



OFFICE OF FAMILY ASSISTANCE

An Office of the Administration for Children & Families

Office of Family Assistance (OFA) Program Recruitment Flyer

The U.S. Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Family Assistance (OFA) invites you to apply to participate as a grant application reviewer in the upcoming discretionary grant competition.

You may be selected to participate in the following virtual-remote review session: **Grants for Coordination of Tribal Temporary Assistance for Needy Families (TANF) and Child Welfare Services to Tribal Families at Risk of Child Abuse or Neglect (Tribal TANF-Child Welfare, or TTCW).**

Qualifications:

- Must be a professional with human services or Social Work experience, to include program work in Indian Tribes and Alaska Native populations. A degree in an associated field or significant work experience in the field is required.
- Must have strong organizational and time management skills.
- Must be able to analyze and evaluate complex materials.
- Must have strong writing and editing skills.
- Must be fluent in writing and speaking in English.
- Must be committed to the review process for the duration.



Tools Required:

- Email
- High Speed Internet
- Telephone
- Windows or Mac-based interface
- Adobe Acrobat or another PDF reader

Level of Commitment:

- Ability to participate in an on-site, and/or remote review process.
- Thoroughly read and comprehend the entire FOA and all supplementary review materials.
- Complete up to two (2) web-based review participant training exercises with a passing score.
- Participate in remote general session orientation.
- Be proficient with the use of technology, including the ARM system, to evaluate and submit comments for each application assigned.
- Ensure that written comments submitted as a result of panel evaluations are thorough, accurate, concise, detailed, and specific.
- Participate in panel discussions to address the merits of each application, including when major discrepancies in scoring and/or comprehension of applicant responses to the evaluation criteria are identified.

Register Today!

Register as a grant review panelist at:

<https://ofarr.acf.hhs.gov>

Once registered, add your profile to the OFA 2020 Review Recruitment Pool using the following Session code: **940170**

Your resume must be uploaded to your profile in order to be considered for a grant review panelist position.

For more information on the Office of Family Assistance program, please visit <https://www.acf.hhs.gov/ofa>

For Funding Opportunity Announcements, please visit www.grants.gov

