

CareerTech Information Management System (CTIMS)

Temporary Assistance For Needy Families (TANF) Grants

Worksheet & Change Requests Guidebook



IMD Information Management Division

February 2026

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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. 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.

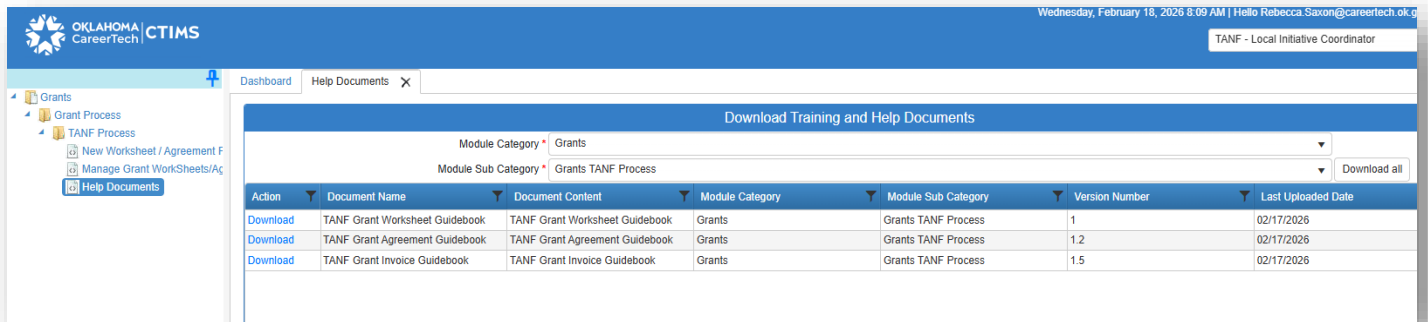
If you have forgotten your password, click the '**Forgot your password?**' link to reset it.

CTIMS Customer Support Contact

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

Help Documents

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



The screenshot shows the CTIMS interface with the 'Help Documents' tab selected. The page title is 'Download Training and Help Documents'. The left sidebar shows a navigation menu with 'Grants' expanded, showing 'Grant Process' and 'TANF Process'. Under 'TANF Process', there are links for 'New Worksheet / Agreement F', 'Manage Grant Worksheets/Ag', and 'Help Documents'. The main content area displays a table of documents available for download.

Action	Document Name	Document Content	Module Category	Module Sub Category	Version Number	Last Uploaded Date
Download	TANF Grant Worksheet Guidebook	TANF Grant Worksheet Guidebook	Grants	Grants TANF Process	1	02/17/2026
Download	TANF Grant Agreement Guidebook	TANF Grant Agreement Guidebook	Grants	Grants TANF Process	1.2	02/17/2026
Download	TANF Grant Invoice Guidebook	TANF Grant Invoice Guidebook	Grants	Grants TANF Process	1.5	02/17/2026

TANF Contacts

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Office: 405-743-5494

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Office: 405-743-5456

Email: 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

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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 st 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 nd 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

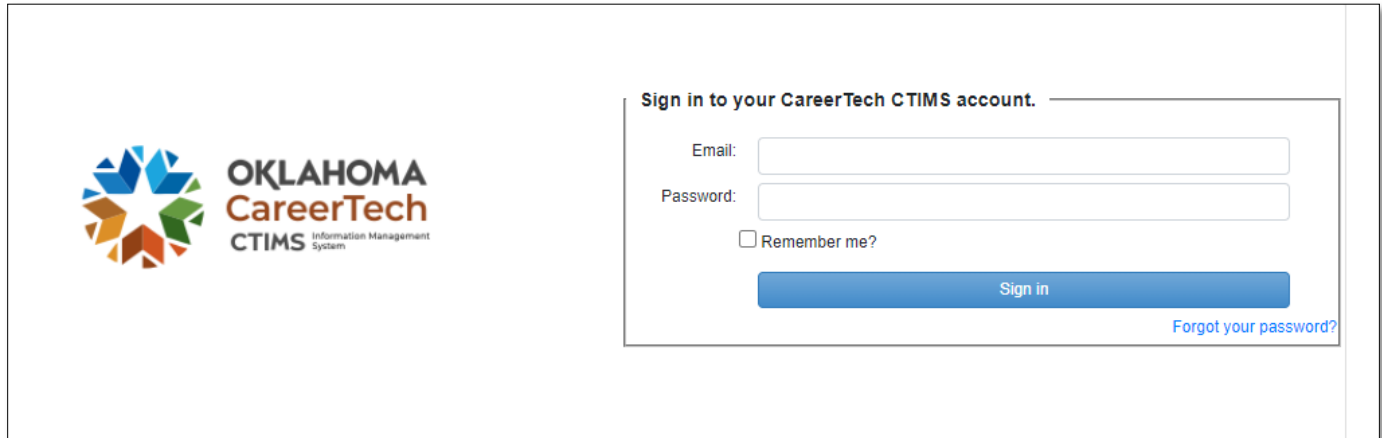
Invoice Approval Stage (Stage 3)	
TANF Role/Access	Process
TANF Local Finance Coordinator	This starts the Invoice Approval process. Creates, completes, saves, and submits new invoice.
TANF State Initiative Supervisor	1 st Approval. Reviews and approves or rejects the invoice. If approved, it goes to 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

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

Click here to login to CTIMS 

Worksheet

Worksheet Approval Process

The following roles represent the stages required in CTIMS for submitting a New Worksheet (Application).

