Appendix B: Detailed Descriptions of Common Administrative Data Elements

The Work Group identified 18 administrative data items that were reported by most grantees in their welfare outcomes research. For these items, the Work Group has developed a uniform set of definitions and reporting guidelines to ensure that these data are reported in a standardized manner. The following sections provide a detailed description and recommended reporting for these items.

1. Quarterly Earnings

- **Definition**
  An estimate for casehead earnings during a given calendar quarter, constructed using state-level Unemployment Insurance (UI) program data.

- **Value to be Reported**
  The total dollar value for total individual earnings during a given calendar quarter. Individual earnings should be aggregated across all employment sources documented in UI program data.

  Missing data should be reported as follows:

Code	Description	Definition
-1	No Match File Available for Cohort or Subgroup	Data are missing for a whole cohort or subgroup of cases because the administrative data file was unavailable for data matches. For example, the UI file doesn't exist because of a time lag or other data problems.
-2	No Match Attempted for Individual Case	Data are missing for certain cases because the individual TANF case was excluded from the data match (e.g., for lack of necessary identifying information or other reasons).
-4	Other	Other categories of missing data should be clearly defined in the files' documentation.

- **Minimum Time Period to be Reported**
  Four quarters before and four quarters after selection event.

  For example, grantees conducting leavers studies should include quarterly earnings for at least the four quarters following TANF exit and, if possible, the quarter of exit and the four quarters prior to TANF exit. Quarters included in grantee analysis and reports should be included in the data files.

  Grantees conducting studies with TANF applicants or divertees are encouraged to focus on the four quarters before and the four quarters after the selection event that identifies the study population.

(Quarterly Earnings Continued)

- **Special Concerns to be Addressed in File Documentation**
  1. Documentation does not need to describe known limitations associated with using UI data

  2. Documentation should describe problems or special circumstances encountered when calculating individual earnings using UI data. For example:

     a. The individual TANF case was excluded from the data match (e.g., because necessary information, such as Social Security number, was excluded from the TANF record).
     b. Incomplete or missing information in the UI data file for a particular record or sets of records.

  3. Grantees should clearly document how they have dealt with individuals who do not appear in UI wage records. For example, documentation should note whether they have been assigned a value of "0."

- **Recommended Variable Names**
  Variable name prefix: EARN

  Examples for leavers studies:

  Prior to TANF Exit: EARNBQ01 through EARNBQ99
  Quarter of TANF Exit: EARNAQ00
  After TANF Exit: EARNAQ01 through EARNAQ99

2.   TANF Benefit Receipt or Authorization

- **Definition**
  A binary variable that indicates whether a casehead received or was authorized to receive a TANF payment during a given month.

- **Values to be Reported**

  0 =   Casehead did not receive or was not authorized to receive a TANF payment during given month.

  1 =   Casehead received or was authorized to receive a TANF payment during given month.

  Missing values should be reported as follows:

Code	Description	Definition
-1	No File Available for Cohort or Subgroup	Data are missing for a whole cohort or subgroup of cases because the administrative data file was unavailable (e.g., because of time lags or other reasons).
-2	No Match Attempted for Individual Case	Data are missing for certain cases because the individual TANF case was excluded from the data match (e.g., for lack of necessary identifying information such as SSN or other reasons).
-3	Data for Individual Case were Missing in File	While the case itself appears in the file, the specific data element was not reported for a particular case. That is, there was incomplete information or missing data, such as evidence of benefit receipt or missing data on the benefit amount.
-4	Other	Grantee-specific reason for missing data. Reason(s) must be clearly described in file documentation.

- **Minimum Time Period to be Reported**
  12 months before and 12 months after selection event.

  Grantees conducting leavers studies should include monthly TANF benefit for at least the 12 months following TANF exit and, if possible, the month of exit and the 12 months prior to TANF exit. Months included in grantee analysis and reports should be included in the data files.

  Grantees conducting studies with TANF applicants or divertees are encouraged to focus on the four quarters before and the four quarters after the selection event that identifies the study population.

