

## Approved Acronyms for Narratives

**These acronyms are approved for use in NFOCUS narratives.**

**More abbreviations not approved for narrative use can be found at NFOCUS Help: How-To: Terms and Abbreviations**

**Below there are two lists one is a general acronym list and the others are separated by being either a program name or program-related acronym.**

### **Acronym Protocol:**

1. New acronyms should only be created by Central Office policy or operations staff. If using other acronyms or abbreviations not listed on the Approved Acronym list, spell out the words for the acronym or abbreviation initially and place the acronym or abbreviation in brackets  
An example: John called on May 1, 2013, and was questioning his **Certificate of Deposit (CD)**. John explained he had the \$1000 CD and wanted to know how much he could add to it.
2. Names of financial institutions and schools will not be an abbreviation or acronyms. The names should be spelled out. Statewide there are over thousands of the above-listed entities.
3. Nationally accepted abbreviations can be used in narrative writing. The “Web’s Largest Resource for Acronyms & Abbreviations” can be used to find the most commonly used acronyms and abbreviations for government, medical, and business. Nationally accepted abbreviations are not listed on the Approved Acronym listing.

The website is: <http://www.abbreviations.com/serp.php?st=account&qtype=2>

Example: John called on May 1, 2013, to inform the agency he now has a **POA**. He went to an **ATTY** to get the correct papers for the **POA**.

## General Acronyms for Narratives

### **A**

ABAWD – Able Bodied Adult without Dependents

ADC – Aid to Dependent Children

AL – assisted living

AN – Access Nebraska

ANDI – Access Nebraska Document Imaging □

AP – Absent Parent

App - Application

APS – Adult Protective Services

AR – Authorized Representative

ARP – Agency Related Person

AUTH - Authorization

### **B**

BC – Birth Certificate

BDE – Data Processing references to the BENDEX listings for Social Security

### **C**

CA- Case Aide

CC – Child Care

CD – Certificate of Deposit

CFS – Children & Family Services

CHARTS – Children Have a Right to Support, NE

CIS – Citizenship & Immigration Services

CO – Central Office

COCS - Court Order Child Support

COH – Cash on Hand

COLA – Cost of Living Adjustment

CP – Current Pay

CP – Custodial Party

CPS – Child Protective Services (term replaced by Protection and Safety Services)

CR - Change Reporting

CS – Child Support

CSA – Central Service Area

CSC – Customer Service Center

CSE – Child Support Enforcement

CWIS – Child Welfare Information System

## **D**

DAC – Disabled Adult Child

DAS – Department of Administrative Services

DD – Developmental Disabilities

DHHS – Department of Health & Human Services

DI – Document Imaging

DOS – Department of State

## **E**

EA –Economic Assistance

EA/RA- Economic Assistance review/recert app

E-App – Electronic Application

ESA – Eastern Service Area

EDC – Expected Date of Confinement

EDD – Estimated Delivery (due) Date

ENVH - Eastern Nebraska Veterans Home, Bellevue

EBT – Electronic Benefits Transfer

EF – Employment First

EFW-Employment First worker

EIC – Earned Income Credit

EIV – Earned Income Verification

EO – Energy Only

EOD – End of Day

EP – Essential Person

EX- Exempt

## **F**

FBR – Federal Benefit Rate

FC – Foster Care

FDA – Food and Drug Administration

FID – Federal Identification

FMV – Fair Market Value

FNS – Food and Nutrition Services

FPL – Federal Poverty Level

FTC – Failure to Comply

FTE – Full-time employee

FTP – Failure to Provide

FW – Former Ward

40Q - 40 Quarters

## **G**

GED – General Education Degree (General Equivalency Diploma)

GIVH – Grand Island Veteran's Home

## **H**

HH – Household

HIPAA – Health Insurance Portability and Accountability Act

HP – Health Promotion

HUD – Housing and Urban Development

## **I**

ICC – Issuance and Collections Center

ICF – Intermediate Care Facility

ID – Identification

IL – Independent Living

IMD – Institution of Mental Disease

IN- Ineligible

INTFC - interface

IPV – Intentional Program Violation

IRF – Interim Report Form

IRS – Internal Revenue Service

IS & T – Information Systems and Technology

IUC – Integrated Unemployment Compensation

IV-A [4-A] – State agency that administers Federal ADC programs

IV-D [4-D] – State agency responsible for the administration of the federal CSE programs

IV-E [4-E] – Federal finding type for Child Welfare services.

IWD – Integrated Wage Data.