Stage 1 – TANF Local Initiative Coordinator: Creates, completes, saves, and submits a new worksheet.



Stage 2 – TANF Local Finance Coordinator: 1st Approval. Reviews and approves or rejects the worksheet. If approved, it goes to the next stage. If rejected, it goes back to stage 1.



Stage 3 – TANF Superintendent/President: 2nd 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.



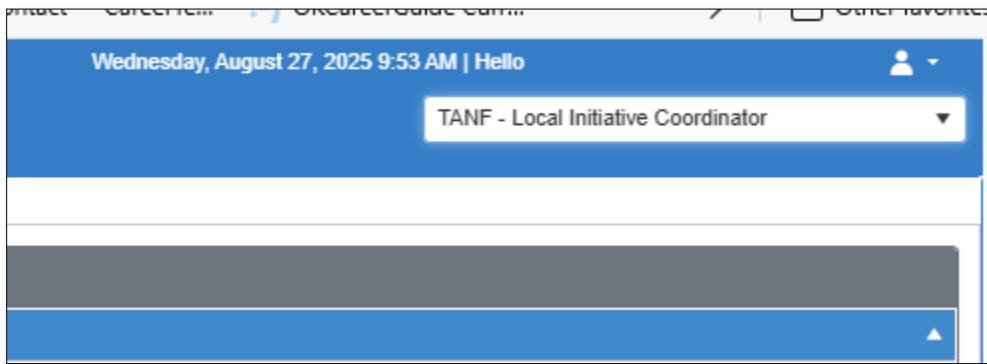
Stage 4 – TANF State Local Coordinator: 3rd Approval. Reviews and approves or rejects the worksheet. If approved, it goes to the State approval stage. If rejected, it goes back to stage 1.



Stage 5 – TANF State Initiative Supervisor: Final Approval. After the worksheet is approved through Stage 4, the Agreement Process begins with the TANF Local Finance Coordinator.

Stage 1 – Local Initiative 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 Initiative 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 Initiative Coordinator**, contact CTIMSSupport@careertech.ok.gov

- Click the arrows next to **Grants > Grant Process > TANF Process**.
- Click on the **New Worksheet / Agreement Flow** link.



Complete the **TANF Grant Submit Worksheet** form. The tagged numbers in the screenshot correspond to the instruction steps below. Many of these fields will automatically display based on your organization's login credentials. **NOTE:** The red asterisks* represent a required field.

1. **Organization Type***: Colleges, Comprehensive Schools Districts, Other Organization, Tech Center Districts.
2. **Organization***: type the first three letters of your organization name.
3. **Program Initiative***: Choose from the drop-down menu.
 - a. Worksheet No. will automatically display after the **Program Initiative** is selected.
4. Verify that **Client Type*** is Business Masters (Company).
5. **Organization***: type the first three letters of your organization name. **This name should be the same as #2.* **Business Code***: is associated with the *Organization* and automatically displays after an organization is selected.

After selecting the *Organization*, the bottom of the screen displays fields that are grayed out and cannot be changed. You can view the selected Organization's Business Master information that was previously entered in this area.

6. After verifying that all the information is correct, click the **Save & Next** button.

TANF Grant Submit Worksheet - Step 1

Fiscal Calendar Year* 2025-2026 1 Organization Type* Technology Center Districts Organization District* Gordon Cooper Technology Center Worksheet No.* WS-2526-TANF-TANF-WELFARE-FEDERAL-05X111745-043C14DE8D44	Grant Fund Type* TANF 2 Organization* Gordon Cooper Technology Center 3 Program Initiative* TANF Work Prep-Federal 452
--	--

Client Basic Information For work Sheet

Organization Type* Business Masters 5 Organization* Gordon Cooper Technology Center District	4 Client Type* Business Master (Company) Business Code* 13
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Year Established Primary NAICS Code Other Technical and Trade Schools (811519) Years in Business No. of hourly Employees 0 e-commerce website or social media e-commerce account/site Approval Status Year Formed Year Left Region	FEI Number Secondary NAICS Code Agriculture, Forestry, Fishing and Hunting (11) Years in Oklahoma No. of Salaried Employees 0 e-commerce website or social media e-commerce account/site Description Vendor Number Year Joined Impact District Id UEI Number ES4FJW4ASNN8
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6

- Make sure the **Funding Request Details** form is open.
- Complete the form by clicking in the certifications boxes or entering the requested information. You must put something in every box that has a red asterisk (*).
- Verify your DUNS number and zip+4 for your physical address.
- There are some small, required check boxes you must check to certify the information.
- You will also need to provide your two-digit Congressional District code.
- Under the **Budget Narrative**, complete all sections identifying planned expenditures for each OCAS coding structure, identifying instructional and administrative costs.
- All job descriptions must be attached that are not coded 1000/100 (see Step 9).
 You can cut and paste from another document to fill in the boxes
- Hit **Save & Next**.