(TANF Benefit Receipt or Authorization Continued)

- **Special Concerns to be Addressed in File Documentation**
  1. Some state administrative data systems track TANF authorization and benefit receipt as separate items. TANF authorization may be defined as the date on which an individual's application was approved or verified. In contrast, benefit receipt may be defined as receiving a benefit payment during a given month. File documentation should note whether the binary variable was determined using:

      a.   The authorization, application date, or similar flag in the administrative data.
      b.   Payment data (e.g., whether a benefit check was issued and/or the amount of the benefit check).
      c.   A combination of the above two items.

  2. The source file for this data should be noted along with whether this is the same source used for Federally mandated TANF reporting.

- **Recommended Variable Names**
  Variable name prefix: TNFR

  Examples for leavers studies:

  Prior to TANF Exit: TNFRBM01 through TNFRBM99
  Month of TANF Exit: TNFRAM00
  After TANF Exit: TNFRAM01 through TNFRAM99

3. TANF Benefit Amount

- **Definition**
  The TANF benefit amount paid to a casehead during a given month.

- **Value to be Reported**
  Dollar value for received benefit payment.

  Missing values should be reported as:

Code	Description	Definition
-1	No File Available for Cohort or Subgroup	Data are missing for a whole cohort or subgroup of cases because the administrative data file was unavailable (e.g., because of time lags or other reasons).
-2	No Match Attempted for Individual Case	Data are missing for certain cases because the individual TANF case was excluded from the data match (e.g., for lack of necessary identifying information such as SSN or other reasons).
-3	Data for Individual Case were Missing in File	While the case itself appears in the file, the specific data element was not reported for a particular case. That is, there was incomplete information or missing data, such as evidence of benefit receipt or missing data on the benefit amount.
-4	Other	Grantee-specific reason for missing data. Reason(s) must be clearly described in file documentation.

- **Minimum Time Period to be Reported**
  12 months before and 12 months after selection event.

  Grantees conducting leavers studies should include monthly TANF benefit for at least the 12 months following TANF exit and, if possible, the month of exit and the 12 months prior to TANF exit. Months included in grantee analysis should be included in the data files.

  Grantees conducting studies with TANF applicants or divertees are encouraged to focus on the four quarters before and the four quarters after the selection event that identifies the study population.

(TANF Benefit Amount Continued)

- **Special Concerns to be Addressed in File Documentation**
    1. Where state administrative data systems track TANF authorization and benefit receipt as separate items, documentation should note the following:

        a. If it is possible for there to be cases where the data contained in the "TANF Benefit Receipt or Authorization" data field does not directly correspond with data contained in the "TANF Benefit Amount" data field. For example, grantees should note if it is possible for an individual to have been authorized or approved to receive assistance in one month and for benefit payments to begin in the subsequent month.

        b. In what circumstances this may occur.

    2. The source file for these data should be noted along with whether this is the same source used for Federally mandated TANF reporting.

- **Recommended Variable Names**
    Variable name prefix: TNFB

    Examples for leavers studies:

Prior to TANF Exit:	TNFBBM01 through TNFBBM99
Month of TANF Exit:	TNFBAM00
After TANF Exit:	TNFBAM01 through TNFBAM99

4.   Selection Event Date

- **Definition**

  The date used for selection into the study cohort. For example, for leavers studies, this would be the month/year in which a casehead last received benefits; or first month/year in which a casehead did not receive benefits. For applicant studies, this would be the month/year in which an individual applied for TANF assistance.

- **Values to be Reported**

  The month and year for the exit date of interest.

  The variable should be noted as MMYYYY, with MM representing the numeric month code and YYYY representing the numeric year value.

  If it is the case that the administrative data includes a year and not a month, the month value should be reflected as "00."

- **Minimum Time Period to be Reported**

  Not applicable.

- **Special Concerns to be Addressed in File Documentation**

  For leavers studies, grantees have chosen one of two definitions for the date of exit:

  1.   The month and year in which a casehead last received benefits.
  2.   The first month and year in which a casehead did not receive benefits.

  File documentation should clearly identify which definition of "date of exit" has been selected.

  Studies with TANF applicant or divertee populations should provide detailed description of how the selection event was defined.

- **Recommended Variable Name**

  Leavers Studies: EXITDATE

  Applicant/Diversion Studies: APPLDATE

5.   Casehead Medicaid Enrollment

- **Definition**

  A binary variable indicating whether a casehead was enrolled in the Medicaid program during a given month. This is one of three identified common data elements related to Medicaid enrollment.

