

CareerTech Information Management System (CTIMS)

Temporary Assistance For Needy Families (TANF) Grants

Invoices and Change Requests Guidebook



IMD Information Management Division

January 2026

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Stage 1: Local Finance Coordinator.....	10
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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

TANF Contacts

Stephanie Hara

TANF Program Specialist

Office: 405-743-5512

Email: Stephanie.Hara@careertech.ok.gov

Kim Chapman

TANF Program Specialist

Office: 405-743-5494

Email: 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

Email: 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 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

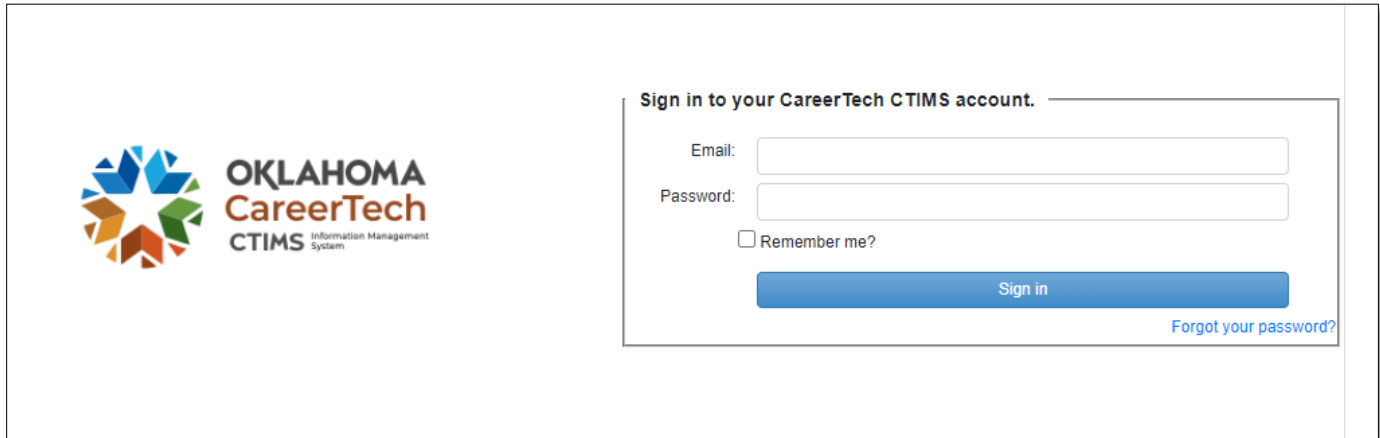
Invoice Approval Stage (Stage 3)	
TANF Role/Access	Process
TANF Local Finance Coordinator	This starts the Invoice Approval process. Creates, completes, saves, and submits new invoice.
TANF State Initiative Supervisor	1 st Approval. Reviews and approves or rejects the invoice. If approved, it goes to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

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

Click here to login to CTIMS 

Invoice

Invoice Approval Process

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

Stage 1 – TANF Local Finance Coordinator



Stage 2 – TANF State Initiative Supervisor



Stage 3 – ODCTE Finance Reviewer

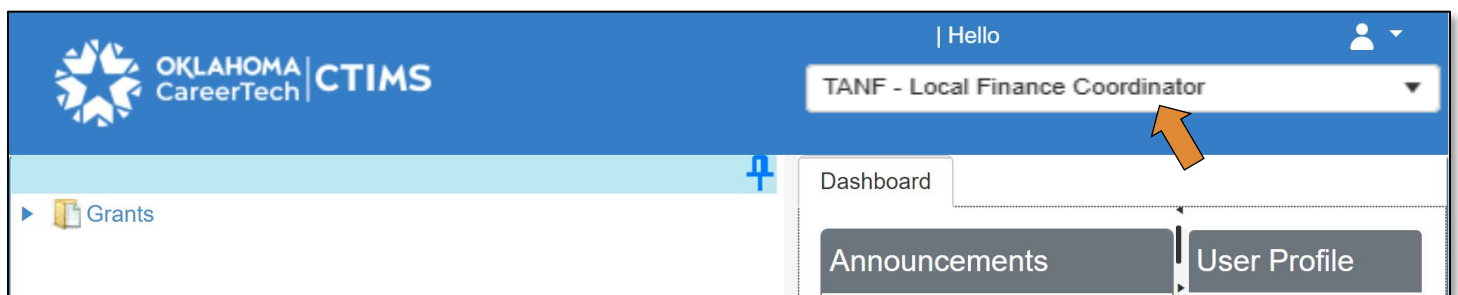
Stage 2-3: State Initiative Supervisor – ODCTE Finance Reviewer

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



- 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:

- 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 Search

Export to Excel

New Invoice	Provider Name	Client Name	Agreement
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

Refresh Save & Next

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

TANF Grant Submit Invoice - Step 2

Provider Organization Details

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 Invo
<input type="checkbox"/>	Note pads	2100-511-100	2100-Student Transportation Services by Another Di...	\$5.00	\$5.00	\$

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

TANF Grant Submit Invoice - Step 2

Provider Organization Details

Basic Client Information

Project Details

Grant Allocation

Invoice Line Items

Attachments

Browse:

Attachment Note:

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

Acknowledgements

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

TANF Grant Submit Invoice - Step 2

Provider Organization Details

Basic Client Information

Project Details

Grant Allocation

Invoice Line Items

Attachments

Acknowledgements

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

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

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

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

Is final payment?

