

# CareerTech Information Management System (CTIMS)

## Temporary Assistance For Needy Families (TANF) Grants

## Invoices and Change Requests Guidebook



**OKLAHOMA**  
**CareerTech**

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**IMD**

Information Management Division

February 2026



## Table of Contents

|                                                                      |    |
|----------------------------------------------------------------------|----|
| Help and Troubleshooting.....                                        | 4  |
| Help Documents .....                                                 | 4  |
| TANF Contacts .....                                                  | 5  |
| CTIMS Support .....                                                  | 5  |
| Approval Process Overview.....                                       | 6  |
| Logging into CTIMS .....                                             | 7  |
| Invoice .....                                                        | 8  |
| Stage 1: Local Finance Coordinator .....                             | 9  |
| Stage 2-3: State Initiative Supervisor – ODCTE Finance Reviewer..... | 12 |
| Change Request (Invoice) .....                                       | 13 |
| Stage 1: Local Finance Coordinator .....                             | 13 |
| Stage 2-4: TANF State Initiative Supervisor .....                    | 17 |

## Help and Troubleshooting

If you do not have a CTIMS account set up or are experiencing issues with navigation or software, please contact [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov). Send a message describing your problem. Please include your school's name and telephone number, and we will contact you. Someone is always monitoring that inbox and will respond to your email promptly.

If you have forgotten your password, click the '**Forgot your password?**' link to reset it.

### CTIMS Customer Support Contact

Office: (405) 743-5134  
Email: [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)

## Help Documents

You can access and download the TANF grant guidebooks under the **TANF Process** tab.

| Action                   | Document Name                  | Document Content               | Module Category | Module Sub Category | Version Number | Last Uploaded Date |
|--------------------------|--------------------------------|--------------------------------|-----------------|---------------------|----------------|--------------------|
| <a href="#">Download</a> | TANF Grant Worksheet Guidebook | TANF Grant Worksheet Guidebook | Grants          | Grants TANF Process | 1              | 02/17/2026         |
| <a href="#">Download</a> | TANF Grant Agreement Guidebook | TANF Grant Agreement Guidebook | Grants          | Grants TANF Process | 1.2            | 02/17/2026         |
| <a href="#">Download</a> | TANF Grant Invoice Guidebook   | TANF Grant Invoice Guidebook   | Grants          | Grants TANF Process | 1.5            | 02/17/2026         |

## TANF Contacts

**Stephanie Hara***TANF Program Specialist*

Office: 405-743-5512

Email: [Stephanie.Hara@careertech.ok.gov](mailto:Stephanie.Hara@careertech.ok.gov)**Kim Chapman***TANF Program Specialist*

Office: 405-743-5494

Email: [Kim.Chapman@careertech.ok.gov](mailto:Kim.Chapman@careertech.ok.gov)**Genipha Backoulou***TANF Program Specialist*

Office: 405-743-5456

Email: [Genipha.Backoulou@careertech.ok.gov](mailto:Genipha.Backoulou@careertech.ok.gov)

**IMPORTANT:** For questions about specific TANF requirements or what you need to input or attach to your worksheet, contact your ODCTE TANF Specialist.

## CTIMS Support

**Rebecca Sagehorn***Performance Data Analysis Coordinator*

Office: 405-743-5194

Email: [Rebecca.Sagehorn@careertech.ok.gov](mailto:Rebecca.Sagehorn@careertech.ok.gov)**Mika Hickman***Administrative Assistant*

Office: 405-743-5124

Email: [Mika.Hickman@careertech.ok.gov](mailto:Mika.Hickman@careertech.ok.gov)

## Approval Process Overview

| Worksheet Approval Stage (Stage 1) |                                                                                                                                                                  |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TANF Role/Access                   | Process                                                                                                                                                          |
| TANF Local Initiative Coordinator  | This starts the Worksheet Approval process. Creates, completes, saves, and submits a new worksheet.                                                              |
| TANF Local Finance Coordinator     | 1 <sup>st</sup> Approval. Reviews and approves or rejects worksheets. If approved, it goes to the next stage. If rejected, it goes back to stage 1.              |
| TANF Superintendent / President    | 2 <sup>nd</sup> Approval. Reviews and approves or rejects the worksheet. If approved, it goes to the State approval stage. If rejected, it goes back to stage 1. |
| TANF State Initiative Supervisor   | Final Approval. After the worksheet is approved through Stage 4, the Agreement Process begins with the TANF Local Finance Coordinator.                           |