  Grantees are encouraged to report all three elements if available; otherwise, grantees should report Casehead Medicaid Enrollment, and if possible, report Medicaid Enrollment for Any Member of the Case Unit and Medicaid Enrollment for Any Child Who Was a Member of the Former Case Unit.

- **Values to be Reported**

  0 =   Casehead was not enrolled in the Medicaid program during a given month.
  1 =   Casehead was enrolled in the Medicaid program during a given month.

  Missing data should be noted as follows:

Code	Description	Definition
-1	No File Available for Cohort or Subgroup	Data are missing for a whole cohort or subgroup of cases because the administrative data file was unavailable (e.g., because of time lags or other reasons).
-2	No Match Attempted for Individual Case	Data are missing for certain cases because the individual TANF case was excluded from the data match (e.g., for lack of necessary identifying information such as SSN or other reasons).
-3	Data for Individual Case were Missing in File	While the case itself appears in the file, the specific data element was not reported for a particular case. For example, the casehead appears in the file, but no information is present for that case during a given month.
-4	Other	Grantee-specific reason for missing data. Reason(s) must be clearly described in file documentation.

- **Minimum Time Period to be Reported**

  12 months before and 12 months after the selection event.

  Grantees conducting leavers studies should report monthly casehead Medicaid enrollment for the at least 12 months following TANF exit and, if possible, the month of exit and the 12 months prior to TANF exit. Months included in grantee analysis should be included in the data files.

  Grantees conducting studies with TANF applicants or divertees are encouraged to focus on the four quarters before and the four quarters after the selection event that identifies the study population.

(Casehead Medicaid Enrollment Continued)

- **Special Concerns to be Addressed in File Documentation**
  The source file for this data should be indicated.

- **Recommended Variable Names**
  Variable name prefix: MEDR

  Examples for leavers studies:
  Prior to TANF Exit: MEDRBM01 through MEDRBM99
  Month of TANF Exit: MEDRAM00
  After TANF Exit: MEDRAM01 through MEDRAM99

6. Medicaid Enrollment for Any Member of the Former Case Unit

- **Definition**

  A binary variable that indicates whether any member of the former case (e.g., casehead, child, other adult) was enrolled in the Medicaid program during a given month. The former case unit is defined as the certified adults and children who were members of the casehead's TANF case at the time of exit.

  This is one of three identified common data elements related to Medicaid enrollment. Grantees are encouraged to report all three elements if available; otherwise, grantees should report Casehead Medicaid Enrollment, and if possible, report Medicaid Enrollment for Any Member of the Case Unit and Medicaid Enrollment for Any Child Who Was a Member of the Former Case Unit.

- **Values to be Reported**

  0 = No member of the case unit was enrolled in the Medicaid program during a given month.
  1 = Any member of the case unit were enrolled in the Medicaid program during a given month.

  Missing data should be noted as follows:

Code	Description	Definition
-1	No File Available for Cohort or Subgroup	Data are missing for a whole cohort or subgroup of cases because the administrative data file was unavailable (e.g., because of time lags or other reasons).
-2	No Match Attempted for Individual Case	Data are missing for certain cases because the individual TANF case was excluded from the data match (e.g., for lack of necessary identifying information such as SSN or other reasons).
-3	Data for Individual Case were Missing in File	While the case itself appears in the file, the specific data element was not reported for a particular case. For example, the member or members of the case unit appears in the file, but no information is present for these individuals during a given month.
-4	Other	Grantee-specific reason for missing data. Reason(s) must be clearly described in file documentation.

(Medicaid Enrollment for Any Member of the Former Case Unit – Continued)

- **Minimum Time Period to be Reported**
  12 months before and 12 months after selection event.

  Grantees conducting leavers studies should report monthly Medicaid enrollment for any member of the former case unit for at least the 12 months following TANF exit and, if possible, the month of exit and the 12 months prior to TANF exit. Months included in grantee analysis should be included in the data files.

  Grantees conducting studies with TANF applicants or divertees are encouraged to focus on the four quarters before and the four quarters after the selection event that identifies the study population.

- **Special Concerns to be Addressed in File Documentation**
  The source file for this data should be indicated.

