

AAA Reports Subject Line Nomenclature

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Only the subject line nomenclature should be used.

Report	Subject Nomenclature	
	Initial Submission	Additional Submissions
	Format: AAA ID # - Report Name - FYxx or AAA ID # - Report Name - FYxx - xx	Format: AAA ID # - Report Name - FYxx - Submission # or AAA ID # - Report Name - FYxx-xx - Submission #
Area Plan	AAA ID # - AP - FYxx-xx Example: 83110 - AP - FY16-17	AAA ID # - AP - FYxx-xx - Submission # Example: 83110 - AP - FY16-17 - Submission #2
Area Plan Amendments	AAA ID # - AP Amendment - FYxx-xx Example: 83110 - AP Amendment - FY16-17	AAA ID # - AP Amendment - FYxx-xx - Submission # Example: 83110 - AP Amendment - FY16-17 - Submission #2
Area Plan Progress Reports	AAA ID# - AP Progress Report Example: 83119 - AP Progress Report	AAA ID# - AP Progress Report - Submission # Example: 83119 - AP Progress Report - Submission #2
Audit Confirmations	AAA ID # - Audit Confirmation - FYxx Example: 83111 - Audit Confirmation - FY16	AAA ID # - Audit Confirmation - FYxx - Submission # Example: 83111 - Audit Confirmation - FY16 - Submission #2
Area Plan Budgets	AAA ID # - AP Budget - FYxx Example: 83109 - AP Budget - FY16	AAA ID # - AP Budget - FYxx - Submission # Example: 83109 - AP Budget - FY16 - Submission #2
Closeout	AAA ID # - Closeout - FYxx Example: 83120 - Closeout - FY16	AAA ID # - Closeout - FYxx - Submission # Example: 83120 - Closeout - FY16 - Submission #2
CMS/SHIP	AAA ID # - CMS/SHIP - FYxx - Qx Note: The submission to the Reports Desk is an email and in the text section, the AAA states that the quarterly was completed on the www.SHIPtalk.org website.	NA

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Colonias Report (received from 4 AAAs)	AAA ID # - Colonias Report - FYxx - Qx Example: 83105 - Colonias Report - FY16 - Q2	AAA ID # - Colonias Report - FYxx - Qx - Submission # Example: 83105 - Colonias Report - FY16- Q2 - Submission #2
Desk Review	AAA ID # - Desk Review - FYXX Example: 83102 - Desk Review - FY16	AAA ID # - Desk Review - FYXX - Submission #2 Example: 83102 - Desk Review - FY16 - Submission #2
Equipment	AAA ID # - Equipment - FYxx Example: 83125 - Equipment - FY16	AAA ID # - Equipment - FYxx - Submission # Example: 83125 - Equipment - FY16- Submission #2
Housing Bond	AAA ID # - Housing Bond - FYxx - Qx Example: 83101 - Housing Bond - FY16 - Q3	AAA ID # - Housing Bond - FYxx - Qx - Submission # Example: 83101 - Housing Bond - FY16 - Q3 - Submission #2
Indirect/Cost Allocation Plan Proposals	AAA ID # - Indirect - FYXX Example: 83128 - Indirect - FY16	AAA ID # - Indirect - FYXX - Submission # Example: 83128 - Indirect - FY16 - Submission #2
MIPPA Priority 1 (TLSC & Contractors)	Agency Name - MIPPA 5 - Monday Due Date - FYxx Example: Texas Legal Services Center - MIPPA5 - 12/7/15 - FY16	Agency Name - MIPPA 5 - Monday Due Date - FYxx - Submission # Example: Texas Legal Services Center - MIPPA - 12/7/15 - FY16 - Submission #2
MIPPA Billing- Priority 2 (AAAs)	AAA ID # - MIPPA 5 - MDD- FYxx Example: 83101 - MIPPA 5 - 11/02/15 - FY16	AAA ID # - MIPPA 5 - MDD - FYxx - Submission# Example: 83101 - MIPPA 5 - 11/02/15 - FY16 - #2

