January 15th of the current contract year. Failure to submit the CSBG Annual Report timely pursuant to deadlines established by the State shall result in program reimbursements being withheld until the report has been received.”

1. Department’s Responsibilities for the CSBG Annual Report:
 - The Department completes Module 1, and aggregates and reports data from all contract agencies for Modules 2-4. TDHS submits a final report to the Office of Community Services through the Online Data Collection (OLDC) system.
2. Community Action Agency Responsibilities for the CSBG Annual Report:
 - Each CAA must complete Modules 2-4 of the CSBG Annual Report, reporting financial, agency, community, and individual/family level outcomes. CAAs are also responsible for maintaining backup documentation to support the data reported in their CSBG Annual Report. It is important to note that the CSBG Annual Report relates to all agency’s activities, not just services directly or indirectly funded by CSBG.
3. Follow-up:
 - a. During review of the Annual Report submission, the State may request corrections or clarifications before final submission in OLDC. The agency shall respond timely to such requests.
 - b. OCS submits an Annual Report review memo to each State after a thorough review of the annual report submission. The review may include corrections or clarifications of information provided in the annual report. Each agency is responsible for assisting the State to address or clarify warnings and errors presented in the review memo in the time frame requested by the State.

B. Monthly Client Service Reports and Quarterly Reports

1. Contract agencies shall submit a monthly client services report in the format provided by the State, within thirty (30) days following the month in which the services were completed. Data on CAA adherence to Child Support Enforcement is required.
 - Child Support Enforcement:
 - i. During each fiscal year for which an eligible entity received a grant under section 675C, such entity shall (1) inform custodial parents in single-parent families that participate in programs, activities, or services carried out or provided under this subtitle about the availability of child support services; and (2) refer eligible parents to the child support offices of State and local governments.
 - ii. Direct staff shall inform custodial parents in single-parent families that participate in programs, activities, or services carried out or provided under CSBG about the availability of child support services and are to refer eligible parents to the child support offices of State and local governments.
2. Quarterly reports shall be submitted in the format provided by the state on a quarterly basis due within thirty (30) following the end of the quarter (January, April, July, October).

C. TDHS Annual Report

The Department requests annual submissions of agency impact narratives to be included in the TDHS Annual Report. Narratives can be included with the quarterly report submission or should be submitted to CSBG.DHS@tn.gov and must include the TDHS Public Release form. Additionally, requests may be made by the close of the state fiscal year or by the Department for communications and other reporting purposes.

Supporting Documents

[CSBG IM#152 Annual Report](#)

Definitions/Acronyms

Term	Definition
CSBG	Community Services Block Grant
OCS	Office of Community Services
TDHS	Tennessee Department of Human Services

Supersedes

Community Services Block Grant (CSBG) Policy & Procedure Manual, effective date 10/1/23


Section 5: Grant Administration and Monitoring pgs. 38-40

Approval History

Approved By	Approver Title	Approved Date	Effective Date
Clarence H. Carter	Commissioner	05/25/2025	10/01/2025

Revision History

Date	Version	Location of Change	Description/Reason for Change
05/25/2025	10/01/2025	Policy Section	This policy was developed to segment the CSBG Policy and Procedure Manual to an individual policy document. Edited language for clarity.

Approved By		Approval Date	05/25/2025
Authority	42 U.S.C.A. § 9917.	Effective Date	10/01/2025
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