TANF Grant Submit Worksheet - Step 2

Provider Organization Details Refresh Worksheet Summary Worksheet Contract Next Step

Basic Client Information

Funding Request Details

APPLICATION FOR CONTINUATION OF EMPOWER OKLAHOMA BY CAREERTECH PROGRAMS (FEDERAL)

This application is a request for continuation of the EMPOWER Oklahoma by CareerTech program to the Oklahoma Department of Career and Technology Education (ODCTE). The purpose of the EMPOWER program is to set forth a process designed to provide technical education and other necessary skills needed to gain employment for eligible recipients of the Oklahoma Department of Human Services (OKDHS). Programs will provide training and support services to meet local employment needs.

The following will allow individual technology center applicants to design a program most appropriate for their community. This application should be completed in collaboration with local OKDHS partners.

PROGRAM OVERVIEW

It is expected that all clients accepted into the program will have been jointly staffed with, at a minimum, their OKDHS family coach (or designee), a Carl Albert State College assessment specialist, and the Training Navigator, based on the county staffing schedule. Additionally, the necessary referral paperwork (completed TW-2 and TW-3) should be furnished at the time of referral.

TANF Participants must attend 30 hours of work approved activities per week except for the OKDHS-approved holidays (federal and state).

Please include program operations information on the following:

When are Job Readiness activities done? (1) End of Program or 2) Incorporated throughout training?

If job readiness activities are incorporated at the end of the program, how many weeks does this occur?

Please describe job readiness content.

Job Search (explain how activities are scheduled, structured and supervised).

Note: If overall program structure has changed since last renewal application, please explain changes.

SECTION II: TECHNICAL SKILLS

Describe career pathways/occupational skills/technical training components including documentation of measures of competencies and credentials. Two copies of current course catalogs may be attached to describe full-time and short-term training.

☐ I have uploaded a Career Pathway Approval Form for each program provided to non-TANF participants. Pathways should be based on local business and industry needs.

Check the following types of training:

☐ Job Readiness

☐ Clinical

☐ Work Experience

☐ Full-time Training

☐ Short-term Training

SECTION III: WORK EXPERIENCE/INTERNSHIPS

Describe the work training component including (1) how measures of competencies are developed, (2) how competency attainments are documented, and (3) how individual instructional plans for students are created. Also, include (4) how worksite partnerships are developed, and (5) how partnership responsibilities are agreed upon and documented.

In the **Budget Line Items** screen, you can click the Add Budget Line, Remove Budget Line, or Cancel Budget Line Changes.

To add a Budget Line Item:

1. **Budget Line Desc** (Budget Line Description)
2. **Req. Units** (Required Units)
3. **Req. Unit Cost** (Required Unit Cost)
4. **Req. Unit Type** (Required Unit Type-Always select [**Cost Per Each**])
5. Click **+Add Budget Line** to add more budget lines and repeat steps 1-4.
6. Add supporting or required attachments by clicking on the **Attachments** tab.
7. You can **Save as Draft** at this point, and it will save all the information you have input on the **Funding Request Details** form and the **Budget Line Items** without submitting it for approval. This will let you stop the process and resume at a later time. You can make any changes you need to the **Funding Request Details** or the **Budget Line Items** before you submit selecting the line and making the changes.

Administrative Fee:

Schools may charge an 8% administrative fee. It is meant to help offset finance, procurement, and human resource costs for the TANF grant.

There are two ways this can be claimed: 1) directly charging those costs to the grant not to exceed 8% of total program costs, or 2) claiming 8% of your total expenditures on each claim (recommended method). Option #2 does not require documentation. Both options require the provided coding to be used and submitted with each claim.

This is required to be put in the budget agreement. It may be coded as indirect cost 5400-900 or directly charged as 2330-100 / 200.

*There must be a budget line reflecting the indirect cost in the OCAS report.

TANF Grant Submit Worksheet - Step 3

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

Basic Client Information 7

Project Details

Budget Line Items

Grant Allocation	Worksheet Budgeted	Worksheet Requested Total	Agreement Budgeted	Fully Approved Invoiced	Agreement Unbudgeted = (Allocated - Agmt. Budgeted)	Remaining to Invoice
Sub Award Allocation						
\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00

+ Add Budget Line X Remove Budget Line Cancel Budget Line Changes

Budget Line Desc.	Req. Units	Req. Unit Cost	Req. Unit Type	Work Sheet Total	Req. Total	Status
	0.00	\$0.00		\$0.00	\$0.00	Active
				\$0.00	\$0.00	

Configuration

Maximum 1000 characters length

Attachments 6

Acknowledgements

Acknowledgment

- Expand the Acknowledgments by clicking the word Acknowledgments.
- Check the box to confirm you have attached the documents needed.
- Add an **Acknowledgment Note***. *This field is required.*

TANF Grant Submit Worksheet - Step 3

Provider Organization Details

Basic Client Information

Project Details

Budget Line Items

Attachments

Acknowledgements

☐ I have attached job descriptions for each employee funded by this grant with job duties that are not 100% instructional (function 1000/object 100).