**\*Agreement cannot be started until the Worksheet is fully approved\***

| Agreement Approval Stage (Stage 2) |                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| TANF Role/Access                   | Process                                                                                                                              |
| TANF Local Finance Coordinator     | This starts the Agreement Approval process. Creates, completes, saves, and submits new agreements.                                   |
| TANF State Initiative Supervisor   | Final Approval. After the Agreement is approved through Stage 2, the Invoice Process begins with the TANF Local Finance Coordinator. |

**\*Invoice cannot be started until the Agreement is fully approved\***

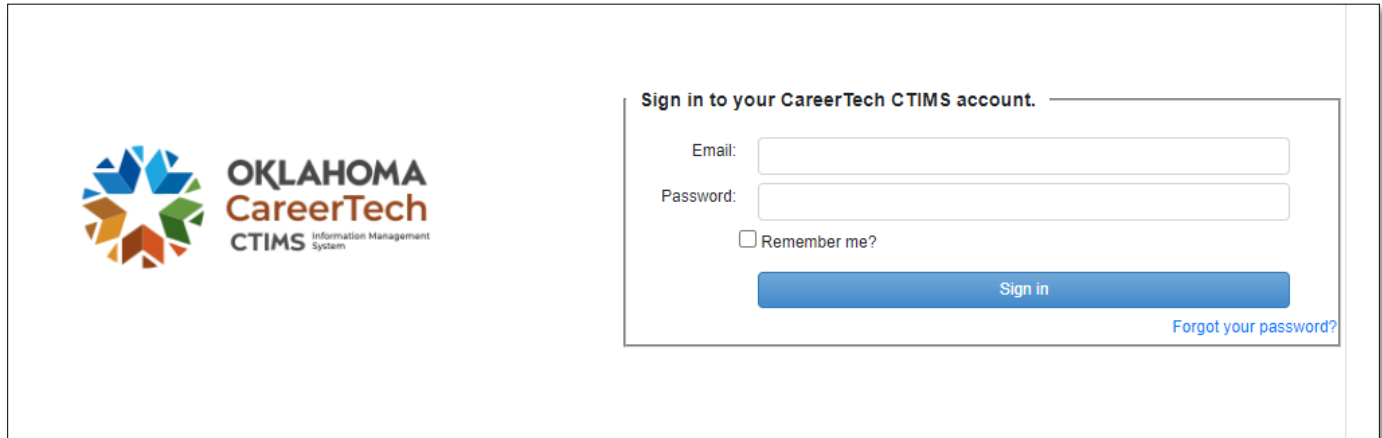
| Invoice Approval Stage (Stage 3) |                                                                                                                                                      |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| TANF Role/Access                 | Process                                                                                                                                              |
| TANF Local Finance Coordinator   | This starts the Invoice Approval process. Creates, completes, saves, and submits new invoice.                                                        |
| TANF State Initiative Supervisor | 1 <sup>st</sup> Approval. Reviews and approves or rejects the invoice. If approved, it goes to the next stage. If rejected, it goes back to stage 1. |
| ODCTE Finance Reviewer           | Final Approval. After the invoice is approved through Stage 3, the Invoice process is complete.                                                      |

| Budget Adjustment Approval Stage (if Agreement changes are necessary) |                                                                                                 |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| TANF Role/Access                                                      | Process                                                                                         |
| TANF Local Finance Coordinator                                        | This starts the Budget Adjustment process. Budget Adjusted and/or new line items added here.    |
| TANF State Initiative Supervisor                                      | Final Approval. After the invoice is approved through Stage 2, the Invoice process is complete. |

**Objective:** This guidebook will take you through the steps to submit TANF Grants in CTIMS.

## Logging into CTIMS

Sign in using your school email and CTIMS password at <https://ctims.okcareertech.org/CTBDSWeb>



Or go to [CTIMS \(CareerTech Information Management System\) \(oklahoma.gov\)](https://oklahoma.gov) and select the green CTIMS Login button.