- **Recommended Variable Names**
  Variable name prefix: MEDT

  Examples for leavers studies:

  Prior to TANF Exit: MEDTBM01 through MEDTBM99
  Month of TANF Exit: MEDTAM00
  After TANF Exit: MEDTAM01 through MEDTAM99

7. Medicaid Enrollment for Any Child Who Was a Member of the Former Case Unit

- **Definition**
  A binary variable that indicates whether a child who was a member of the former case unit was enrolled in the Medicaid program during a given month. The former case unit is defined as the certified adults and children who were members of the casehead's TANF case at the time of exit.

  This is one of three identified common data elements related to Medicaid enrollment. Grantees are encouraged to report all three elements if available; otherwise, grantees should report Casehead Medicaid Enrollment, and if possible, report Medicaid Enrollment for Any Member of the Case Unit and Medicaid Enrollment for Any Child Who Was a Member of the Former Case Unit.

- **Values to be Reported**

  0 = No child on the case unit was enrolled in the Medicaid program during a given month.

  1 = At least one child on the case unit was enrolled in the Medicaid program during a given month.

  Missing data should be noted as follows:

Code	Description	Definition
-1	No File Available for Cohort or Subgroup	Data are missing for a whole cohort or subgroup of cases because the administrative data file was unavailable (e.g., because of time lags or other reasons).
-2	No Match Attempted for Individual Case	Data are missing for certain cases because the individual TANF case was excluded from the data match (e.g., for lack of necessary identifying information such as SSN or other reasons).
-3	Data for Individual Case were Missing in File	While the case itself appears in the file, the specific data element was not reported for a particular case. For example, a child appears in the file, but no information is present for whether the child was enrolled during a given month.
-4	Other	Grantee-specific reason for missing data. Reason(s) must be clearly described in file documentation.

(Medicaid Enrollment for Any Child Who Was a Member of the Former Case Unit Continued)

- **Minimum Time Period to be Reported**
  12 months before and 12 months after the selection event.

  Grantees conducting leavers studies should report Medicaid enrollment for any child who was a member of the former case unit for at least the 12 months following TANF exit and, if possible, the month of exit and the 12 months prior to TANF exit. Months included in grantee analysis should be included in the data files.

  Grantees conducting studies with TANF applicants or divertees are encouraged to focus on the four quarters before and the four quarters after the selection event that identifies the study population.

- **Special Concerns to be Addressed in File Documentation**
  The source file for this data should be indicated.

- **Recommended Variable Names**
  Variable name prefix: MEDC

  Examples for leavers studies:

  Prior to TANF Exit: MEDCBM01 through MEDCBM99
  Month of TANF Exit: MEDCAM00
  After TANF Exit: MEDCAM01 through MEDCAM99

8. Food Stamp Receipt

- **Definition**
  A binary variable that indicates whether a casehead received or was authorized to receive food stamps during a given month.

- **Values to be Reported**

  0 =   Casehead did not receive or was not authorized to receive food stamp benefits during given month.

  1 =   Casehead received or was authorized to receive food stamp benefits during given month.

  Missing data should be noted as follows:

Code	Description	Definition
-1	No File Available for Cohort or Subgroup	Data are missing for a whole cohort or subgroup of cases because the administrative data file was unavailable (e.g., because of time lags or other reasons).
-2	No Match Attempted for Individual Case	Data are missing for certain cases because the individual TANF case was excluded from the data match (e.g., for lack of necessary identifying information such as SSN or other reasons).
-3	Data for Individual Case were Missing in File	While the case itself appears in the file, the specific data element was not reported for a particular case. For example, a casehead appears in the file, but no food stamp receipt information is present for that individual during a given month.
-4	Other	Grantee-specific reason for missing data. Reason(s) must be clearly described in file documentation.

- **Minimum Time Period to be Reported**
  12 months before and 12 months after the selection event.

  Grantees conducting leavers studies should include a binary variable noting food stamp receipt for the 12 months following TANF exit and, if possible, the month of exit and the 12 months prior to TANF exit. Months included in grantee analysis should be included in the data files.

  Grantees conducting studies with TANF applicants or divertees are encouraged to focus on the four quarters before and the four quarters after the selection event that identifies the study population.