Acknowledgement Note:

B I U (inherited size) (inherited font) Format

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

Worksheet Summary:

- You can view or print your worksheet summary page to review before submitting to ensure your worksheet/application is complete and accurate.

TANF Grant Submit Worksheet - Step 3

Provider Organization Details

Basic Client Information

Project Details

Budget Line Items

Attachments

Acknowledgements

☐ I have attached job descriptions for each employee funded by this grant with job duties that are not 100% instructional (function 1000/object 100).

Acknowledgement Note:

B I U (inherited size) (inherited font) Format

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

Print the Worksheet Summary:

- Click the save/download button to download a PDF that you can save or print.
- Click the X to close the **Grant Worksheet Summary** tab.

Dashboard Manage Grant Worksheets/Agreements/Invoice/Follow-up X WS-2526-TANF-TANF-WELFARE-FEDERAL-13X111745-FDDE230CB52C - New X Grant Worksheet Summary X

1 of 2 ? Find Next

Worksheet Request Number:

School Name:

School Code:

Date of Request Submitted:

Last Submitted On:

Fully Approved Date:

Contact Person Name:

First Submitted By:

Last Submitted By:

Fully Approved By:

Current Stage Title:

Budget Line Description	Req. Units	Req. Unit Cost	Req. Unit Type	Line Item Total	OCAS Function Code	OCAS Object Code	OCAS Program Code
Total							

Worksheet Form Builder Info

Question Component	Answer
APPLICATION FOR CONTINUATION OF EMPOWER OKLAHOMA BY CAREERTECH PROGRAMS (FEDERAL)	
This application is a request for continuation of the EMPOWER Oklahoma by CareerTech program to the Oklahoma Department of Career and Technology Education (ODCTE). The purpose of the EMPOWER program is to set forth a process designed to provide technical education and other necessary skills needed to gain employment for eligible recipients of the Oklahoma Department of Human Services (OKDHS). Programs will provide training and support services to meet local employment needs.	
The following will allow individual technology center applicants to design a program most appropriate for their community. This application should be completed in collaboration with local OKDHS partners.	
PROGRAM OVERVIEW	

Submit the Worksheet:

- Click **Submit for Approval**.

Dashboard Manage Grant Worksheets/Agreements/Invoice/Follow-up X WS-2526-TANF-TANF-WELFARE-FEDERAL-13X111745-FDDE230CB52C - New X

TANF Grant Submit Worksheet - Step 3

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

Basic Client Information

Project Details

Budget Line Items

Attachments

Acknowledgements

☐ I have attached job descriptions for each employee funded by this grant with job duties that are not 100% instructional (function 1000/object 100).

Acknowledgement Note:

B I U (inherited size) (inherited font) Format

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

At this point, your worksheet/application has been successfully submitted. You will receive an email stating your worksheet/application has been submitted successfully to the TANF Local Finance Coordinator.

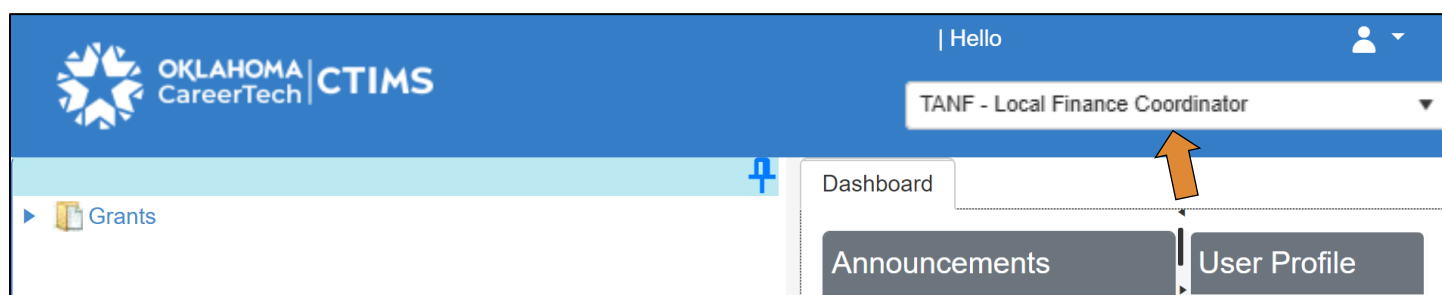
NOTE: After you submit the worksheet, if there are any changes, you will have to go through the **Change Request** process.

