

# CareerTech Information Management System (CTIMS)

## Temporary Assistance For Needy Families (TANF) Grants

### Invoices and Change Requests 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\*

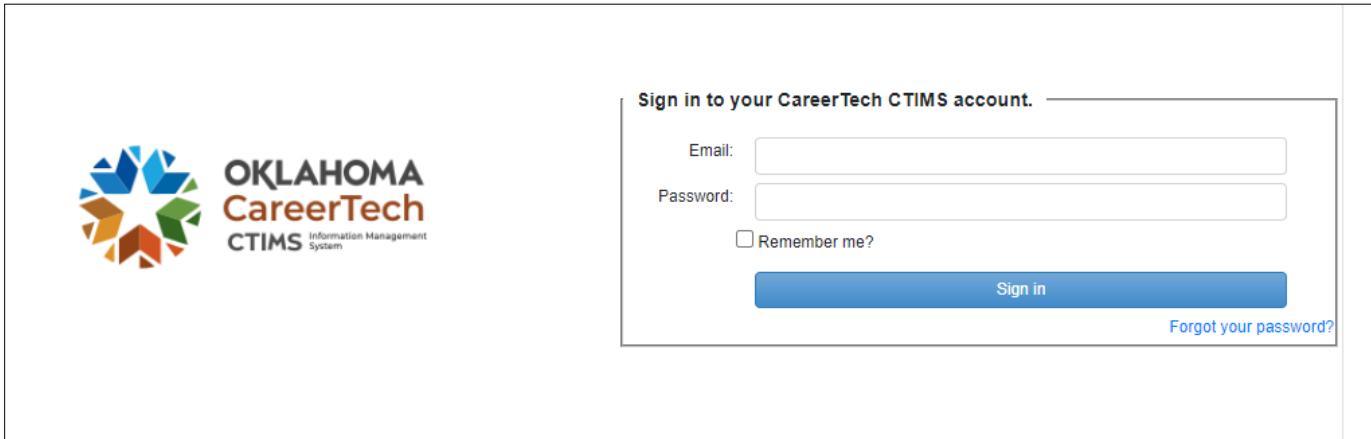
Invoice Approval Stage (Stage 3)	
TANF Role/Access	Process
TANF Local Finance Coordinator	This starts the Invoice Approval process. Creates, completes, saves, and submits new invoice.
TANF State Initiative Supervisor	1 <sup>st</sup> Approval. Reviews and approves or rejects the invoice. If approved, 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". The main area has a heading "Sign in to your CareerTech CTIMS account." Below it are fields for "Email:" and "Password:", each with a corresponding input box. There is also a "Remember me?" checkbox and a "Sign in" button. A link "Forgot your password?" is located at the bottom right of the sign-in box.

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.

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Click here to login to CTIMS

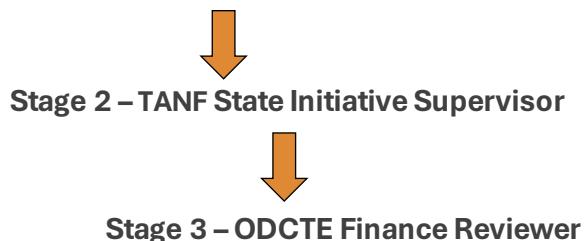
[CTIMS Login](https://ctims.okcareertech.org/CTBDSWeb)

# Invoice

## **Invoice Approval Process**

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

### **Stage 1 – TANF Local Finance Coordinator**



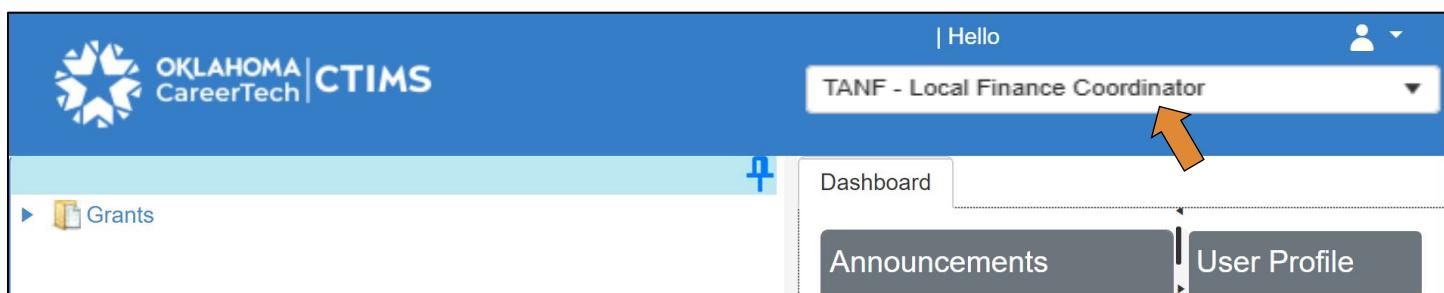
### **Stage 2-3: State Initiative Supervisor – ODCTE Finance Reviewer**