# CTIMS (CareerTech Information Management System)

## CTIMS Login and Assistance

Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00

For help with CTIMS, contact the Information Management Division via email: [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)

Microsoft Edge  , Mozilla Firefox  , or Google Chrome  are currently the only browsers compatible with CTIMS.

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Click here to login to CTIMS 

## Invoice

### **Invoice Approval Process**

The following roles represent the stages required in CTIMS for submitting an Agreement.

**Stage 1 – TANF Local Finance Coordinator**



**Stage 2 – TANF State Initiative Supervisor**

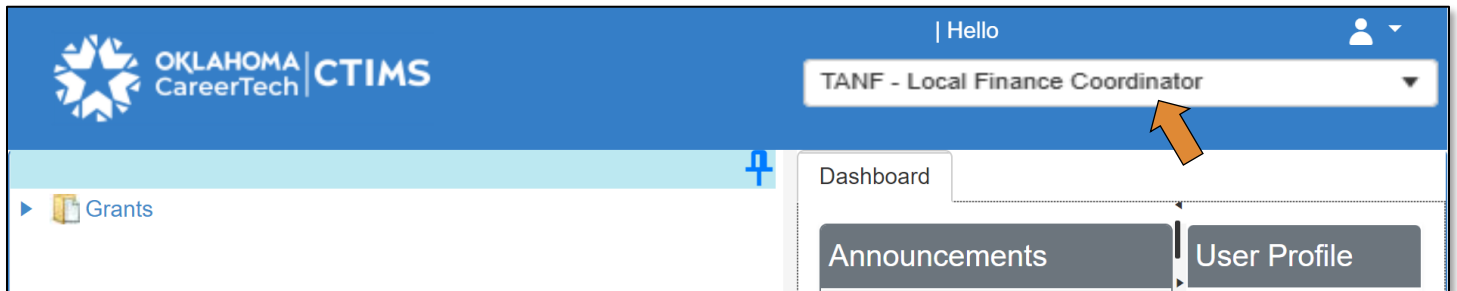


**Stage 3 – ODCTE Finance Reviewer**

## Stage 1: Local Finance Coordinator

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **TANF-Local Finance Coordinator** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **TANF-Local Finance Coordinator**, contact [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)



- Click the arrows next to **Grants > Grant Process > TANF Process**.
- Click on the **Invoice Process** link.



Complete the requested information on this screen. **The tagged numbers on the screenshot correspond to the instruction steps below.**

**NOTE:** The red asterisks\* represent a required field.

1. Verify **Fiscal Calendar Year\*** to make sure the correct year is showing.
2. Verify **Grant Fund Type\*** is set to TANF.
3. Select your correct **Organization Type\*** from the drop-down menu.
4. Select your **Organization\*** by typing in the first three characters of the name.
5. Verify the **Organization District\***.
6. Select a **Program Initiative\***.
7. **Approval Function Type** will remain as All.
8. **Filter on Status** will remain as All.
9. Select the **Search** button.

Dashboard Invoice Process X

### TANF Grant Fund Invoices List

① Fiscal Calendar Year: 20 -20  
 ② Grant Fund Type: TANF  
 ③ Organization Type:  
 ④ Organization: Technology Center  
 ⑤ Organization District:  
 ⑥ Program Initiative: TANF Work Prep-Federal 452

Grant Worksheet/Agreement/Invoice List [Manage Grant Invoices](#)

Approval Function Type: All ⑦  
Filter on Status: All ⑧

[Search](#) ⑨

### TANF Grant Fund Invoices List:

- Click **New Invoice** to start the invoice process (not the arrow).

Dashboard Invoice Process X

### TANF Grant Fund Invoices List

Fiscal Calendar Year: 20 -20  
 Organization Type:  
 Organization District:  
 Grant Fund Type: TANF  
 Organization: Technology Center  
 Program Initiative: TANF Work Prep-Federal 452

Grant Worksheet/Agreement/Invoice List [Manage Grant Invoices](#)

Approval Function Type: All  
Filter on Status: All

[Search](#)

[Export to Excel](#)

| New Invoice                 | Provider Name     | Client Name       | Agreement                                 |
|-----------------------------|-------------------|-------------------|-------------------------------------------|
| <a href="#">New Invoice</a> | Technology Center | Technology Center | WSAG-2526-TANF-TANF-WELFARE-FEDERAL-16X.. |

### TANF Grant Submit Invoice:

- Expand each section by clicking the +(plus) sign to verify that the information is correct.
- Select **Save & Next**.

