

Commonly Used Acronyms

Orientation Worksheet

Instructions: With an experienced caseworker – ideally someone from your unit – check off the acronyms you will use in your position. There is space provided for abbreviations specific to your unit or agency.

ABC	■ Access to Better Care
ABLE	■ Adult Basic and Literacy Education
<u>ACR</u>	■ Automated Cost Reporting
ADA	■ Americans with Disabilities Act
ADC	■ Aid to Dependent Children
AG	■ Assistance Group
AR	■ Annual Review
CCAO	■ County Commissioners' Association of Ohio
CDC	■ Child Day Care in Ohio
CDJFS	■ County Department of Job & Family Services
CHIP	■ Children's Health Insurance Program (also called Healthy Start or <u>SCHIP</u>)
COHHIO	■ Coalition on Homelessness and Housing in Ohio
CRIS-E	■ Client Registry Information System-Enhanced
<u>CS</u>	■ Child Support
CSB	■ Children Services Board
CSDVOPS	■ Customer Service Disabled Veterans Outreach Program Specialists
CSEA	■ Child Support Enforcement Agency
CSVER	■ Customer Service Veterans Employment Representative
CWC	■ Combined Wage Claim
CY	■ Calendar Year
DA	■ Disability Assistance
DOB	■ Date of Birth
<u>DUA</u>	■ Disaster Unemployment Assistance
DV	■ Domestic Violence
DVOPS	■ Disabled Veterans Outreach Program Specialists
EBT	■ Electronic Benefit Transfer
EDWAA	■ Economic Dislocation and Worker Adjustment Act
EFT	■ Electronic Funds Transfer
eICMS	■ electronic Integrated Client Management System
EOL	■ Employee Outreach and Linkage
FACSYS	■ Family And Children Services Information System
<u>FAQ</u>	■ Frequently Asked Questions
FDIC	■ Federal Deposit Insurance Corporation
FFY	■ Federal Fiscal Year (10/1/xx -9/30/xx)
FLC	■ Foreign Labor Certification

FLSA	■ Fair Labor Standards Act
FRAM	■ Family Risk Assessment Model
FS	■ Food Stamps
FSCH	■ Food Stamp Certification Handbook
FSET	■ Food Stamp Employment and Training
FT/PT	■ Full Time/Part Time
FUTA	■ Federal Unemployment Tax Act
FY	■ Fiscal Year
GA	■ General Assembly
GED	■ General Equivalency Diploma
GIS	■ Geographic Information Systems
HB	■ House Bill
HHS	■ Health and Human Services
ICF-MR	■ Intermediate Care Facility ? Mental Retardation
ICMS	■ Integrated Client Management System (see also eICMS)
IL	■ Independent Living
ITNA	■ Individual Training Needs Assessment
JS&R	■ Job Search and Readiness
LEAP	■ Learning, Earning and Parenting
LMI	■ Labor Market Information
MCA	■ Medicaid Cash Assistance
MEM	■ Medicaid Eligibility Manual
MH	■ Mental Health
MIA	■ Monthly Income Allowance
MMMNA	■ Minimum Monthly Maintenance Needs Allowance
MR/MH	■ Mental Retardation/Mental Health
MR/DD	■ Mental Retardation/Developmental Disabilities
MTL	■ Manual Transmittal Letter
OAC	■ Ohio Administrative Code
OAPL	■ Ohio Adoption Photo Listing (AdoptOhio)
OBES	■ Ohio Bureau of Employment Services (now ODJFS)
OBM	■ Office of Budget and Management
OFC	■ Office of Families and Children
OCDA	■ Ohio CSEA Directors' Association
OCTF	■ Ohio Children's Trust Fund
OCWTP	■ Ohio Child Welfare Training Program
ODADAS	■ Ohio Department of Alcohol and Drug Addiction Services
ODJFS	■ Ohio Department of Job and Family Services
ODHS	■ Ohio Department of Human Services (now ODJFS)
ODOT	■ ODOT Ohio Department of Transportation
ODMR/DD	■ Ohio Department of Mental Retardation and Developmental Disabilities
OHP	■ Ohio Health Plans (previously Medicaid)
OHSTS	■ Ohio Human Services Training System, formerly the Ohio Adult Services Training Program
OJFSDA	■ Ohio Job and Family Services Directors' Association
OJI	■ Ohio Job Insurance

OJT	■ On the Job Training
ORC	■ Ohio Revised Code
OSETC	■ One-Stop Employment and Training Center
OTAP	■ Ohio Transitional Assistance Program
OTTC	■ Ohio Training Tax Credit
OVHF	■ Ohio Veterans Hall of Fame
OWD	■ Office of Workforce Development
OWF	■ Ohio Works First
PAM	■ Public Assistance Manual (obsolete; see Medicaid Eligibility Manual [MEM])
PASSPORT	■ Pre-admission Screening System Providing Options and Resources Today
PCSAO	■ Public Children Services Association of Ohio
PCSA	■ Public Children Services Agency
PIC	■ Private Industry Council
PFR	■ Putative Father Registry
PRC	■ Prevention, Retention and Contingency
PWE	■ Principal Wage Earner
QA	■ Quality Assurance
QC	■ Quality Control
QMB	■ Qualified Medicare Beneficiary
RTC	■ Regional Training Center
SACWIS	■ Statewide Automated Child Welfare Information System
SAR	■ Semi-annual Administrative Review
SB	■ Senate Bill
SCHIP	■ State Children's Health Insurance Program
SCOTI	■ Sharing Career Opportunities and Training Information
SEP	■ Subsidized Employment Program
SETS	■ Support Enforcement Tracking System
SFY	■ State Fiscal Year (7/1/xx -6/30/xx)
SPA	■ State Plan Amendment
SPLIMPA	■ Single Premium Lifetime Immediate Monthly Payment Annuity
SSC	■ Self Sufficiency Contract
S-SEP	■ Special-Subsidized Employment Program
SSI	■ Supplemental Security Income
TAA	■ Trade Adjustment Assistance
TANF	■ Temporary Assistance for Needy Families
TANF E&T	■ Temporary Assistance for Needy Families ? Employment and Training
TEFAP	■ The Emergency Food Assistance Program
TOPS	■ Training Opportunities for Program Staff
TRC	■ Telephone Registration Centers
TXX	■ Title XX Social Services Block Grant
UC	■ Unemployment Compensation
UCFE	■ Unemployment Compensation for Federal Civilian Employees
UCX	■ Unemployment Compensation for Ex-Military Personnel
USDA	■ United States Department of Agriculture
VEROC	■ Veterans Employment Representative On Campus

- WA ■ Work Activities
- WARN ■ Worker Adjustment and Retraining Notification Act
- WEP ■ Work Experience Program
- WIA ■ Workforce Investment Act
- WOTC ■ Work Opportunity Tax Credit
- WRS ■ Wage Record System
- WtW ■ Welfare to Work

Additional abbreviations or shortcuts used in my unit or agency (e.g., MGM for maternal grandmother)

Adapted from: *Acronyms; Misc. Information*, by ODJFS at:
http://jfs.ohio.gov/ocomm_root/acronyms.stm