**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.

### **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.

**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

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	Grant Fund Type:*	TANF
Organization Type:*		Organization:*	Technology Center
Organization District:*		Program Initiative:*	TANF Work Prep-Federal 452

Grant Worksheet/Agreement/Invoice List Manage Grant Invoices

Approval Function Type: \* All Filter on Status: \* All

New Invoice	Provider Name	Client Name	Agreement
<input type="button" value="New Invoice"/>	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	Grant Fund Type:*	Adult Basic Education
Organization Type:*		Organization:*	
Organization District:*		Program Initiative:*	Adult Education and Literacy-731
Worksheet No:*	WS-		
Agreement No:*	WSAG-		
Invoice No:*	INV-		

Basic Client Information

Project Details

- 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) Function - Object - Program	OCAS Description	Total	Approv Total	Avl. to Inv...	\$
▶ 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:						
<input checked="" type="checkbox"/> Active/Inactive file(s) <input checked="" type="checkbox"/> Delete file(s) <input type="checkbox"/> Download all files						
Status	File Name	Attachment Note*	Uploaded Date	Action		
Acknowledgements						
<input type="button" value="Refresh"/> <input type="button" value="Invoice Summary"/> <input type="button" value="One Step Back"/> <input checked="" type="checkbox"/> Save as Draft <input checked="" type="checkbox"/> 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 10, 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

## 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

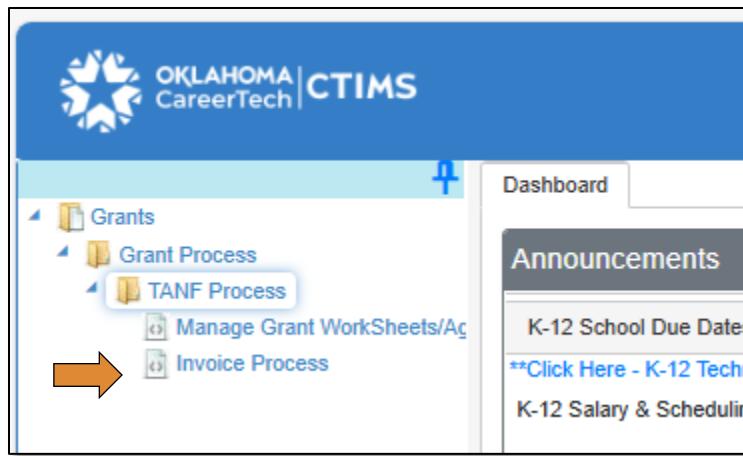
### Stage 1: Local Finance Coordinator

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.

**TANF Grant Fund Invoices 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
<input type="button" value="Grant Worksheet/Agreement/Invoice List"/> <input type="button" value="Manage Grant Invoices"/>	
Approval Function Type: * All <input type="button" value="Search"/>	
Filter on Status: * All <input type="button" value="Search"/>	
<input type="button" value="Export to Excel"/>	
<input type="button" value="New Invoice"/> <input type="button" value="BAP"/> <input type="button" value="Agreement Approval"/> <input type="button" value="Agreement Approval"/>	

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

**Grant Worksheet/Agreement/Invoice List**

Organization District: * Technology Center	Program Initiative: * TANF Work Prep-Federal 452																
<input type="button" value="Grant Worksheet/Agreement/Invoice List"/> <input type="button" value="Manage Grant Invoices"/>																	
Approval Function Type: * All <input type="button" value="Search"/>																	
Filter on Status: * All <input type="button" value="Search"/>																	
<input type="button" value="Export to Excel"/>																	
<input type="button" value="New Invoice"/> <input type="button" value="BAP"/> <input type="button" value="Agreement Approval"/> <input type="button" value="Agreement Approval"/>																	
<table border="1"> <thead> <tr> <th>New Invoice</th> <th>Provider Name</th> <th>Client Name</th> <th>Agreement</th> <th>BAP Process</th> <th>Agreement Submission Date</th> <th>Agreement Approval Stage</th> <th>Agreement Approval Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">New Invoice</a></td> <td>Technology Center</td> <td>Technology Center District</td> <td>WSAG-2526-TANF-TANF-WELFARE-FEDERAL-05X...</td> <td>No</td> <td>01/27/2026 11:07:45</td> <td>State Initiative Coordinator</td> <td>Fully Approved</td> </tr> </tbody> </table>		New Invoice	Provider Name	Client Name	Agreement	BAP Process	Agreement Submission Date	Agreement Approval Stage	Agreement Approval Status	<a href="#">New Invoice</a>	Technology Center	Technology Center District	WSAG-2526-TANF-TANF-WELFARE-FEDERAL-05X...	No	01/27/2026 11:07:45	State Initiative Coordinator	Fully Approved
New Invoice	Provider Name	Client Name	Agreement	BAP Process	Agreement Submission Date	Agreement Approval Stage	Agreement Approval Status										
<a href="#">New Invoice</a>	Technology Center	Technology Center District	WSAG-2526-TANF-TANF-WELFARE-FEDERAL-05X...	No	01/27/2026 11:07:45	State Initiative Coordinator	Fully Approved										