Stage 2 – Local Finance Coordinator

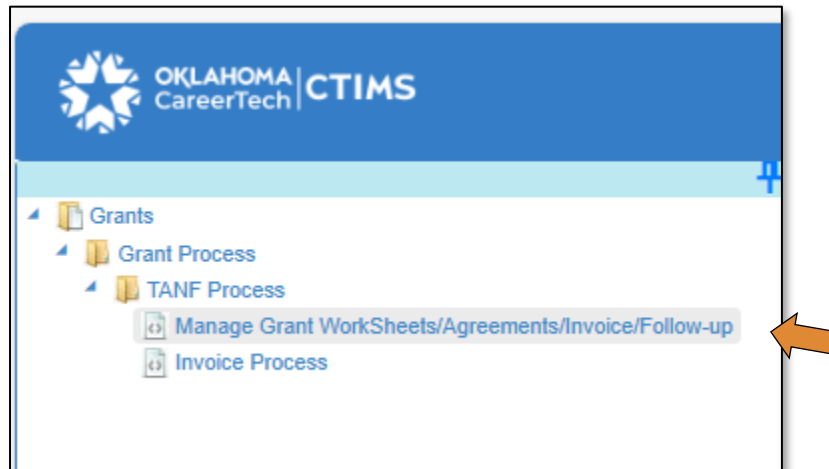
After the Local Initiative Coordinator has created and fully submitted the worksheet/application, the Local Finance Coordinator will receive an email from CTIMS letting them know they can sign in and review the worksheet/application to approve or reject. If the Local Finance Coordinator approves the worksheet/application, it will go to the TANF Local Superintendent/President to approve or reject using the same process.

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



- Click the arrows next to **Grants > Grant Process > TANF Process**.
- Click on the **Manage Grant Worksheets/Agreements/Invoice/Follow-up** link.



- Complete the **Manage Grant Worksheets/Agreements/Invoice/Follow-up** form. 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***.
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 organization.
5. Verify the **Organization District*** is the district for the Organization.
6. Select a **Program Initiative*** from the drop-down menu.
7. **Approval Function Type** will remain as **All**.
8. **Filter on Status** will remain as **All**.
9. Click the **Search** button.

Dashboard Manage Grant Worksheets/Agreements/Invoice/Follow-up X

TANF Grant Fund Worksheets List

1. Fiscal Calendar Year*: 20 -20

2. Grant Fund Type*: TANF

3. Organization Type*:

4. Organization*: Enter the first three characters of any ...

5. Organization District*:

6. Program Initiative*: --Select--

Approval Function Type*: All 7.

Filter on Status*: All 8.

Search 9.

Save changes Cancel changes Export to Excel

Acti	Provider Name	Client Name	Worksheet Approval Current Stage	Worksheet Submission Date	Worksheet
------	---------------	-------------	----------------------------------	---------------------------	-----------

- After clicking the **Search** button, the worksheet/application that needs to be verified and approved will be listed. Select the worksheet number link to open the worksheet.

Dashboard Manage Grant Worksheets/Agreements/Invoice/Follow-up X

TANF Grant Fund Worksheets List

Fiscal Calendar Year*: 20 -20

Grant Fund Type*: TANF

Organization Type*: Technology Center District

Organization*: Technology Center

Organization District*: Technology Center District

Program Initiative*: TANF Work Prep-Federal 452

Approval Function Type*: All

Filter on Status*: All

Search

Save changes Cancel changes Export to Excel

Acti	Provider Name	Client Name	Worksheet Approval Current Stage	Worksheet Submission Date	Worksheet	Agreement
▶	Technology Center	Technology Center	State Initiative Supervisor - F...		WS-2526-TANF-TANF-WELFARE-FEDERAL-28X11...	

TANF Grant Submit Worksheet

- Open each section of the worksheet by clicking each row. Verify the contents of each section of the worksheet. *We recommend printing a PDF of the worksheet summary to assist with project and budget verification.*

TANF Grant Submit Worksheet - Step 2	
Provider Organization Details <a>Refresh <a>Worksheet Summary <a>Next Step	
Fiscal Calendar Year:* 20 -20 Organization Type:* Other Organization Organization District:* Worksheet No.* WS-2526-TANF-TANF-WELFARE-FEDERAL-28X111745-86B5C1ADF435	Grant Fund Type:* TANF Organization:* Technology Center Program Initiative:* TANF Work Prep-Federal 452
Basic Client Information	
Funding Request Details	
<a>Refresh <a>Worksheet Summary <a>Change Request <a>Next Step	

TANF Grant Submit Worksheet

- Click **Next Step**.

TANF Grant Submit Worksheet - Step 2	
Provider Organization Details <a>Refresh <a>Worksheet Summary <a>Next Step	
Fiscal Calendar Year:* 20 -20 Organization Type:* Other Organization Organization District:* Worksheet No.* WS-2526-TANF-TANF-WELFARE-FEDERAL-28X111745-86B5C1ADF435	Grant Fund Type:* TANF Organization:* Technology Center Program Initiative:* TANF Work Prep-Federal 452
Basic Client Information	
Funding Request Details	
<a>Refresh <a>Worksheet Summary <a>Change Request <a>Next Step	

TANF Grant Submit Worksheet

- Verify the information in the budget is correct. If you need to make a change, select **Change Request**, and follow the instructions to make the changes.
- If the budget is correct, click **Approval Process**.

