# **HHS.gov Announcement**

*This Word document can be attached to a JIRA ticket using the Ticket**issue type.*

|  |  |  |
| --- | --- | --- |
| **Field Title** | **Required** | **Content & Metadata** |
| Title | X | *Limited to 65 characters, including spaces. Used for browser title, breadcrumb, search results, and social sharing.* |
| Full Title | X | *Expand on the 65-character Title if needed. Used as the H1 heading on a page.* |
| Subheadline |  | *Subheadline if this is a news release, expanding on the information in the headline.* |
| Contact |  | *Name or office to contact.* |
| Media Contact Phone |  | *Telephone number for Media contact in format 1-xxx-xxx-xxxx.* |
| Media Contact Email |  | *Email address for media contact.* |
| Description | X | *Limited to 160 characters, including spaces. Used for social media and search results. Write a succinct sentence using keywords.* |
| Date Published | X | *Date of the announcement displayed in lists and at the top of a page.* |
| Announcement Type | X | *Select the type of announcement.* |
| Link to PDF or External News Announcement |  | *Enter the URL. Start with http:// or https://* |
| Topic Category | X | *Choose 1-2 main topics covered in this announcement. Use the “HHS Categories” list. This information will not be shown to site visitors.* |
| Audience | X | *Choose the main target audience. Use the “HHS Audiences” list (more than one is allowed in case 1-2 are needed). This information will not be shown to site visitors.* |
| Last Reviewed | X | *The date this article was most recently reviewed and/or updated. This information is used for the page stamp.* |
| Created By | X | *The office responsible for maintaining this content on HHS.gov. This information is used for the page stamp.* |

***Below, please enter the body text of the announcement and insert any hyperlinks where you would like them to appear on the live site.***

|  |  |
| --- | --- |
| Announcement Type [select 1 type from this list]  Link to External News Item  Internal Announcement  PDF HHS Categories [select 1-2 categories from this list]  Affordable Care Act  Emergency Preparedness & Response  Fraud  Global Health  Grants & Contracts  Health Care  Health Data  Health IT  HHS Administrative  HIPAA  Holidays & Observances  Medicare & Medicaid  Mental Health & Substance Abuse  Prevention & Wellness  Programs for Families & Children  Public Health & Safety  Research | HHS Audiences [select the primary audience from this list]  Academics/Researchers  Consumers  Grantees  Health Care Professionals  HHS Employees/Contractors  Human Services Professionals  Media/Journalists  Non-HHS Government Employees  Public Policy Professionals  Students/Youth |
|  |  |