

# CareerTech Information Management System (CTIMS)

## Temporary Assistance For Needy Families (TANF) Grants

# Agreement and Budget Adjustment Guidebook



**OKLAHOMA**  
**CareerTech**

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**IMD**

Information Management Division

January 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](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)

## 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)

**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:

### Mika Hickman

*Administrative Assistant*

Office: 405-743-5124

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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 <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\***

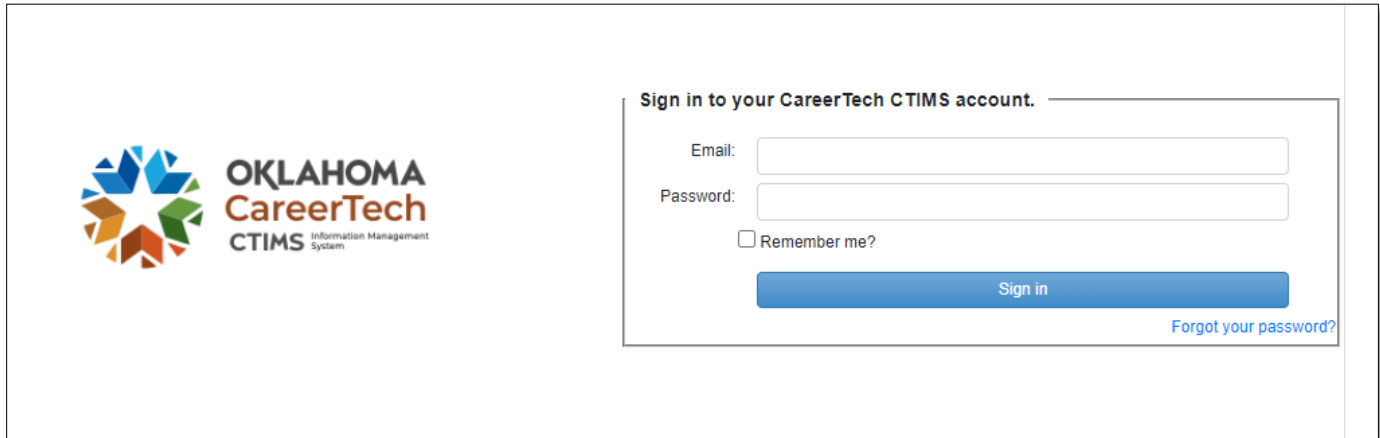
Invoice Approval Stage (Stage 3)	
TANF Role/Access	Process
TANF Local Finance Coordinator	This starts the Invoice Approval process. Creates, completes, saves, and submits new invoice.
TANF State Initiative Supervisor	1 <sup>st</sup> Approval. Reviews and approves or rejects the invoice. If approved,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

## Agreement

### **Agreement Approval Process**

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

## Stage 1 – TANF Local Finance Coordinator



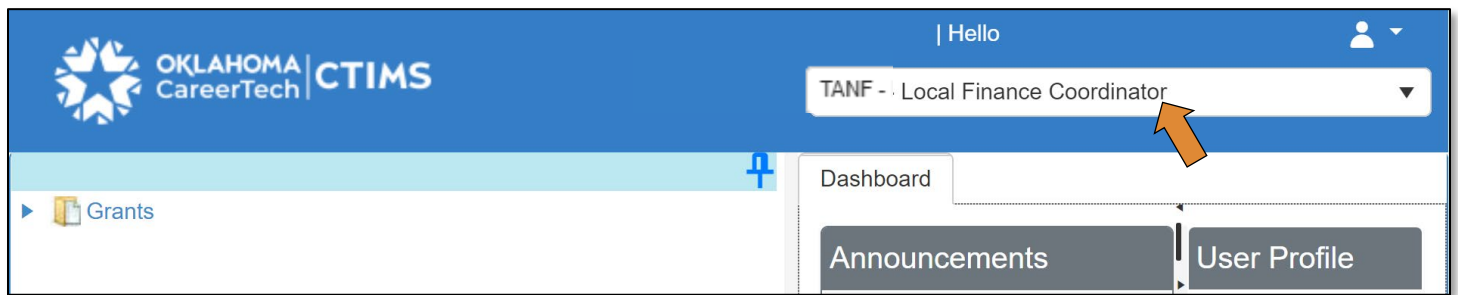
## Stage 2 – TANF State Initiative Supervisor

After the Worksheet/Application has been approved through the TANF State Initiative Supervisor stage, the school will receive an email from the ODCTE TANF office with the official approval notification.

