

# CareerTech Information Management System (CTIMS)

## Temporary Assistance For Needy Families (TANF) Grants

### Agreement and Budget Adjustment Guidebook



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: [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\*

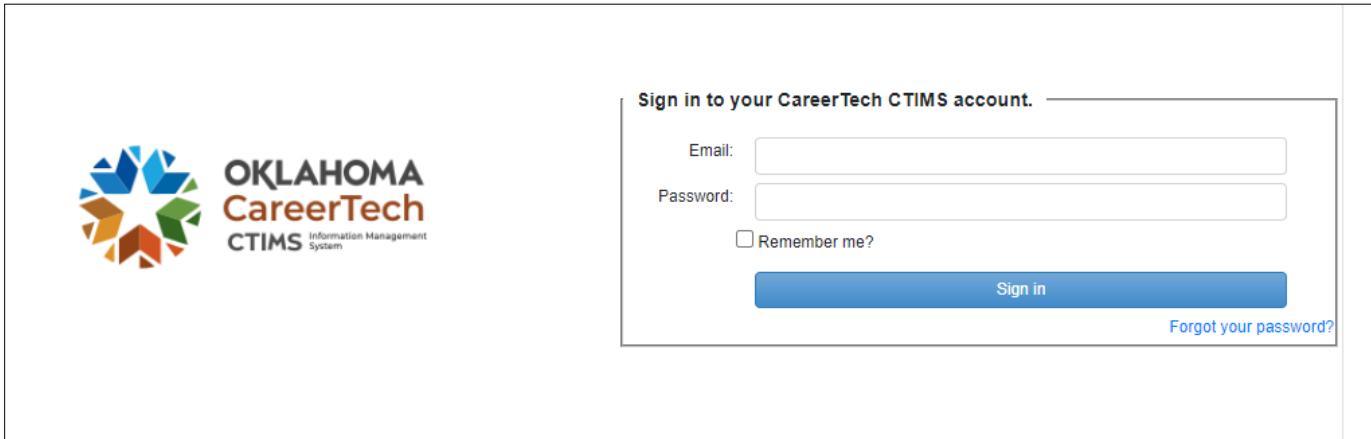
| Invoice Approval Stage (Stage 3) |  |
|----------------------------------|--|
| TANF Role/Access                 | Process  |
| TANF Local Finance Coordinator   | This starts the Invoice Approval process. Creates, completes, saves, and submits new invoice.  |
| TANF State Initiative Supervisor | 1 <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>



The screenshot shows the CTIMS login page. On the left, there is a logo for "OKLAHOMA CareerTech CTIMS Information Management System" with a stylized geometric graphic. On the right, there is a "Sign in to your CareerTech CTIMS account." form. It contains fields for "Email:" and "Password:", a "Remember me?" checkbox, a "Sign in" button, and a "Forgot your password?" link.

Or go to [CTIMS \(CareerTech Information Management System\) \(oklahoma.gov\)](https://ctims.okcareertech.org/) 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.

[Click here to login to CTIMS](#)

[CTIMS Login](#)

## 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.

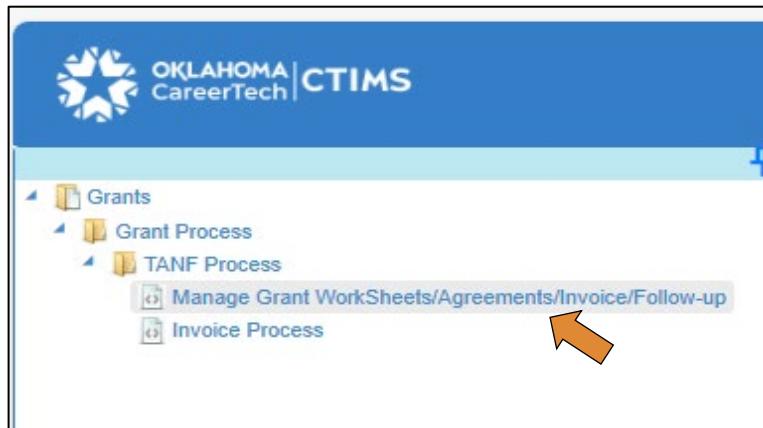
### Stage 1 - Local Finance Coordinator

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.

