## DSHS Standard Language

**Common Acronyms**

|  |  |
| --- | --- |
| Acronyms | Meaning |
| BFA | Basic Food Assistance (aka Federal SNAP Food Assistance) |
| FAP | Food Assistance Program (aka State Food Assistance) |
| RE | Federal Food Recipient |
| RN | State Food Recipient |
| NM | Non-Member status on Basic Food case |
| APP | Application |
| MCR | Mid-Certification Review (6 month review) |
| ER | Eligibility Review (annual review) |
| Hrs | Hours |
| Comp | Component |
| Sent Referral | Case review message sent to contactor’s e-Message box in eJAS |
| RCA | Refugee Cash Assistance |
| RISE | Resources to Initiate Successful Employment (BFET Pilot Program) |

**Common Audit Errors**

|  |  |
| --- | --- |
| DSHS Comments | Meaning |
| Backdate Component Error | Component was opened prior to BFET eligibility |
| Incorrect Start Date | Component start date was backdated to precede the FI component start date |
| Incorrect End Date | End date exceeds the maximum days allowed for component type |
| No Note | Case note was not entered following case action (opening, updating, or closing components) |
| Note does not meet Handbook Standard | See Handbook for details |

**Common Language on Billing Rosters**

|  |  |
| --- | --- |
| DSHS Comments | Meaning |
| Active FAP | Client actively receives state food assistance |
| No Active BFA | Client does not an active recipient on a BFA case |
| Active TANF | Client is an active recipient on a TANF case |
| No Comp | Contractor has no active components |
| Active RCA | Client is actively receiving Refugee Cash Assistance |
| No | Unable to find |

**Common Language on Eligibility Lists**

|  |  |
| --- | --- |
| DSHS Comments | Meaning |
| No – BFA closed for no MCR | Client must complete MCR |
| No – BFA closed for no ER | Client must complete ER, or reapply for BFA |
| No – not BFA | Not active on BFA case |
| No – unable to find client | SSN or eJAS does not match client’s name |
| No – not eligible for BFA | Not eligible for BFA due to living arrangements, or undocumented, or intentional program violation, or other reason |
| No – NM in BFA | Client is a non-member status on BFA case due to student status. Colleges can provide the BFET Referral Form 10-501 to the client. |
| No – active FAP | Active recipient of state food assistance |
| No – active TANF | Active member on the TANF case |
| No – Pending TANF | Client has a pending TANF application |
| No – Comp Hrs | Hours requested exceeds 40 hours maximum for BFET participation |
| No – Future start date for JS comp | JS component cannot be started with a future start date |
| No – Missing Employment Info | Employment information in not entered, or client did not previously participate in BFET |
| No – Future end date | Unable to close with a future end date |
| No – Client already active (comp) with (Contractor code/Contractor Name) | Requested component is opened with another contractor |
| No – Already closed on (date) | Component is already closed |
| Yes – changed end date | Component scheduled end date changed to the new date |
| Yes – changed start date | Component start date changed to the new date due to BFA effective date |
| Yes – changed comp hours | Changed component hours so the hours does not exceed 40 |
| Yes – BFA closed (date) or set to close (date). Sent referral | Check e-Messages for details of BFA closure |
| No – Active RCA | Client is active member on RCA case |
| No – Pending BFA | BFA case is pending and not yet approved |
| No – Pending RCA | RCA case is pending |
| No – Already open | Component is already open  |
| No – No closure code | Completion code have not been identified |
| No – Not eligible for BR comp | Nothing in history showing previous BFET activity |
| No – Future start date | Unable to open with future start date (JS Comp only) |
| No – Active RISE | Client is still engaged in initial steps in RISE program |
| No – Missing info | Comp and/or client information not indicated on the form |