Acknowledgement Note: *

AMK

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

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 – 1st 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

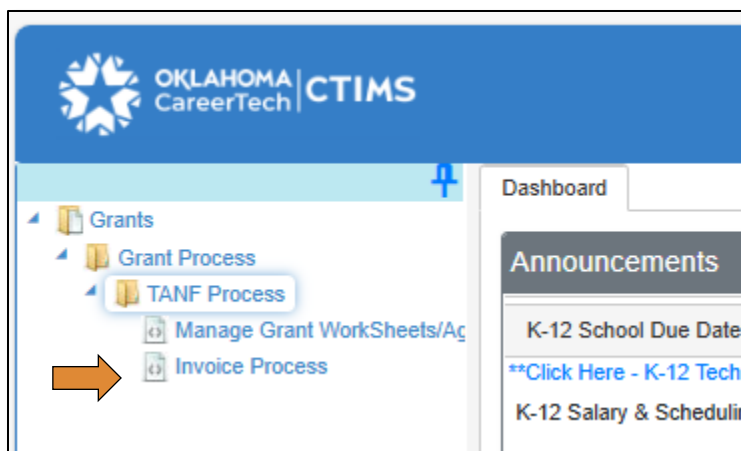
Stage 1: Local Finance Coordinator

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.

TANF - Local Finance Coordinator

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

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

Organization District:*		Technology Center		Program Initiative:*		TANF Work Prep-Federal 452	
Grant Worksheet/Agreement/Invoice List		Manage Grant Invoices					
Approval Function Type:*		All					
Filter on Status:*		All					
<input checked="" type="checkbox"/> Export to Excel		<input type="button" value="Search"/>					
<div> <div>New Invoice</div> <div>BAP</div> <div>Agreement Approval</div> <div>Agreement Appro</div> </div>							
New Invoice	Provider Name	Client Name	Agreement	BAP Process	Agreement Submission Date	Agreement Approval Stage	Agreement Approval Status
New Invoice	Technology Center	Technology Center District	WSAG-2526-TANF-TANF-WELFARE-FEDERAL-05X...	No	01/27/2026 11:07:45	State Initiative Coordinat...	Fully Approved

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

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

Grant Worksheet/Agreement/Invoice List

Manage Grant Invoices

Save changes

Cancel changes

Export to Excel

Refresh

	Status	BAP Process	Paymer Days	Organization	Client Name	Program Initiative	Invoice	Invoice Last 4 Digit	Invoice Submitted On
<input type="checkbox"/>	Yes	Yes	15	Technology ...	Technology Center	TANF Work Prep-Federal 452	INV-2526-TANF-TANF-WELFARE-FEDERAL-20X11...	2628	01/13/2026 14:10:19
<input type="checkbox"/>	Yes	Yes	0	Technology ...	Technology Center	TANF Work Prep-Federal 452	INV-2526-TANF-TANF-WELFARE-FEDERAL-20X11...	20FC	11/19/2025 15:34:06

- Click **Next Step**.

Dashboard

Invoice Process

INV-2526-TANF-TANF-WELFARE-FEDERAL-20X111745-E657510D2628

TANF Grant Submit Invoice - Step 1

Provider Organization Details

Fiscal Calendar Year: 2025-2026

Grant Fund Type: TANF

Organization Type: Technology Center Districts

Organization: Southern Oklahoma Technology Center

Organization District: Southern Oklahoma Technology Center

Program Initiative: TANF Work Prep-Federal 452

Worksheet No: WS-2526-TANF-TANF-WELFARE-FEDERAL-20X111745-EFAD1F5E945D

Agreement No: WSAG-2526-TANF-TANF-WELFARE-FEDERAL-20X111745-9C49513CC5B8

Invoice No: INV-2526-TANF-TANF-WELFARE-FEDERAL-20X111745-E657510D2628

Basic Client Information

Project Details

Refresh

Next Step

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

TANF - Local Initiative Coordinator

Summary

Worksheet Contract

One Step Back

Save as Draft

Submit for Approval

Change Request

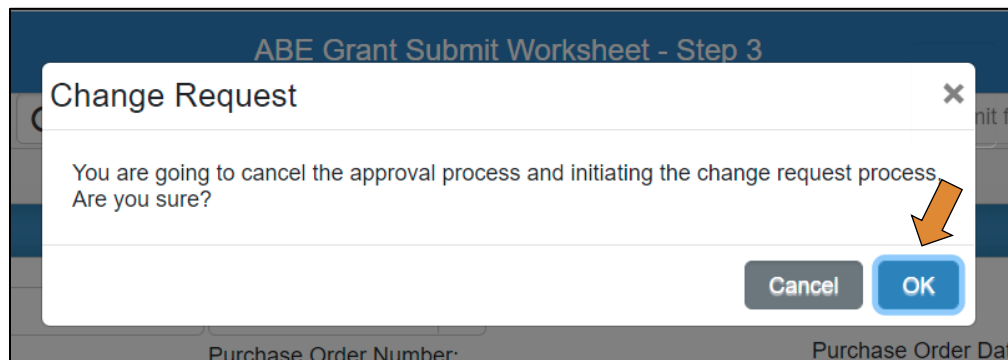
Agreement Unbudgeted = (Allocated - Agrmt. Budgeted)

Remaining to Invoice

\$99,999.00

\$0.00

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



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

TANF Grant Submit Invoice - Step 2

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

Basic Client Information

Project Details

Grant Allocation

Invoice Line Items

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

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

TANF Grant Submit Invoice - Step 2

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

Basic Client Information

Project Details

Grant Allocation

Invoice Line Items

	Agreement Line Desc.	Budget Line(OCAS CODE) 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.

Back
Reject
Approve

Request Number:

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

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

Stage 2-4: TANF Local Finance Coordinator- TANF Superintendent/President- TANF State Initiative Supervisor