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Monitoring Response	AAA ID # - Monitoring Response Example: 83115 - Monitoring Response	AAA ID # - Monitoring Response - Submission # Example: 83115 - Monitoring Response - Submission #2
Nutrition Waivers (Non-Common AAA Only Providers)	AAA ID # - NW - {Nutrition Providers Legal Business Name} - FFYxx Example: 83119-NW-Sun Country Nutrition Services-FFY16	AAA ID # - NW - {Nutrition Providers Legal Business Name} - FFYxx- Submission# Example: 83119-NW-Sun Country Nutrition Services-FFY16-#2
Nutrition Waivers (Non-Common Community Services Only Providers)	C - {Region number} - {AAA ID #} - {CSC Contract #} - NW - FFYxx Example: C-11-83119-1014929-NW-FFY16	C - {Region number} - {AAA ID #} - {CSC Contract #} - NW - FFYxx- Submission# Example: C-11-83119-1014929-NW-FFY16-#2
Nutrition Waivers (Common Providers)	C - {Region number} - {AAA ID #} - {CSC Contract #} - NW-FFYxx Example: C-11-83119-1014929-NW-FFY16	C - {Region number} - {AAA ID #} - {CSC Contract #} - NW - FFYxx - Submission# Example: C-11-83119-1014929-NW-FFY16-#2
Performance Measure Projections	AAA ID # - PMP - FYxx-xx Example: 83101 - PMP - FY16-17	AAA ID # - PMP - FYxx-xx - Submission # Example: 83101 - PMP - FY16-17 - Submission #2
Performance Measure Projection Revisions	AAA ID # - PMP Revision - FYxx Example: 83128 - PMP Revision - FY16	AAA ID # - PMP Revision - FYxx - Submission # Example: 83128 - PMP Revision - FY16 - Submission #2
QPR (Quarterly Performance Report)	AAA ID # - QPR FYxx - Qx Example: 83121 - QPR - FY16- Q2	AAA ID # - QPR FYxx - Qx - Submission # Example: 83121 - QPR - FY16 - Q2 - Submission #2

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QPR - Corrections	AAA ID # - QPR Correction - FYxx Example: 83112 - QPR Correction - FY16	AAA ID # - QPR Correction - FYxx -Submission # Example: 83112 - QPR Correction FY16- Submission #2
Rate Setting Workbooks (Common Providers)	C - {Region number} - {AAA ID #} - {CSC Contract #} - {Nutrition Providers Legal Business Name} - FFYxx Example: C-11-83119-1014929-Sun Country Nutrition Services-FFY16	C - {Region number} - {AAA ID #} - {CSC Contract #} - {Nutrition Providers Legal Business Name} - FFYxx - Submission# Example: C-11-83119-1014929-Sun Country Nutrition Services-FFY16-#2
Rate Setting Workbooks (Non-Common AAA Only Providers)	AAA ID # - NC-Compilation Page - FFYxx Example: 83119-NC-Compilation Page-FFY16	AAA ID # - NC-Compilation Page - FFYxx - Submission# Example: 83119-NC-Compilation Page-FFY16-#2
Rate Setting Workbooks (Non-Common Community Services Only Providers)	NC-{Region number} - {CSC Contract #} - {Nutrition Providers Legal Business Name} - FFYxx Example: NC-11-1014929-Sun Country Nutrition Services-FFY16	NC - {Region number} - {CSC Contract #} - {Nutrition Providers Legal Business Name} - FFYxx - Submission# Example: NC-11-1014929-Sun Country Nutrition Services-FFY16-#2
Request for Payment	AAA ID # - Payment - Monday Due Date - FYXX Example: 83121- Payment - 12/7/15- FY16	AAA ID # - Payment - Monday Due Date - Submission # Example: 83121- Payment - 12/7/15 - Submission #2
Request for Adjustment	AAA ID # - Adjustment- Monday Due Date - FYXX Example: 83121- Adjustment - 12/7/15 - FY16	AAA ID # - Adjustment - Monday Due Date - Submission # Example: 83121- Adjustment - 12/7/15- Submission #2
Request for Refund	AAA ID # - Refund - Monday Due Date - FYXX Example: 83121- Refund - 12/7/15 - FY16	AAA ID # - Refund - Monday Due Date - Submission # Example: 83121- Refund - 12/7/15 - Submission #2

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SHIP Grant Application	AAA ID# - SHIP Grant App - FYxx-xx Example: 83119 - SHIP Grant App - FY16-17	AAA ID# - SHIP Grant App - FYxx-xx - Submission # Example: 83119 - SHIP Grant App - FY16-17 - Submission #2
Single Audits	AAA ID # - Single Audit - FYxx Example: 83122 - Single Audit - FY16	AAA ID # -Single Audit - FYxx - Submission # Example: 83122 - Single Audit - FY16 - Submission #2
TX Dept. of Agriculture: Texans Feeding Texans: HDM Grant Program Verification	AAA ID #-TDA-FYxx Example: 83122-TDA-FY16	AAA ID # - TDA - FYxx - Submission # Example: 83122-TDA-FY16-#2
Working Budget Amendments	AAA ID # - Working Budget Amendment - FYxx Example: 83113 - Working Budget Amendment - FY16	AAA ID # - Working Budget Amendment - FYxx - Submission # Example: 83113 - Working Budget Amendment - FY16 - Submission #2