- **Special Concerns to be Addressed in File Documentation**
  The source file for this data should be indicated.

(Food Stamp Receipt Continued)

- **Recommended Variable Names**
  Variable name prefix: FOOD

  Examples for leavers studies:

  Prior to TANF Exit: FOODBM01 through FOODBM99
  Month of TANF Exit: FOODAM00
  After TANF Exit: FOODAM01 through FOODAM99

9. TANF Case Composition

- **Definition**
  Grantees should report at least two of the following three characteristics about a case unit's composition:

  1. Number of certified adults on TANF case.
  2. Number of certified children on TANF case.
  3. Total number of certified individuals on TANF case.

- **Values to be Reported**
  Number of certified adults, children, and/or total number of individuals on TANF case.

  Missing data should be noted as follows:

Code	Description	Definition
-1	No File Available for Cohort or Subgroup	Data are missing for a whole cohort or subgroup of cases because the administrative data file was unavailable (e.g., because of time lags or other reasons).
-2	No Match Attempted for Individual Case	Data are missing for certain cases because the individual TANF case was excluded from the data match (e.g., for lack of necessary identifying information such as SSN or other reasons).
-3	Data for Individual Case were Missing in File	While the case itself appears in the file, the specific data element was not reported for a particular case. For example, case composition is unavailable for a month because the family was not an active TANF case that month.
-4	Other	Grantee-specific reason for missing data. Reason(s) must be clearly described in file documentation.

- **Minimum Time Period to be Reported**
  12 months before and 12 months after the selection event.

  Grantees conducting leavers studies should include case composition details for at least the 12 months following TANF exit and, if possible, the month of exit and the 12 months prior to TANF exit, if data are available. Months included in grantee analysis should be included in the data files.

  Grantees conducting studies with TANF applicants or divertees are encouraged to focus on the four quarters before and the four quarters after the selection event that identifies the study population.

(TANF Case Composition Continued)

- **Special Concerns to be Addressed in File Documentation**
  1. The source file or files for these variables should be indicated.

  2. If these measures were constructed or derived, the documentation should include a brief overview of how this was accomplished.

- **Recommended Variable Names**

  1. Number of certified adults on case

     Variable name prefix: ADLT

     Examples for leavers studies:

Prior to TANF Exit:	ADLTBM01 through ADLTBM99
Month of TANF Exit:	ADLTAM00
After TANF Exit:	ADLTAM01 through ADLTAM99

  2. Number of certified children on case

     Variable name prefix: CHLD

     Examples for leavers studies:

Prior to TANF Exit:	CHLDBM01 through CHLDBM99
Month of TANF Exit:	CHLDAM00
After TANF Exit:	CHLDAM01 through CHLDAM99

  3. Total number of people on case

     Variable name prefix: TOTC

     Examples for leavers studies:

Prior to TANF Exit:	TOTCBM01 through TOTCBM99
Month of TANF Exit:	TOTCAM00
After TANF Exit:	TOTCAM01 through TOTCAM99

10. Casehead Date of Birth

- **Definition**
  The month and year in which the casehead was born.

- **Values to be Reported**
  Month and year of date of birth as MMYYYY, with MM representing the numeric month value and YYYY representing the numeric year value.

  If it is the case that the administrative data includes a year and not a month, the month value should be reflected as "00."

  Missing data (for the entire date of birth) should be noted as follows:

Code	Description	Definition
-1	No File Available for Cohort or Subgroup	Data are missing for a whole cohort or subgroup of cases because the administrative data file was unavailable (e.g., because of time lags or other reasons).
-2	No Match Attempted for Individual Case	Data are missing for certain cases because the individual TANF case was excluded from the data match (e.g., for lack of necessary identifying information such as SSN or other reasons).
-3	Data for Individual Case were Missing in File	While the case itself appears in the file, the specific data element was not reported for a particular case. For example, a casehead appears in the file, but the date of birth is missing for that individual.
-4	Other	Grantee-specific reason for missing data. Reason(s) must be clearly described in file documentation.

- **Minimum Time Period to be Reported**
  Not applicable.

- **Special Concerns to be Addressed in File Documentation**
  The source file for this data should be indicated.

