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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 91 INF-41

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: August 22, 1991

SUBJECT: Use of Uniform Terms and Names

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Food Stamp Directors
 Medical Assistance Directors
 Corrective Action Coordinators
 Employment Coordinators
 Staff Development Coordinators

CONTACT PERSON: Jerry Vigeant, IM/WMS Program Operations at 1-800-342-3715, extension 4-9315

ATTACHMENTS: Examples of "Double Names" - available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.

Since early in 1990, a workgroup composed of State program staff, local district representatives and representatives of legal advocacy organizations has been meeting to develop uniform reason paragraphs, simplified budget narratives and standard formats for the automated client notices to be produced by the WMS Client Notices System. Piloting of this System in districts is scheduled to begin in mid-1992.

Plans call for all PA, MA and FS client notices to be produced and printed through WMS and mailed centrally. To provide uniformity, the terms and names being used in the automated notices are those used by this Department to describe types of benefits, rules, procedures and processes and to name social services programs.

Members of the Automated Notices Language Workgroup have expressed concern that clients may be confused by the new notices because some districts use "local equivalent" or alternative terms and names. The Attachment lists examples of "double names" which may confuse clients. Please note that these are only examples of "double names" of which we are aware. Originating Administrative Directives should be consulted if districts are not certain if a specific term or name is a "local equivalent".

In order to guarantee that the centrally-mailed client notices convey, as clearly as possible, the information needed to be communicated to clients, uniform terms and names must be adopted by all local districts. Over the next year, therefore, districts are encouraged to change all "local equivalent" terms to State terms, particularly in written material, in anticipation of the implementation of the WMS Client Notices System.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance

Jo-Ann A. Costantino
Deputy Commissioner
Division of Medical Assistance

<u>State Name/Term</u>	<u>"Local Equivalents"</u>
<u>Public Assistance</u> Public Assistance	Financial Assistance Basic Assistance Welfare Assistance
PA	FA, BA
Basic Allowance	FCI
Additional Allowances	Single Issues Special Grants One-Time-Only Grants
Rent Supplement Program (RSP)	Emergency Grants Emergency Assistance Rehousing Program (EARP)
Child Support Pass-Through Payment	Child Support Bonus Payment
Public Assistance Case	Public Assistance Suffix
Public Assistance Household	Public Assistance Case
<u>Employment</u> JOBS	BEGIN HIRE
<u>Medical Assistance</u> Medical Assistance	Medicaid
Personal Care Program	Home Attendant Program/ Housekeeper Program
Spenddown/Excess Income (Community Cases)	Overage Surplus Income Monthly Liability
Net Available Monthly Income (NAMI) (Chronic Care)	Surplus Income Spenddown Excess Income Chronic Care Amount
Chronic Care	Long Term Care
Temporary Medicaid Authorization	CS-19 Temporary Medicaid Card
Shared Aide Program	Cluster Care Program
Common Benefit Identification Card (CBIC)	Medicaid ID Card

<u>State Name/Term</u>	<u>"Local Equivalent"</u>
<u>General</u> Denial	Rejection
Recertification	Redetermination
Case Closing	Termination of Benefits
Reopening	Reactivation
Discontinuance	Termination