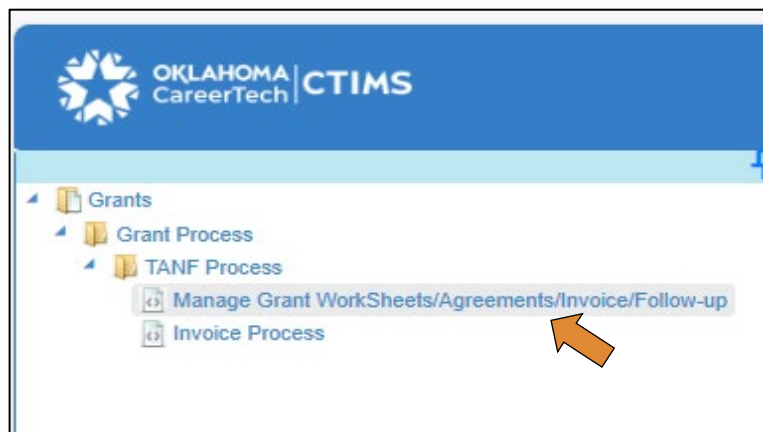
## Stage 1 - Local Finance Coordinator

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 **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 school's 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. Click the **Search** button.

- After hitting the **Search** button, select the new agreement by clicking on the word **New** in the agreement column.

### Project Details:

- Expand the **Project Details** section by hitting the down arrow at the end of the row.
- Enter your negotiated Indirect Cost Rate (or F&A) from your cognizant agency.

### TANF Grant Agreement:

- Expand the **Budget Line Items** section by clicking on the down arrow at the end of the row.

**TANF Grant Agreement**

Provider Organization Details Refresh Agreement Summary + 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 - Agmt. Budgeted)	Remaining to Invoice
\$49,011.00	\$5.00	\$5.00	\$0.00	\$0.00	\$49,011.00	\$0.00

Budget Line(s) Budget Line Detail Information

+ Add Budget Line ✕ Remove Budget Line ⌂ Cancel Budget Line Changes

Budget Line(OCAS CODE) Function - Object - Program	Agreement Line Desc.	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Status	Budget Desc.
	Note pads	1	\$5.00	Cost Per Each	\$5.00	\$5.00	Active	Note pa

### TANF Grant Agreement - OCAS Codes:

- Go to the **Budget Line Items**.
- Click inside the blank box under the **Budget Line (OCAS CODE)** column.
- Enter the OCAS coding for each of the line items in the following order: Object-Program-Function Code (e.g., 100-511-1000). As you begin typing the OCAS code, a drop-down of OCAS codes will come up that you can select from.
- After entering all OCAS codes, **Save as Draft**.
- Save as Draft** before checking acknowledgments.

**TANF Grant Agreement**

Provider Organization Details Refresh BA Detail Report Agreement Summary + 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 - Agmt. Budgeted)	Remaining to Invoice
\$268,365.00	\$258,855.00	\$258,855.00	\$268,365.00	\$56,728.00	\$0.00	\$211,637.00

Budget Line(s) Budget Line Detail Information

+ Add Budget Line ✕ Remove Budget Line ⌂ Cancel Budget Line Changes

Budget Line(OCAS CODE) Function - Object - Program	Agreement Line Desc.	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Status	Budget Line Desc.	Req. Unit Type	Req. Units
1500-100-500	Salaries	1	\$135,400.00	Cost Per Each	\$135,400.00	\$135,400.00	Active	Salaries	Each	
1500-200-500	Benefits	1	\$66,000.00	Cost Per Each	\$66,000.00	\$66,000.00	Active	Benefits	Each	
2100-500-500	Student Transportation	1	\$11,995.27	Cost Per Each	\$11,995.27	\$11,995.27	Active	Student Transp...	Each	
2100-500-500	Tuition	1	\$8,062.72	Cost Per Each	\$8,062.72	\$8,062.72	Active	Tuition	Each	
1500-500-500	Travel	1	\$1,767.46	Cost Per Each	\$1,767.46	\$1,767.46	Active	Travel	Each	
1500-600-500	General Supplies	1	\$165.09	Cost Per Each	\$165.09	\$165.09	Active	General Supplies	Each	
2100-800-500	Student Assistance	1	\$23,505.26	Cost Per Each	\$23,505.26	\$23,505.26	Active	Student Assist...	Each	
5400-900-500	Administrative Costs	1	\$21,469.20	Cost Per Each	\$21,469.20	\$21,469.20	Active	Administrative ...		

