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| Office of Administrative Hearings (OAH) | Transmittal Number: 94-11 |
| Procedures Transmittal | Subject: Standard Abbreviations |
| Distribution: | |
| ALB OAH Staff +-+ UPS ALJs/ +-+ Upstate LDSS +-+ +x+ SUP ALJs +x+ +x+ | Date: February 15, 1994 |
| NYC OAH Staff +-+ NYC ALJs/ +-+ NYC Agencies +-+ +x+ SUP ALJs +x+ +x+ | |

Attached for your reference is a list of standard abbreviations/terminology which is currently being used by Office of Administrative Hearings staff in completing electronic DSS 1891s. It is being provided as a key to the information in the Comments section of the electronic Request for Fair Hearing. Please share this list with your colleagues. Thank you.

ML
Mark Lacivita, Director of Administration
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Attachment

STANDARD ABBREVIATIONS/TERMINOLOGY
(A.K.A. FAIR HEARING SHORTHAND)

ADC - AID TO DEPENDENT CHILDREN

ADEQ - ADEQUACY

ADMIN - ADMINISTRATIVE

ALLOW - ALLOWANCE

AMT. - AMOUNT

APP - APPELLANT

APPL. - APPLIED/ APPLICATION

BUD - BUDGET/BUDGETTING

CAT - CATEGORY/CATEGORICAL

CHHA - CERTIFIED HOME HEALTH AGENCY

CIN - CLIENT IDENTIFICATION NUMBER

CNS - CLIENT NOTICE SYSTEM

CO. - COUNTY

COMP - COMPOSITION

COOP - COOPERATIVE

COPAY - COPAYMENT

CORR. - CORRESPONDENCE

DAYC - DAYCARE

DEN - DENIAL

DEP - DEPOSIT

DISC - DISCONTINUANCE

D.O.B. - DATE OF BIRTH

DOC - DOCUMENTS

EA - EMERGENCY ASSISTANCE

EAA - EMERGENCY ASSISTANCE TO ADULTS

ED - EFFECTIVE DATE

EHR - EMERGENCY HOME RELIEF

ELIG - ELIGIBILITY

EMPLOY - EMPLOYMENT

EQUIP - EQUIPMENT

EVICT. - EVICTION

EXC. - EXCESS

EXEMPT - EXEMPTION

EXP - EXPENSES

FC - FOSTER CARE

FS - FOOD STAMPS

FTA - FAILURE TO ACT

FTC - FAILURE TO COMPLY

FTP - FAILURE TO PROVIDE/PARTICIPATE

FTR - FAILURE TO REPORT

FTV - FAILURE TO VERIFY

FURN - FURNITURE

GEN. - GENERAL

HEAP - HOME ENERGY ASSISTANCE PROGRAM

H/H - HOUSEHOLD

HMLS - HOMELESS

H.O. - HEARING OFFICER

HR - HOME RELIEF

HRA - HUMAN RESOURCE ADMINISTRATION

HRS. - HOURS

IMC - INCOME MAINTENANCE CENTER

ISC - INCOME SUPPORT CENTER

IMM - IMMEDIATE

INAD - INADEQUACY

INC. - INCOME

IPV - INTENTIONAL PROGRAM VIOLATION

JOB QUIT - VOLUNTARY TERMINATION OF EMPLOYMENT

KFC - KINSHIP FOSTER CARE

LDSS - LOCAL DEPARTMENT OF SOCIAL SERVICES

LTR - LETTER

MA - MEDICAL ASSISTANCE

MAX - MAXIMUM

MED - MEDICAL

NOT. - NOTICE

ND - NOTICE DATE

PROP. - PROPERTY

PROG. - PROGRAM

PCA - PERSONAL CARE ATTENDANT

PA - PUBLIC ASSISTANCE

QR - QUARTERLY REPORT

RECERT - RECERTIFICATION

RECOUP - RECOUPMENT

REDU - REDUCTION

REHAB - REHABILITATION

RES - RESOURCES

REST - RESTRICTION

REST. ALLOW. - RESTAURANT ALLOWANCE

RETRO - RETROACTIVE

REQ - REQUEST

SANC - SANCTION

SEC. DEP. - SECURITY DEPOSIT

SERV - SERVICES

S.I. - SUPPLEMENTAL ISSUE

SPEC - SPECIAL

SSA - SOCIAL SECURITY ADMINISTRATION

SSD - SOCIAL SECURITY DISABILITY

SSI - SUPPLEMENTAL SECURITY INCOME

SSN - SOCIAL SECURITY NUMBER

TRAN - TRANSPORTATION

TMA - TRANSITIONAL MEDICAL ASSISTANCE

UIB - UNEMPLOYMENT INSURANCE BENEFIT

UTIL - UTILITY

TCC - TRANSITIONAL CHILD CARE

W/O - WITHOUT

W/D - WITHDRAW

WI - WALK IN

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