TANF Grant Submit Worksheet - Step 3

Provider Organization Details Refresh Worksheet Summary One Step Back Save as Draft Submit for Approval Change Request

Basic Client Information

Project Details

Budget Line Items

Grant Allocation

Sub Award Allocation	Worksheet Budgeted	Worksheet Requested Total	Agreement Budgeted	Fully Approved Invoiced	Agreement Unbudgeted = (Allocated - Agmt. Budgeted)	Remaining to Invoice
\$49,011.00	\$5.00	\$5.00	\$0.00	\$0.00	\$49,011.00	\$0.00

+ Add Budget Line X Remove Budget Line Cancel Budget Line Changes

Budget Line Desc.	Req. Units	Req. Unit Cost	Req. Unit Type	Work Sheet Total	Req. Total	Status
Note pads	1.00	\$5.00	Cost Per Each	\$5.00	\$5.00	Active
				\$5.00	\$5.00	

Note

Maximum 1000 characters length

Attachments

Acknowledgements

Refresh Worksheet Summary One Step Back Save as Draft Submit for Approval Change Request Approval Process

Approval Process - TANF Grant Worksheet Approval

- At this point, you can see that the worksheet/application is at the Local Finance Coordinator Stage (2nd Stage). Click the **Reject** button to reject the worksheet/application (A rejection note is required) or click the **Approve** button to approve the worksheet/application. After selecting the Reject or Approve button, the system will ask, "Are you sure?" Click **cancel** or **ok**. If ok, the application has been successfully approved or rejected. At this point, an email will be sent to you, informing you of the necessary corrections or confirming that it has been approved.

Approval Process - TANF Grant Worksheet Approval

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

Request Number: WS-2122-ABE-ABE-AEL-731-10D485111-352E4F4099A6

Approval Stage	Approval Date	Approver Role	Approved By	Approver Email	Approval Status	Note	Private Note
Local Initiative Coordinator - 1st Stage	10/25/2021 4:33:55 PM	Local Initi...	Andra - Beyer	Andra.Beyer@car...	Approved	New Process	
Local Finance Coordinator - 2nd	10/26/2021 11:52:51 AM						
Local Superintendent/President - 3rd App	10/26/2021 11:52:51 AM						
State Initiative Supervisor - Fully Ap...	10/26/2021 11:52:51 AM						

Current Approval Stage Information

Approved By: Beyer Andra
 Approver School: Oklahoma Department of Career and Technology Educat...
 Approver Email: Andra.Beyer@careertech.ok.gov

Approval Stage: 2nd Approval Stage
 Approver Role: Local Finance Coordinator
 Approval Date: 10/26/2021

Approval/Rejection Note:

Format: **B I U** [List Icons]

Private Note:

Format: **B I U** [List Icons]

Browse: ☐ View to Public

Attachment Note:

Stage 3 – TANF Superintendent/President

The steps are the same as those for the TANF Local Finance Coordinator above: After the TANF Local Finance Coordinator approves the worksheet/application, the TANF Superintendent/President will receive an email indicating that the worksheet/application is ready for review. They will follow the same steps outlined above, using the role of TANF Local Superintendent/President in Step 2 and proceeding through each step.

At this point, your worksheet/application is submitted. You will receive an email stating your worksheet/application has been submitted successfully to the TANF State Staff for review.

Stage 4 - TANF State Initiative Supervisor

The steps are the same as those for the TANF Local Finance Coordinator above: The review and approval or rejection process continues using the steps outlined above for the TANF State Initiative Supervisor. After the worksheet/application is approved by the TANF State Initiative Supervisor, the **Agreement Approval Process** begins.

Change Request (Worksheet)

After a worksheet/application is submitted for approval, you must go through the **Change Request Process** to make any changes.

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.

Change Request Approval Process

Stage 1 - TANF Local Initiative Coordinator – Creates, completes, saves, and submits new worksheet.



Stage 2 - TANF Local Finance Coordinator – 1st Approval. Reviews and approves or rejects the worksheet. If approved, goes to next stage. If rejected, it goes back to stage 1.



Stage 3 - TANF Superintendent/President – 2nd Approval. Reviews and approves or rejects the worksheet. If approved, goes to State approval stage. If rejected, it goes back to stage 1.

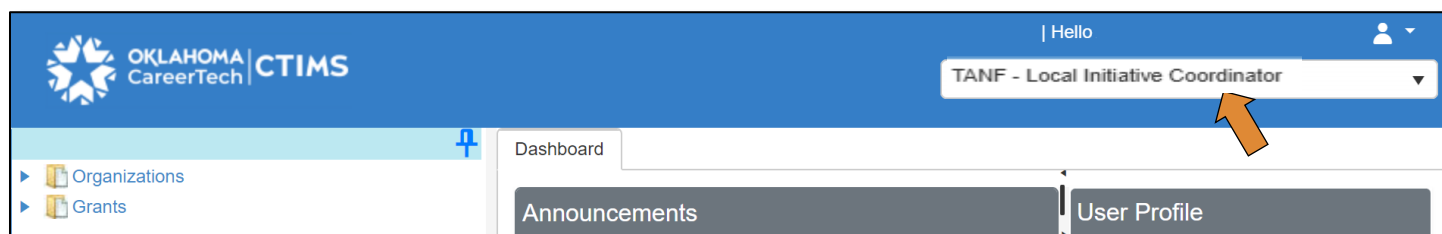


Stage 4 – TANF State Initiative Supervisor –. Final Approval. After the worksheet is approved through Stage 4, the Agreement Process begins with the TANF Local Finance Coordinator

Stage 1: Local Initiative 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 Initiative 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 Initiative Coordinator**, contact CTIMSSupport@careertech.ok.gov



- Click the arrows next to **Grants > Grant Process > TANF Process**.
- Click on the **Manage Grant Worksheets/Agreements/Invoice/Follow-up** link.