268,365.00 268,365.00

### TANF Grant Agreement –Acknowledgments:

- Scroll down the page to the **Acknowledgment** tab.
- Click the certify box and put in an acknowledgment note. This is a required field.
- Submit for Approval.**
  - The agreement will now go back to the TANF State Initiative Supervisor for approval.



TANF Grant Agreement

Provider Organization Details

Basic Client Information

Project Details

Budget Line Items

Attachments

Acknowledgements

Refresh

Agreement Summary

+ Save as Draft

Submit for Approval

☐ By checking this box, I certify that the submitted CTIMS ABE agreement budget and coding matches our systems accounting software budget and coding.

B

1

2

(inherited size)

(inherited font)

Format

BA Summary Report

--Select--

Refresh

Agreement Summary

+ Save as Draft

Submit for Approval

Budget Adjustment Process

The **TANF State Initiative Supervisor** will review and approve or reject.

**After** the Agreement is approved by the **TANF State Initiative Supervisor**, the **Local Finance Coordinator** can begin submitting invoices.

## Budget Adjustment

### Change Request or Budget Adjustment?

**Change Request** – To edit/change a Worksheet, budget, or invoice **before** it has been approved by the TANF staff, use the Change Request Process. This can be initiated by the TANF Local Initiative Coordinator, followed by approval from the Local Finance Coordinator and the Local Superintendent/CEO.

**Budget Adjustment** – To make budget changes on an Agreement **after** it has been approved by TANF staff, use the Budget Adjustment Process. This can only be performed by the TANF Local Finance Coordinator.

### Budget Adjustment Approval Process

#### Stage 1 - TANF Local Finance Coordinator



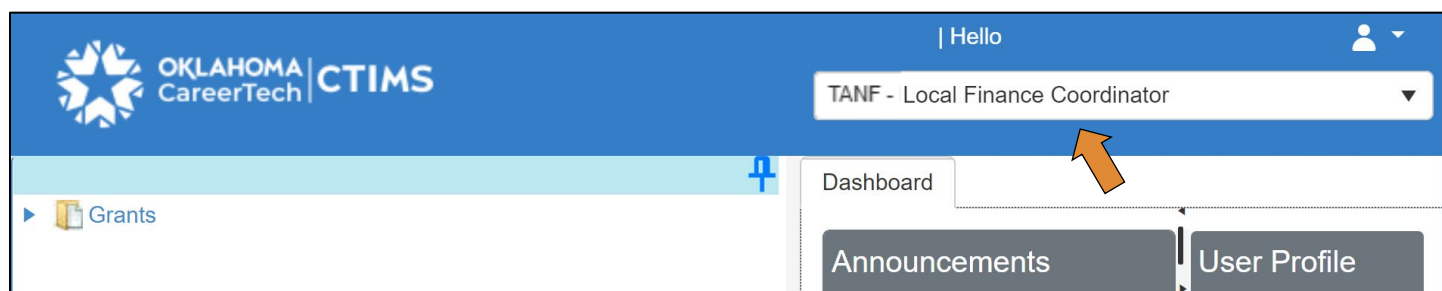
#### Stage 2 - TANF State Initiative Supervisor

### Stage 1: TANF Local Finance Coordinator

After the worksheet/application and the agreement are approved, you must go through the **Budget Adjustment Process** to make any changes.

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 **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.** Many of these fields will automatically display based on your organization's login credentials.

**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.

- In the Budget Adjustment Process, you will change the agreement, not the worksheet. Select the link under the Agreement column.