Dashboard Invoice Process X New Invoice X

### TANF Grant Submit Invoice - Step 1

**Provider Organization Details**

Fiscal Calendar Year: 20 -20  
 Organization Type:  
 Organization District:  
 Grant Fund Type: Adult Basic Education  
 Organization:  
 Program Initiative: Adult Education and Literacy-731  
 Worksheet No: WS-  
 Agreement No: WSAG-  
 Invoice No: INV-

**Basic Client Information**

**Project Details**

[Refresh](#) [Save & Next](#)

- Under the Invoice Line Items tab, select the budget line item you want to invoice by clicking on the black arrow. *You can invoice all or part of the budget line.*

**TANF Grant Submit Invoice - Step 2**

Provider Organization Details Refresh Invoice Summary One Step Back Save as Draft Submit for Approval

Basic Client Information

Project Details

Grant Allocation

**Invoice Line Items**

|                          | Agreement Line Desc. | Budget Line(OCAS CODE)<br>Function - Object - Program | OCAS Description                                      | Total  | Approv Total | Avl. to Invo |
|--------------------------|----------------------|-------------------------------------------------------|-------------------------------------------------------|--------|--------------|--------------|
| <input type="checkbox"/> | Note pads            | 2100-511-100                                          | 2100-Student Transportation Services by Another Di... | \$5.00 | \$5.00       | \$           |

- Attach the OCAS Expenditure Summary and Detailed Reports that match the amount of reimbursement you are requesting.
- Attach receipts and invoices.
  - Expenditure Summaries, Budget Analysis, and Expenditure Analysis will no longer be accepted.**
  - Detailed and Summary Expenditure Quarterly Reports are required.**
    - To attach a document, expand the **Attachments** tab,
    - Click **Select files** to find your file on your computer.
    - Click **Upload & Save File**.

**TANF Grant Submit Invoice - Step 2**

Provider Organization Details Refresh Invoice Summary One Step Back Save as Draft Submit for Approval

Basic Client Information

Project Details

Grant Allocation

**Invoice Line Items**

**Attachments**

Browse: Select files... Upload & Save file

Attachment Note:

Active/Inactive file(s) Delete file(s) Download all files

| Status | File Name | Attachment Note* | Uploaded Date | Action |
|--------|-----------|------------------|---------------|--------|
|--------|-----------|------------------|---------------|--------|

Acknowledgements

Refresh Invoice Summary One Step Back Save as Draft Submit for Approval

- Scroll down and expand the **Acknowledgment** tab.
- Check in the boxes to certify that the information is correct.
- If this is the final payment, check the **Is final payment?** box.
- Put in an acknowledgment note. *This field is required.*
- Click the **Submit for Approval** button.

TANF Grant Submit Invoice - Step 2

Provider Organization Details

Basic Client Information

Project Details

Grant Allocation

Invoice Line Items

Attachments

**Acknowledgements**

☒ By checking this box, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812 2 CFR 200.415(a) (CFR 2015 ed.)

☒ I have attached, if applicable, legible copies of all equipment and supplies/materials invoices.

☒ I have attached signed federal detail and summary accounting reports that show proof of payments (OCAS reports for secondary recipients, OCAS or other accounting reports for Technology Centers and colleges. Financial Analysis reports are NOT adequate for payment and will cause the invoice to be rejected)

Reporting Period Date Range: (MM/DD/YY to MM/DD/YY): \* 07/01/25 to 09/30/25

Is final payment?

Acknowledgement Note: \*

AMK

Refresh Invoice Summary One Step Back Save as Draft Submit for Approval

### Stage 2-3: State Initiative Supervisor – ODCTE Finance Reviewer

**NOTE:** Recipients are held to the 5% administrative cost rate or the negotiated rate of actual expenditures, not budgeted. Each invoice/claim must be submitted at the site's negotiated administrative cost rate. The site may elect to apply indirect costs/administrative costs to its grant until the final claims are submitted. If sites elect to invoice above their approved administrative rate, they must complete an estimated year-end projection. The projection must be approved **before** invoices are approved. A projection template is available on the TANF Forms website.

## Change Request (Invoice)

After an Invoice is submitted for approval, you must go through the **Change Request** process to make any changes.