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

TANF Grant Fund Invoices List

Fiscal Calendar Year: <input type="text" value="2025-2026"/>				Grant Fund Type: <input type="text" value="TANF"/>			
Organization Type: <input type="text" value="Technology Center Districts"/>				Organization: <input type="text" value="Technology Center"/>			
Organization District: <input type="text" value="Technology Center"/>				Program Initiative: <input type="text" value="TANF Work Prep-Federal 452"/>			
<a href="#">Grant Worksheet/Agreement/Invoice List</a> <a href="#">Manage Grant Invoices</a>							
<input type="checkbox"/> Save changes <input type="checkbox"/> Cancel changes <input type="checkbox"/> Export to Excel <input type="checkbox"/> Refresh							
Status	BAP	Process Days	Payment	Organization	Client Name	Program Initiative	Invoice
▶ <input type="checkbox"/>	Yes	Yes	15	Technology ...	Technology Center	TANF Work Prep-Federal 452	<a href="#">INV-2526-TANF-TANF-WELFARE-FEDERAL-20X11...</a> 2628 01/13/2026 14:10:19
▶ <input type="checkbox"/>	Yes	Yes	0	Technology ...	Technology Center	TANF Work Prep-Federal 452	<a href="#">INV-2526-TANF-TANF-WELFARE-FEDERAL-20X11...</a> 20FC 11/19/2025 15:34:06

- Click Next Step.

TANF Grant Submit Invoice - Step 1

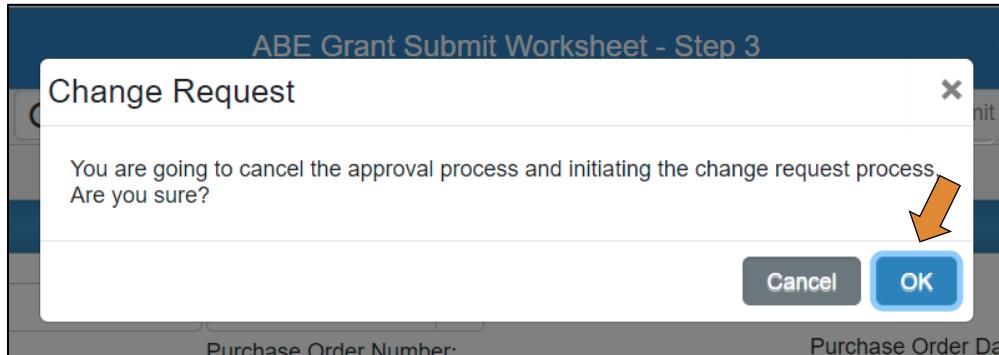
Provider Organization Details				Grant Fund Type			
Fiscal Calendar Year: <input type="text" value="2025-2026"/>	Organization Type: <input type="text" value="Technology Center Districts"/>	Organization District: <input type="text" value="Southern Oklahoma Technology Center"/>	Grant Fund Type: <input type="text" value="TANF"/>				
Organization: <input type="text" value="Southern Oklahoma Technology Center"/>	Program Initiative: <input type="text" value="TANF Work Prep-Federal 452"/>						
Worksheet No: <input type="text" value="WS-2526-TANF-TANF-WELFARE-FEDERAL-20X111745-EFAD1F5E945D"/>	Agreement No: <input type="text" value="WSAG-2526-TANF-TANF-WELFARE-FEDERAL-20X111745-9C49513CC5B8"/>						
Invoice No: <input type="text" value="INV-2526-TANF-TANF-WELFARE-FEDERAL-20X111745-E657510D2628"/>							
Basic Client Information				Project Details			
<input type="button" value="Refresh"/> <input type="button" value="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		
<p>Agreement Unbudgeted = (Allocated - Agrmt. Budgeted)</p> <table border="1"> <tr> <td>\$99,999.00</td> <td>\$0.00</td> </tr> </table>						\$99,999.00	\$0.00
\$99,999.00	\$0.00						
<p>Remaining to Invoice</p> <table border="1"> <tr> <td>\$0.00</td> </tr> </table>						\$0.00	
\$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	<input checked="" type="checkbox"/> Save as Draft	<input checked="" type="checkbox"/> Submit for Approval
Basic Client Information								
Project Details								
Grant Allocation								
Invoice Line Items								
	Agreement Line Desc.	Budget Line(OCAS CODE) 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		TANF Grant		Refresh	Invoice Summary	One Step Back	<input checked="" type="checkbox"/> Save as Draft	<input checked="" type="checkbox"/> Submit for Approval
Basic Client Information								
Project Details								
Grant Allocation								
Invoice Line Items								
	Agreement Line Desc.	Budget Line(OCAS CODE) 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: \_\_\_\_\_

Back  Reject  Approve

Approval Stage	Approval Date	Approver Role	TANF Grant Approval by	Approver Email	Approval Status	Note	Private Note
► Local Initiative Coordinator		+ Local Init...	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 Local Finance Coordinator- TANF Superintendent/President- TANF State Initiative Supervisor