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

TANF Grant Fund Worksheets List

① Fiscal Calendar Year: \* 2025-2026 ② Grant Fund Type: \* TANF  
 Organization Type: \* Technology Center Districts ③ Organization: \* Technology Center ④  
 Organization District: \* Technology Center ⑤ Program Initiative: \* TANF Work Prep-Federal 452  
 Approval Function Type: \* All ⑦ Filter on Status: \* All ⑧

Save changes Cancel changes Export to Excel Search

| 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 11:00:00       | WS-2526-TANF-TANF-WELFARE-FEDERAL-27X11... | New-Draft |                                  |

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

TANF Grant Fund Worksheets List

Fiscal Calendar Year: \* 2025-2026 Grant Fund Type: \* TANF  
 Organization Type: \* Technology Center Districts Organization: \* Technology Center  
 Organization District: \* Technology Center Program Initiative: \* TANF Work Prep-Federal 452  
 Approval Function Type: \* All Filter on Status: \* All

Save changes Cancel changes Export to Excel Search

| 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 11:00:00       | WS-2526-TANF-TANF-WELFARE-FEDERAL-27X11... | New-Draft |                                  |

### 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.

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

TANF Grant Agreement

Provider Organization Details Refresh Agreement Summary + Save as Draft Submit for Approval  
 Basic Client Information  
 Project Details  
 Contact Name: Project Start Date: \* Indirect Cost Rate:  
 -----Select----- 7/1/2021 0.00  
 Operating Unit: Purchase Order Number:  
 Purchase Order Date: 10/25/2021  
 Budget Line Items  
 Attachments  
 Acknowledgements  
 BA Summary Report: --Select-- Refresh Agreement Summary + Save as Draft Submit for Approval Budget Adjustment Process

### 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      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 - Agmnt. 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    X Remove Budget Line    C Cancel Budget Line Changes

| Budget Line(OCAS CODE)<br>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      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 - Agmnt. 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    X Remove Budget Line    C Cancel Budget Line Changes

| Budget Line(OCAS CODE)<br>Function - Object - Program | Agreement Line Desc.   | Units | Unit Cost    | Req. Unit Type | Total        | Approv Total | Status | Budget Line Desc.  | Req. Unit Type | Req. Un |
|---|------------------------|-------|--------------|----------------|--------------|--------------|--------|--------------------|----------------|---------|
| 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 ... |                |         |

### 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

Refresh     Agreement Summary     Save as Draft     Submit for Approval

**Acknowledgements**

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

Acknowledgement Note: \_\_\_\_\_

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

BA Summary Report:   
-Select-

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**



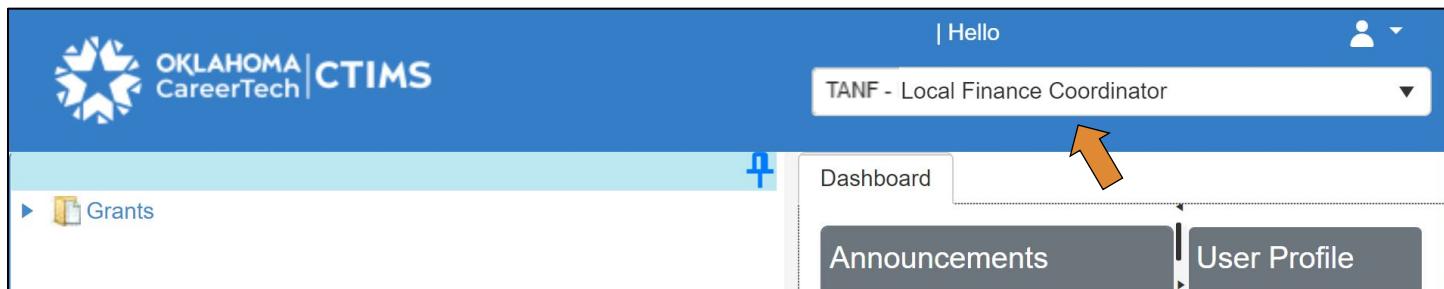
#### **Stage 2 - TANF State Initiative Supervisor**