**IMPORTANT:** Once a user initiates a change request, it must be completed by the same user. Change Requests are **author-based**, not role-based.

### Change Request Approval Process

**Stage 1 - TANF Local Finance Coordinator** – 1<sup>st</sup> Approval. Reviews and approves or rejects the invoice. If approved, goes to next stage. If rejected, it goes back to stage 1.

**Stage 2 – TANF State Initiative Supervisor** –. 2nd Approval. After the Invoice is approved through Stage 4, the Agreement Process begins with the TANF Local Finance Coordinator

**Stage 3– ODCTE Financial Reviewer** –. Final Approval. After the Invoice is approved through Stage 4, the Agreement Process begins with the TANF Local Finance Coordinator

### Stage 1: Local Finance Coordinator

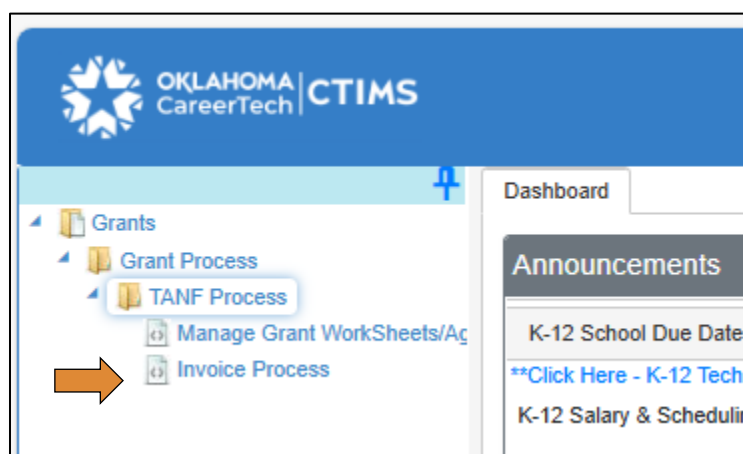
If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **TANF-Local Finance Coordinator** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.



If you do not see **TANF-Local Finance Coordinator**, contact [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)

- Click the arrows next to **Grants > Grant Process > TANF Process**.
- Click on the **Invoice** link.





Complete the requested information on this screen.

**NOTE:** The red asterisks\* represent a required field.

Select your correct **Organization Type\*** from the drop-down menu.

Select your **Organization\*** by typing in the first three characters of the name.

Verify the **Organization District\***.

Select a **Program Initiative\***.

**Approval Function Type** will remain as All.

**Filter on Status** will remain as All.

Select the **Search** button.

After clicking the **Search** button, the grants that are in the approval process will be listed.

- Click on the **Manage Grant Invoices** tab.

- Select the Invoice you need the change then click on the hyperlink.

**TANF Grant Fund Invoices List**

Fiscal Calendar Year: 2025-2026  
 Organization Type: Technology Center Districts  
 Organization District: Technology Center  
 Grant Fund Type: TANF  
 Organization: Technology Center  
 Program Initiative: TANF Work Prep-Federal 452

Grant Worksheet/Agreement/Invoice List | Manage Grant Invoices

✓ Save changes | ✗ Cancel changes | 📄 Export to Excel | ↻ Refresh

|                            | Status | BAP Process | Paymer Days | Organization   | Client Name       | Program Initiative         | Invoice                                     | Invoice Last 4 Digit | Request No          | Invoice Submitted On |
|----------------------------|--------|-------------|-------------|----------------|-------------------|----------------------------|---------------------------------------------|----------------------|---------------------|----------------------|
| ▶ <input type="checkbox"/> | Yes    | Yes         | 15          | Technology ... | Technology Center | TANF Work Prep-Federal 452 | INV-2526-TANF-TANF-WELFARE-FEDERAL-20X11... | 2628                 | 01/13/2026 14:10:19 |                      |
| ▶ <input type="checkbox"/> | Yes    | Yes         | 0           | Technology ... | Technology Center | TANF Work Prep-Federal 452 | INV-2526-TANF-TANF-WELFARE-FEDERAL-20X11... | 20FC                 | 11/19/2025 15:34:06 |                      |

- Click **Next Step**.