- **Recommended Variable Name**
  CASE_AGE

11. Casehead Gender

- **Definition**
  Casehead gender

- **Values to be Reported**

    1 =   Male
    2 =   Female

- **Minimum Time Period to be Reported**
  Not applicable.

- **Special Concerns to be Addressed in File Documentation**
  None noted.

- **Recommended Variable Name**
  CASE_SEX

12. Case Type

- **Definition**
  The case unit's designation as a single-, two-, or no-parent household.

- **Values to be Reported**
  The following values and corresponding definitions are suggested.

  1 = Single parent household: All cases that have an adult, or minor head of household, in the assistance unit and do not fall into one of the other categories below.

  2 = Two-parent household: Cases with two natural or adoptive parents, of the same minor child, receiving assistance and living in the home.

  3 = No parent on case: A child-only case with no adults or minor heads of household on case.

  4 = Other: The grantee has the option of restricting the value "1" to cases with a single natural or adoptive parent and using the value "4" for other cases, such as cases with one or two adult caretaker relatives.

  If grantees have used a different classification scheme in their analysis and reporting, they should follow their own alternative approach for this data element in their data files and such approach should be described in their documentation.

  Missing data should be noted as follows:

Code	Description	Definition
-1	No File Available for Cohort or Subgroup	Data are missing for a whole cohort or subgroup of cases because the administrative data file was unavailable (e.g., because of time lags or other reasons).
-2	No Match Attempted for Individual Case	Data are missing for certain cases because the individual TANF case was excluded from the data match (e.g., for lack of necessary identifying information such as SSN or other reasons).
-3	Data for Individual Case were Missing in File	While the case itself appears in the file, the specific data element was not reported for a particular case. For example, a casehead is listed in the file, but information related to case type for that individual is incomplete or missing.
-4	Other	Grantee-specific reason for missing data. Reason(s) must be clearly described in file documentation.

- **Minimum Time Period to be Reported**
  Not applicable.

(Case Type Continued)

- **Special Concerns to be Addressed in File Documentation**
  It is important, however, to document alternative classification schemes so researchers may reconstruct analysis or tables in grantee administrative data reports and compare study results across grantees.

  1. Case type classification schemes that differ from that presented in this section should be clearly documented so researchers may reconstruct analysis or tables included in grantee reports.

  2. Documentation should note how the following situations were categorized: disabled parents, minor parents, and non-parent caretakers.

  3. The grantee should document whether "single-parent" cases include cases with non-parent adult relative caretakers, or whether the grantee has classified these cases as "other."   This situation should be noted in the documentation.

  4. For many grantees, a single-parent household may actually have more than one person aged 18 or older on the case (e.g., three-generation families in one assistance unit or cases with a disabled parent).

  5. If one of the two parents in a case is disabled, the grantee should document whether the case is classified as a two-parent case, or whether such cases are included with single-parent cases, as under the regulation for calculating the "two-parent work participation rate."

  6. Special treatment of minor heads of households should be noted (e.g., whether they are identified as single-parent households or mixed in with child-only households).

- **Recommended Variable Name**
  CASETYPE

13. Race/Ethnicity

- **Definition**
  The casehead's race and ethnicity

- **Values to be Reported**
  Grantees should report state-specific codes used for race and ethnicity identification.

- **Minimum Time Period to be Reported**
  Not applicable.

- **Special Concerns to be Addressed in File Documentation**
  1. Grantees should carefully document state-specific codes used for race and ethnicity identification.

  2. The source file for this data should be indicated.

- **Recommended Variable Name**
  CASERACE

14. Age of Oldest Child

- **Definition**
  Age of the oldest child on case unit at time of selection event.

- **Values to be Reported**
  Child's age at the date of exit selection into the study. Age should be reported in years, with children's ages less than one year reported as a "0."

  Missing data should be noted as follows:

Code	Description	Definition
-1	No File Available for Cohort or Subgroup	Data are missing for a whole cohort or subgroup of cases because the administrative data file was unavailable (e.g., because of time lags or other reasons).
-2	No Match Attempted for Individual Case	Data are missing for certain cases because the individual TANF case was excluded from the data match (e.g., for lack of necessary identifying information such as SSN or other reasons).
-3	Data for Individual Case were Missing in File	While the case itself appears in the file, the specific data element was not reported for a particular case. For example, a casehead is listed in the file, but information on the oldest child on that case is incomplete or missing for this individual.
-4	Other	Grantee-specific reason for missing data. Reason(s) must be clearly described in file documentation.