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

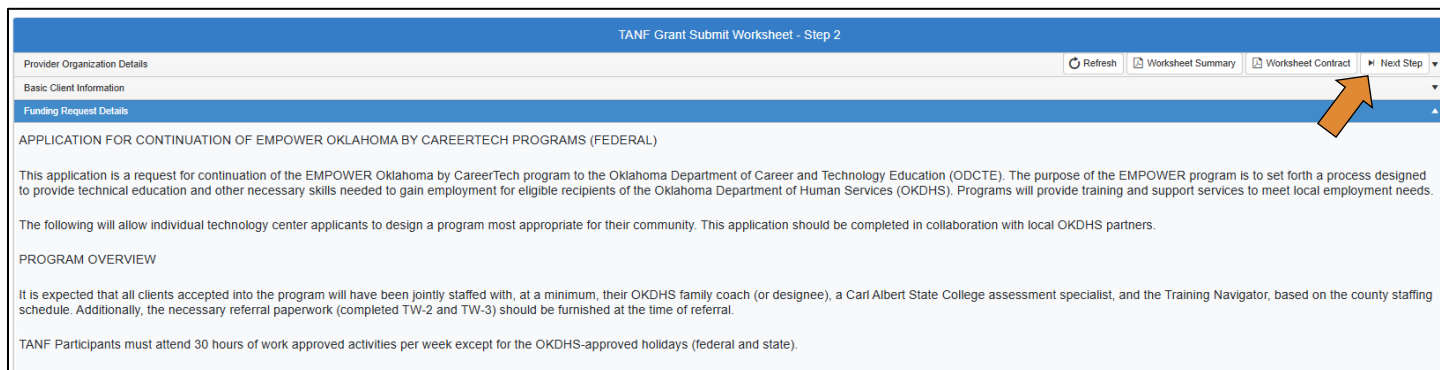
NOTE: The red asterisks* represent a required field.

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.

After clicking the **Search** button, the worksheets/applications that are in the approval process will be listed. Select the worksheet number to open it.

Acti	Provider Name	Client Name	Worksheet Approval Current Stage	Worksheet Submission Date	Worksheet	Agreement	Agreement Approval Current Stage
☑	Technology Center	Tech Center District	State Supervisor - Final Approver ...	10/06/2025 11:...	WS-2526-TANF-TANF-WELFARE-FEDERAL-27X11...		New-Draft

- Click **Next Step**.



TANF Grant Submit Worksheet - Step 2

Provider Organization Details

Basic Client Information

Funding Request Details

APPLICATION FOR CONTINUATION OF EMPOWER OKLAHOMA BY CAREERTECH PROGRAMS (FEDERAL)

This application is a request for continuation of the EMPOWER Oklahoma by CareerTech program to the Oklahoma Department of Career and Technology Education (ODCTE). The purpose of the EMPOWER program is to set forth a process designed to provide technical education and other necessary skills needed to gain employment for eligible recipients of the Oklahoma Department of Human Services (OKDHS). Programs will provide training and support services to meet local employment needs.