Dashboard | Invoice Process | INV-2526-TANF-TANF-WELFARE-FEDERAL-20X111745-E657510D2628

**TANF Grant Submit Invoice - Step 1**

Provider Organization Details

Fiscal Calendar Year: 2025-2026  
 Organization Type: Technology Center Districts  
 Organization District: Southern Oklahoma Technology Center  
 Grant Fund Type: TANF  
 Organization: Southern Oklahoma Technology Center  
 Program Initiative: TANF Work Prep-Federal 452  
 Worksheet No: WS-2526-TANF-TANF-WELFARE-FEDERAL-20X111745-EFAD1F5E945D  
 Agreement No: WSAG-2526-TANF-TANF-WELFARE-FEDERAL-20X111745-9C49513CC5B8  
 Invoice No: INV-2526-TANF-TANF-WELFARE-FEDERAL-20X111745-E657510D2628

Basic Client Information  
 Project Details

↻ Refresh | ➡ Next Step

- To make changes to your Invoice, select **Change Request**.

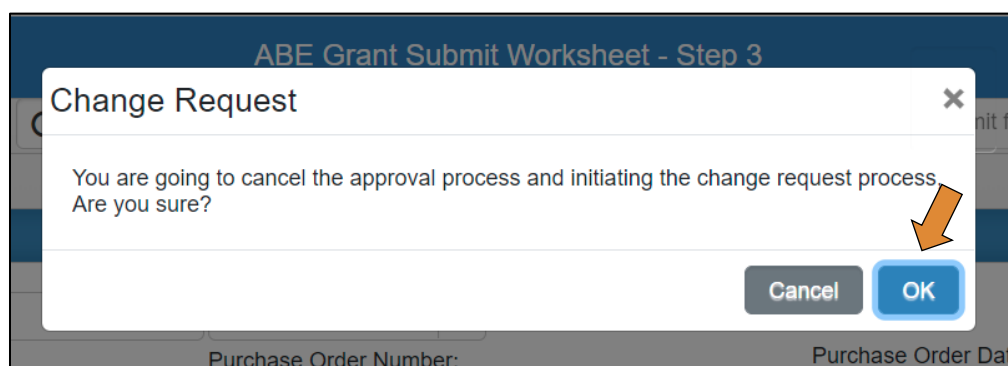
TANF - Local Initiative Coordinator

Summary | 📄 Worksheet Contract | ⏪ One Step Back | ✓ Save as Draft | ✓ Submit for Approval | ✎ Change Request

Agreement Unbudgeted = (Allocated - Agrmt. Budgeted) | Remaining to Invoice

\$99,999.00 | \$0.00

- The **Change Request** process cancels the Invoice approval process. Click OK.



- You can now make changes to the invoice items.
- After making the changes, click the **Save as Draft** button.
- Once the invoice is saved as a draft, you can resubmit it by hitting **Submit for Approval**.

TANF Grant Submit Invoice - Step 2

Provider Organization Details TANF Grant Refresh Invoice Summary One Step Back Save as Draft Submit for Approval

Basic Client Information

Project Details

Grant Allocation

Invoice Line Items

|                                       | Agreement Line Desc.   | Budget Line(OCAS CODE)<br>Function - Object - Program | OCAS Description                                      | Units | Unit Cost    | Req. Unit Type | Total        |
|---------------------------------------|------------------------|-------------------------------------------------------|-------------------------------------------------------|-------|--------------|----------------|--------------|
| ▶ <input checked="" type="checkbox"/> | Salaries               | 1500-100-500                                          | 1500-Personnel Services - Salaries-100-Personnel S... | 1.00  | \$135,400.00 | Cost Per Each  | \$135,400.00 |
| ▶ <input checked="" type="checkbox"/> | Benefits               | 1500-200-500                                          | 1500-Personnel Services - Employee Benefits-200-P...  | 1.00  | \$66,000.00  | Cost Per Each  | \$66,000.00  |
| ▶ <input checked="" type="checkbox"/> | Student Transportation | 2100-500-500                                          | 2100-Other Purchased Services-500-Other Purchas...    | 1.00  | \$11,995.27  | Cost Per Each  | \$11,995.27  |
| ▶ <input type="checkbox"/>            | Tuition                | 2100-500-500                                          | 2100-Other Purchased Services-500-Other Purchas...    | 1.00  | \$8,062.72   | Cost Per Each  | \$8,062.72   |
| ▶ <input checked="" type="checkbox"/> | Travel                 | 1500-500-500                                          | 1500-Other Purchased Services-500-Other Purchas...    | 1.00  | \$1,767.46   | Cost Per Each  | \$1,767.46   |
| ▶ <input checked="" type="checkbox"/> | Student Assistance     | 2100-800-500                                          | 2100-Other Objects-800-Other Objects-500-SUPPO...     | 1.00  | \$23,505.26  | Cost Per Each  | \$23,505.26  |
| ▶ <input type="checkbox"/>            | Administrative Costs   | 5400-900-500                                          | 5400-Other Uses of Funds-900-Other Uses of Funds...   | 1.00  | \$21,469.20  | Cost Per Each  | \$21,469.20  |