- **Minimum Time Period to be Reported**
  Not applicable.

- **Special Concerns to be Addressed in File Documentation**
  The source file for this data should be indicated.

- **Recommended Variable Name**
  CHILDAGE2

15. Age of Youngest Child

- **Definition**
  Age of the youngest child on case unit at time of selection event.

- **Values to be Reported**
  Child's age at the date of selection into the study. Age should be reported in years, with children's ages less than one year reported as a "0."

  Missing data should be noted as follows:

Code	Description	Definition
-1	No File Available for Cohort or Subgroup	Data are missing for a whole cohort or subgroup of cases because the administrative data file was unavailable (e.g., because of time lags or other reasons).
-2	No Match Attempted for Individual Case	Data are missing for certain cases because the individual TANF case was excluded from the data match (e.g., for lack of necessary identifying information such as SSN or other reasons).
-3	Data for Individual Case were Missing in File	While the case itself appears in the file, the specific data element was not reported for a particular case. For example, a casehead is listed in the file, but information on the youngest child on that case is incomplete or missing for this individual.
-4	Other	Grantee-specific reason for missing data. Reason(s) must be clearly described in file documentation.

- **Minimum Time Period to be Reported**
  Not applicable.

- **Issues for Documentation**
  The source file for this data should be indicated.

- **Recommended Variable Name**
  CHILDAGE1

16. Geographic Identifier

- **Definition**
  County in which casehead resided at time of selection into the study.

- **Values to be Reported**
  State and county FIPS code.

  Missing data should be noted as follows:

Code	Description	Definition
-1	No File Available for Cohort or Subgroup	Data are missing for a whole cohort or subgroup of cases because the administrative data file was unavailable (e.g., because of time lags or other reasons).
-2	No Match Attempted for Individual Case	Data are missing for certain cases because the individual TANF case was excluded from the data match (e.g., for lack of necessary identifying information such as SSN or other reasons).
-3	Data for Individual Case were Missing in File	While the case itself appears in the file, the specific data element was not reported for a particular case. For example, a casehead is listed in the file, but geographic information is incomplete or missing for this individual.
-4	Other	Grantee-specific reason for missing data. Reason(s) must be clearly described in file documentation.

- **Minimum Time Period to be Reported**
  Not applicable.

- **Special Concerns to be Addressed in File Documentation**
  The source file for this data should be indicated.

- **Recommended Variable Name**
  COUNTYCD

17. Survey Sample

- **Definition**
  Grantees should note specific cases that are included in both an administrative and survey research cohorts using a binary variable.

- **Values to be Reported**

  1 =   Included in a survey sample.
  0 =   Not included in a survey sample.

- **Minimum Time Period to be Reported**
  Not applicable.

- **Special Concerns to be Addressed in File Documentation**
  None noted.

- **Recommended Variable Name**
  SURVFLAG

18. Martial Status

- **Definition**
  The casehead's marital status at time of selection into the study.

- **Values to be Reported**
  Grantees should report state-specific codes that describe casehead marital status.

  Missing data should be noted as follows:

Code	Description	Definition
-1	No File Available for Cohort or Subgroup	Data are missing for a whole cohort or subgroup of cases because the administrative data file was unavailable (e.g., because of time lags or other reasons).
-2	No Match Attempted for Individual Case	Data are missing for certain cases because the individual TANF case was excluded from the data match (e.g., for lack of necessary identifying information such as SSN or other reasons).
-3	Data for Individual Case were Missing in File	While the case itself appears in the file, the specific data element was not reported for a particular case. For example, a casehead is listed in the file, but marital information is incomplete or missing for this individual.
-4	Other	Grantee-specific reason for missing data. Reason(s) must be clearly described in file documentation.

- **Minimum Time Period to be Reported**
  Not applicable.

- **Special Concerns to be Addressed in File Documentation**
  1. Grantees should clearly define state-specific marital status codes in the file documentation.

  2. The source file for this data should be indicated.

- **Recommended Variable Name**
  MARISTAT