#### **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.

TANF Grant Fund Worksheets List

| Fiscal Calendar Year:  | 2025-2026                   | Grant Fund Type:                      | TANF                                  |                           |  |  |  |             |
|--|-----------------------------|---------------------------------------|---------------------------------------|---------------------------|--|--|--|-------------|
| Organization Type:   | Technology Center Districts | Organization:                         | Technology Center                     |                           |  |  |  |             |
| Organization District:   | Technology Center           | Program Initiative:                   | TANF Work Prep-Federal 452            |                           |  |  |  |             |
| Approval Function Type: All  |                             | Filter on Status: All                 |                                       |                           |  |  |  |             |
| <input type="checkbox"/> Save changes <input type="checkbox"/> Cancel changes <input type="checkbox"/> Export to Excel |                             | <input type="button" value="Search"/> |                                       |                           |  |  |  |             |
| Acct   | Provider Name               | Client Name                           | Worksheet Approval Current Stage      | Worksheet Submission Date | Worksheet                                    | Agreement  | Agreement Approval Current Stage         | Worksheet   |
| <input checked="" type="checkbox"/>  | Technology Center           | Tech Center District                  | This stage is approving for Contra... | 07/01/2025 15:...         | WSAG-2526-TANF-TANF-WELFARE-FEDERAL-16X11... | <a href="#">WSAG-2526-TANF-TANF-WELFARE-FEDERAL-16X11...</a> | 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

| Budget Line(s)          |                             | Budget Line Detail Information |       |            |                |            |              |        |                   |                |            |                |                       |            |
|-------------------------|-----------------------------|--------------------------------|-------|------------|----------------|------------|--------------|--------|-------------------|----------------|------------|----------------|-----------------------|------------|
| + Add Budget Line       | X 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 | Req. Unit Cost | Work Sheet Req. Total | Work Total |
| 2100-800-500            |                             | 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                |            |

Note  
Added budget line and coding - 8-7-2025 - 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  
-Selected-

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.

TANF Grant Agreement

Provider Organization Details

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 |
| \$10,000.00          | \$10,000.00        | \$10,000.00               | \$10,000.00        | \$0.00                  | \$0.00  | \$10,000.00          |

Budget Line(s) Budget Line Detail Information

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

| Budget Line(OCAS CODE)<br>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 | Wor |
|---|------------------------|-------|------------|----------------|------------|--------------|--------|-------------------|----------------|------------|----------------|-----------------------|-----|
| 2100-800-500  | 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                |     |

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

TANF Grant Agreement

Provider Organization Details

Basic Client Information

Project Details

Budget Line Items

Attachments

Acknowledgements

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

Acknowledgement Note\*  
Added budget line and coding - 8-7-2025 - SBurnett

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

BA Summary Report

+ Select -

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

- 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.

TANF Grant Agreement

Provider Organization Details

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 |
| \$10,000.00          | \$10,000.00        | \$10,000.00               | \$10,000.00        | \$0.00                  | \$0.00  | \$10,000.00          |

Budget Line(s) Budget Line Detail Information

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

| Budget Line(OCAS CODE)<br>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 | Wor |
|---|------------------------|-------|------------|----------------|------------|--------------|--------|-------------------|----------------|------------|----------------|-----------------------|-----|
| 2100-800-500  | 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                |     |

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

Dashboard Manage Grant WorkSheets/Agreements/Invoice/Follow-up X WSAG-2526-TANF-TANF-WELFARE-FEDERAL-16X111745-51CDE3612F74 - Fully Approved Stage X

TANF Grant Agreement

Provider Organization Details

Basic Client Information

Project Details

Budget Line Items

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

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 |
|-----|-------------------|----------------------|---------------------------------------|---------------------------|---|--|--|---------------------------|
| 2   | Technology Center | Tech Center District | This stage is approving for Contra... | 07/01/2025 15:...         | WS-2526-TANF-TANF-WELFARE-FEDERAL-16X1... | 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        | 08/07/2025 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 |             |