

## **Transition, Referral And Client Self-Sufficiency (TRACS)**

The TRACS section of the TANF Staff Tools website contains a few cheat-sheets related to TRACS and Personal Development Plans.

Did you know that the Help Window in TRACS contains dozens of tools and resources for case workers? Click on Help in the menu bar, select Help Topics. From there you can:

1. Click on the Contents Tab. This brings up a list of “books.” Select any book and click open, which gives you further choices; or
2. Click on the Index Tab. This gives you a list of topics in alphabetical order. Begin typing a word, or select any topic and click on display; or
3. Click on the Find Tab. This allows you to search for a topic by using key words.

Check it out!