**\*Note: if you ever see a red triangle in the top left corner of a cell, that simply means something has been changed, but not saved yet\***

TANF Grant Submit Invoice - Step 2

Provider Organization Details Refresh Invoice Summary One Step Back Save as Draft Submit for Approval

Basic Client Information

Project Details

Grant Allocation

Invoice Line Items

|                                       | Agreement Line Desc.   | Budget Line(OCAS CODE)<br>Function - Object - Program | OCAS Description                                      | Units | Unit Cost    | Req. Unit Type | Total        |
|---------------------------------------|------------------------|-------------------------------------------------------|-------------------------------------------------------|-------|--------------|----------------|--------------|
| ▶ <input checked="" type="checkbox"/> | Salaries               | 1500-100-500                                          | 1500-Personnel Services - Salaries-100-Personnel S... | 1.00  | \$135,400.00 | Cost Per Each  | \$135,400.00 |
| ▶ <input checked="" type="checkbox"/> | Benefits               | 1500-200-500                                          | 1500-Personnel Services - Employee Benefits-200-P...  | 1.00  | \$66,000.00  | Cost Per Each  | \$66,000.00  |
| ▶ <input checked="" type="checkbox"/> | Student Transportation | 2100-500-500                                          | 2100-Other Purchased Services-500-Other Purchas...    | 1.00  | \$11,995.27  | Cost Per Each  | \$11,995.27  |
| ▶ <input type="checkbox"/>            | Tuition                | 2100-500-500                                          | 2100-Other Purchased Services-500-Other Purchas...    | 1.00  | \$8,062.72   | Cost Per Each  | \$8,062.72   |
| ▶ <input checked="" type="checkbox"/> | Travel                 | 1500-500-500                                          | 1500-Other Purchased Services-500-Other Purchas...    | 1.00  | \$1,767.46   | Cost Per Each  | \$1,767.46   |
| ▶ <input checked="" type="checkbox"/> | Student Assistance     | 2100-800-500                                          | 2100-Other Objects-800-Other Objects-500-SUPPO...     | 1.00  | \$23,505.26  | Cost Per Each  | \$23,505.26  |
| ▶ <input type="checkbox"/>            | Administrative Costs   | 5400-900-500                                          | 5400-Other Uses of Funds-900-Other Uses of Funds...   | 1.00  | \$21,469.20  | Cost Per Each  | \$21,469.20  |

- Select **Approve** to send changes to the next approval level.

Approval Process - Grant Worksheet Approval

NOTE: Enter Approval/Rejection Note and then Click on Approval button to finalize your changes and submission to further Process.

Click on Approval button to finalize your changes and submission to ODCTE.

Request Number:

| Approval Stage                       | Approval Date | Approver Role  | TANF Grant Approval by | Approver Email  | Approval Status   | Note        | Private N |
|--------------------------------------|---------------|----------------|------------------------|-----------------|-------------------|-------------|-----------|
| ▶ Local Initiative Coordinator       |               | - Local Ini... | Andra - Beyer          | Andra.Beyer@... | Cancel for Cha... | New Process |           |
| Local Finance Coordinator - ...      |               |                |                        |                 |                   |             |           |
| Local Superintendent/President - ... |               |                |                        |                 |                   |             |           |
| State Initiative Supervisor - F...   |               |                |                        |                 |                   |             |           |



**IMPORTANT: Once a change request is initiated by a user, it must be completed by the same user. Change Requests are author-based, not role-based.**

Stage 2-4: TANF State Initiative Supervisor