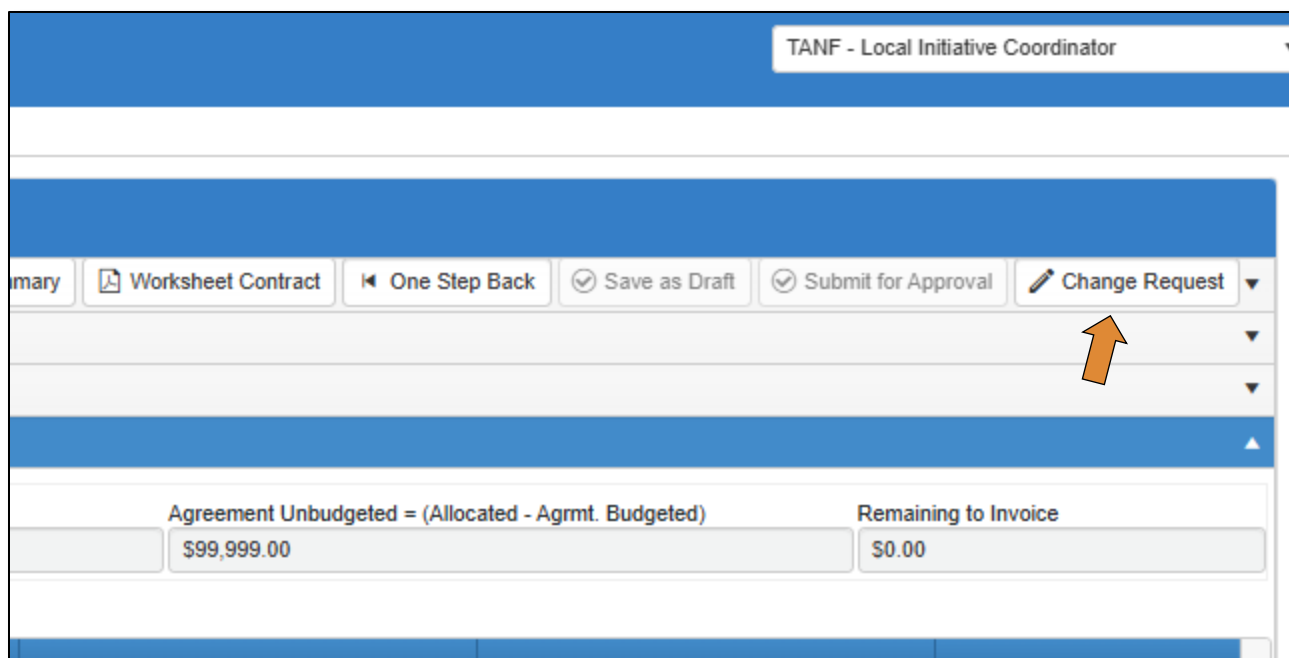
The following will allow individual technology center applicants to design a program most appropriate for their community. This application should be completed in collaboration with local OKDHS partners.

PROGRAM OVERVIEW

It is expected that all clients accepted into the program will have been jointly staffed with, at a minimum, their OKDHS family coach (or designee), a Carl Albert State College assessment specialist, and the Training Navigator, based on the county staffing schedule. Additionally, the necessary referral paperwork (completed TW-2 and TW-3) should be furnished at the time of referral.

TANF Participants must attend 30 hours of work approved activities per week except for the OKDHS-approved holidays (federal and state).

- To make changes to your Worksheet/Application or Budget, select **Change Request**.



TANF - Local Initiative Coordinator

Summary

Worksheet Contract

One Step Back

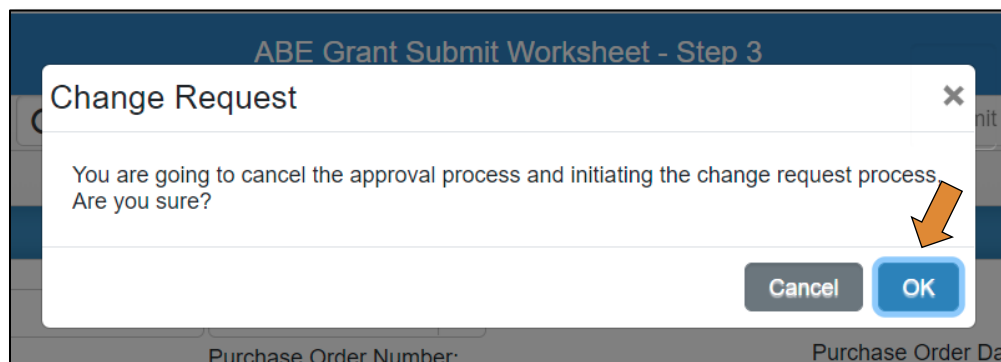
Save as Draft

Submit for Approval

Change Request

Agreement Unbudgeted = (Allocated - Agrmt. Budgeted)	Remaining to Invoice
\$99,999.00	\$0.00

- The **Change Request** process cancels the worksheet/application approval process.
- Click **OK** to continue.



ABE Grant Submit Worksheet - Step 3

Change Request

You are going to cancel the approval process and initiating the change request process. Are you sure?

Cancel OK

Purchase Order Number: Purchase Order Date:

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

TANF Grant Submit Worksheet - Step 3

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

Basic Client Information

Project Details

Budget Line Items

Grant Allocation

Sub Award Allocation	Worksheet Budgeted	Worksheet Requested Total	Agreement Budgeted	Fully Approved Invoiced	Agreement Unbudgeted = (Allocated - Agrmt. Budgeted)	Remaining to Invoice
\$49,011.00	\$25.00	\$25.00	\$5.00	\$0.00	\$49,006.00	\$5.00

+ Add Budget Line X Remove Budget Line Cancel Budget Line Changes

Budget Line Desc.	Req. Units	Req. Unit Cost	Req. Unit Type	Work Sheet Total	Req. Total
Pens	1.00	\$20.00	Cost Per Each	\$20.00	\$20.00

Budget Line Items

Attachments

Acknowledgements

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

- 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. Back Reject Approve

Request Number

Approval Stage	Approval Date	Approver Role	TANF Grant Approver 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...							

*After the worksheet is approved and an agreement is started, you **cannot** make changes to the worksheet; only the agreement. *

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 Local Finance Coordinator- TANF Superintendent/President- TANF State Initiative Supervisor