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

### TANF Grant Fund Worksheets 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

Approval Function Type: All  
 Filter on Status: All

Save changes Cancel changes Export to Excel

Acti	Provider Name	Client Name	Worksheet Approval Current Stage	Worksheet Submission Date	Worksheet	Agreement	Agreement Approval Current Stage	Worksheet
▶	Technology Center	Tech Center District	This stage is approving for Contra...	07/01/2025 15:...	WS-2526-TANF-TANF-WELFARE-FEDERAL-16X11...	WSAG-2526-TANF-TANF-WELFARE-FEDERAL-16X...	State Initiative Coordinator - Fully ...	Fully Ap

- Select **Budget Adjustment Process**. There is an image saying “This record is fully approved. You are not authorized to change data within this record.” You cannot change the agreement without going through the Budget Adjustment Process.

Budget Line(s) Budget Line Detail Information

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

Budget Line(OAS CODE) Function - Object - Program	Agreement Line Desc.	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Status	Budget Line Desc.	Req. Unit Type	Req. Units	Req. Unit Cost	Work Sheet Req. Total	Work Sheet Total
2100-500-500	Student Aid	1	\$6,000.00	Cost Per Each	\$6,000.00	\$6,000.00	Active	Student Aid	Each	1	\$6,000.00	\$6,000.00	
1500-500-500	Student Tuition - TANF	1	\$3,000.00	Cost Per Each	\$3,000.00	\$3,000.00	Active	Student Tuition	Each	1	\$4,000.00	\$4,000.00	
1500-500-500	Tuition Non-TANF	1	\$1,000.00	Cost Per Each	\$1,000.00	\$1,000.00	Active	Tuition Non-TA...		0	\$0.00	\$0.00	
					\$10,000.00	\$10,000.00							

Note  
 Added budget line and coding - 9-7-2025 - SBurnett

Maximum 1000 characters length

Attachments

Acknowledgements

This record is fully approved, you are not authorized to change data within this record.  
 BA Summary Report

Refresh Agreement Summary Save as Draft Submit for Approval Budget Adjustment Process

- If you want to make a budget adjustment, select **OK**. This will pull the agreement out of approved status, and you can adjust the budget, then go through the agreement approval process again.

### Budget Adjustment Process

You are going to reinitiate the agreement approval process and initiating the budget adjustment process, Are you sure?

Cancel OK

- Click on the Budget Line Items row.
- Click on **Add Budget Line** or **Remove Budget Line** to adjust the budget.

- Before submitting your budget changes, you must go into the **Acknowledgments** tab and put in a **Budget Adjustment Justification Note**.

- After you make your changes and complete the acknowledgment notes, always hit the **Save as Draft** *before* you submit it for approval.
- Select **Submit for Approval** to send the Budget Adjustment through the approval process.

You can check the status of the adjusted budget by going back to the Manage Grant... tab

Refresh the page by hitting Search. Then click the tiny black triangle to the left of the grant to open a collapsible view. It defaults to the worksheet when it opens

Organization District: Meridian Technology Center Program Initiative: TANF Work Prep-Federal 452

Approval Function Type: All Filter on Status: All Search

Save changes Cancel changes Export to Excel

Act	Provider Name	Client Name	Worksheet Approval Current Stage	Worksheet Submission Date	Worksheet	Agreement	Agreement Approval Current Stage	Worksheet Approved Status
▼	Technology Center	Tech Center District	This stage is approving for Contra...	07/01/2025 15:...	WS-2526-TANF-TANF-WELFARE-FEDERAL-16X11...	WSAG-2526-TANF-TANF-WELFARE-FEDERAL-16X...	State Initiative Coordinator - Fully ...	Fully Approved

Worksheet Summary Agreement Summary

Approval Stage	Approval Status	Approval/Rejection Note	Approver Email	Approval Date	Approver Role	Attachments
Local Finance Coordinator - 1st Stage	Approved	New Process	initiative@techcenter.edu	06/07/2025 09:29:02	TANF - Local Finance Coordinator	
State Initiative Coordinator - Fully Approv...	Approved	I approve. SH	stephanie.hara@careertech.ok.gov	08/15/2025 08:13:52	TANF - State Initiative Coordinator	