## **K**

KBB – Kelly Blue Book

## **L**

LIS – Low Income Subsidy – SSA Application

LL – Language Line

LO – Local Office

LOA – Leave of Absence

LOW – Local Office Worker

LUA - Limited Utility Allowance

## **M**

MC - Master Case

MESA – Mass Expert System Architecture

## **N**

NAC – Nebraska Administrative Code (Regulations of State Agencies)

NADA – National Automobile Dealers Association

NARC – Nebraska Association of Retarded Citizens

NCP – Non-Custodial Party

NEARS – NE Economic Assistance Review System

N-FOCUS – Nebraska Family Online Client User System

NH - Nursing Home

NHM – New Hire Match

NOE – Notice of Eligibility

NOA – Notice of Action

NOMI – Notice of Missed Interview

NSA - Northern Service Area

NPA – Non-public Assistance

NVH – Norfolk Veteran's Home

## **O**

OJT – On the Job Training

OMB – Office of Management and Budget

OMR – Office of Mental Retardation

OP – Over Payment

ORR – Office of Refugee Resettlement

OUA - One Utility Allowance

## **P**

PC- Phone Call

PIN – Personal Identification Number

POS – Paid from Other Services

PPP – Prudent Person Principle

P & S – Production and support

P & P – Purchase and Prepare

PRM – Bureau of Population, Refugees, and Migration

PSW – Protection and Safety worker

## **Q**

QA – Quality Assurance

QC – Quality Control

## **R**

R & L – DHHS Regulation and Licensure Division

RCA – Refugee Cash Assistance

RD – Replacement Designee  
RD – Resource Development  
RHC – Refugee Health Coordinator  
ReMHI – Refugee Mental Health Initiative  
REP - representative  
Retro – Retroactive  
RMA – Refugee Medical Assistance  
RMS – Refugee Medical Screening  
RMTS – Random Moment Time Study □  
RRP – Refugee Resettlement Program  
R/R- Review recert  
RSDI – Retirement, Survivors, and Disability Insurance  
RSI – Refugee School Impact  
RSS – Refugee Support Services  
RSVI – Rehabilitation Services for the Visually Impaired.  
RSVP – Retired Senior Volunteer Program  
RTC – Residential Treatment Center

## **S**

SAVE – Systematic Alien Verification for Entitlements  
SDX – State Data Exchange  
SE – Self-Employment  
SEOG – Supplemental Education Opportunity Grant  
SESA – Southeast Service Area  
SEW – State Employer Wage file  
SNAP – Supplemental Nutrition Assistance Program  
SNF – Skilled Nursing Facility  
SON – Standard of Need  
SOR – Services to Older Refugees  
SR – Simplified Reporting  
SRC – State Refugee Coordinator  
SRT – State Review Team  
SSA – Social Security Administration  
SSDI – Social Security Disability Insurance  
SSI – Supplemental Security Income  
SSN – Social Security Number  
SSS – Social Services Supervisor  
SSW – Social Service Worker  
SSWL – Social Service Lead Worker  
SSWT – Social Service Worker Trainee  
STD- Short Term Disability  
SUA – Standard Utility Allowance

SVES – State Verif/Exchange System/State Verification for Eligibility Systems

**T**

TANF – Temporary Aid for Needy Families

TEV – Telephone employment verification

TBR – Transitional Benefit Reporting

TMA-G - Transitional Medical Assistance Grant

TPL – Third Party Liability

TR – Transitional

TVF – Telephone verification form

**Y**

YM – Youth Mentoring

**U**

UP – Underpayment

USDA – United States Department of Agriculture

**V**

VA – Veterans Administration

VD- Verify Direct

VI – Visually Impaired

VISTA – Volunteers in Service of America

VOC REHAB – Vocational Rehabilitation

VR – Verification Request

VS – Vital Statistics (VSTAT)

**W**

WIA – Work Investment Act

WN- Work Number

WNVH – Western Nebraska Veterans' Home, Scottsbluff

WSA – Western Service Area

WT – Work Task

**Y**

YRTC – Youth Rehabilitation Treatment Center, Kearney

## Program/ Program-related acronyms List:

### **A**

AABD – Aid to the Aged Blind and Disabled

AD – Aged and Disabled Waiver

ADC – Aid to Dependent Children

### **B**

B21 – Bridges to Independence

### **C**

CA – Current Aged

CAP – Community Action Program

CB – Current Blind

CC – Child Care

CD - Current Disabled

CF – Current ADC Family

### **D**

DAS – Department of Administrative Services

DD – Developmental Disabilities

### **E**

E & T – Employment and Training

EA –Emergency Assistance

### **F**

FW – Former Ward

### **G**

GA – General Assistance

### **L**

LA – Low Income Aged (Age 60 & over)

LB – Low Income Blind (Age 19 to 59)

LC – Low Income Sliding Fee

LD – Low Income Disabled (Age 19 to 59)

LF – Low Income Family

LIHEAP – Low Income Household Energy Assistance Program

### **M**

MED – Medical Assistance Program (Medicaid)

MLTC – Medicaid and Long term Care



**P**

PA – Public Assistance

PASS/PAS – Personal Assistance Services

**R**

RR – Railroad Retirement Program

RRP – Refugee Resettlement Program

**S**

SA – Subsidized Adoption

SDP – State Disability Program

SG – Subsidized Guardian

SNA – Service Needs Assessment (for SSAD – Chore & PASS Programs)

SNAP – Supplemental Nutrition Assistance Program

SRT – State Review Team

SSAD – Social Services to the Aged and Disabled

SSBG – Social Services Block Grant

SSCF – Social Services to Children and Families

**T**

TANF – Temporary Assistance to Needy Families

TCC – Transitional Child Care

**V**

VOC REHAB – Vocational Rehabilitation

**W**

WI – Without Regard to Income

WIC – Women, Infant and Children (Nutrition Program)