

DOCUMENT CODES

The green “N” indicates a code which must be validated to an individual’s name
(old, discontinued codes, or incorrect codes often given, are in *blue italics*)

ADDD N - Authorization to Disclose Info to DDB (HCF 14014)
 ADDMD N – Additional Medical Documents for DDB including Presumptive Disability (F10130)
 ANNC - Annuity Contracts
 APP - (*RFA*) Applications, all kinds Except MADA; back-up signature page; any documents which used to be coded *CAF* are now APPs
 AST - Assets
 BNK - Bank
 CAF - *discontinued*; use APP
 CCE - Child Care Expense
 CCMSC - Child Care Misc.
 CCWS - Child Care Worksheets
 CHG - Change
 CIP N - Community Placement
 CS - Child Support (*Legal*); includes all paternity documents, but not placement - custody only
 CSE - Child Support Expense; *paid by someone on the case*
 CW - Child Welfare
 DAF - Declining Aid Form
 DC N - Death Certificate (*put under primary’s name*)
 DDB N - Disability Determination Bureau
 DDDOC - Disability Determination Documents from DDB
 EBT - Electronic Benefits Transfer
 EI N - Earned Income; includes Dane County’s “Employment Information Form” *not EVFE & EVFH*)
 ERPD - Estate Recovery Program
 EVFE N – Employer Verification Form Earnings
 EVFH N - Employer Verification Form Health Insurance
 FB - Funeral & Burial
 FH - Fair Hearing
 FRAUD – Fraud
 FSEP N - FSET Employment Plan

ID N - (*BC* is sometimes marked on birth certificates; there’s no such code) Social Security cards are not ID – *see SSN*
 LEGAL N - Marriage licenses, some court documents (a marriage license may be marked *ID*; it looks like a birth certificate). *All child support docs, including paternity judgments, are CS.*
 LIP - Life Insurance Policies
 MADA N – Medical and Disability Application
 MAEF - MA eligibility form
 MAS N - Medical Assessment (*MDE, ME, PREG*)
 ME - Medical Expenses (*MDE, MAS*)
 MNF N - Miscellaneous Not Financial
 NOD - Notice of Decision
 OCNTY - Other county documents; miscellaneous, but originating from the county (*see UCOR*)
 OP N - Overpayment
 QC - Quality Control
 REP - Authorization of Representative
 RET - Returned to sender
 RFA - Request for Assistance; *don’t use it, use APP*
 ROI N - Release of Information (*CONF*)
 SANC - Sanction, or void sanction
 SAS N - Spousal Allocation Statement
 SB - Stock & Bonds
 SCHL N - School info; validate to student’s name
 SEF – Separate Eating Form
 SEI N – Self Employment Information
 SMRF - Six Month Review
 SSIA N - Social Security Advocacy
 SSN N - Social Security card or number, or application or notification of one (*ID*)
 SUE - Shelter & Utility Expense
 TD - Tax Deduction
 TFI - Tax Filing Info
 TPL - Third Party Liability
 UCOR - Uncategorized Correspondence, to the county, not from it (*see OCNTY*)
 UI - Unearned Income

VER – Requesting Verification (*OCNTY* is a valid code, but is no longer used for verification requests)
 VI - Vehicle Information

Many of the codes beginning with “W” are about W-2

WAA N - Alcohol, Substance Abuse Information
 WAT N - Attendance Tracking
 WBST N - Barriers Screening Tool Documents
 WBW - Household Budget Worksheet
 WDR N - Referral for Assessment; DVR
 WDV N - Domestic Violence Information
 WEFT - Electronic Funds Transfer
 WEP N - Employment Plan
 WEX N - Extension
 WFF N - Fact Finding
 WJSL N - Job Search Log (*WSJL*)
 WLCM N - Learnfare; school info; validate to the student’s name
 WME N - Agency Extension Record
 WMSC N - W2 Miscellaneous
 WOSI N - Out of State Inquiry
 WPA N - W2 Agreement
 WPF N - Formal Assessment Agreement-placement related; referrals (*WMSC*)
 WPM N – Physical, Mental Health Information
 WSGC N - Sanction & Good Cause docs (*USGC*); Record of Other Activity; Housing Search docs; excuses for missing work or school
 WSPC N - Service Provider Correspondence
 WSSP N - Supportive Services Plan
 WVAS N - Vocational Educational Assessment
 WFV N – Vocational, Functional Assessments
 WVPR N - Vendor payment request

FSET codes are on the following page

Updated November 2018

FAGR N - FSET Participant
Agreement Form

FARF N - FSET Activity Report Form

FAS N - FSET Assessments (TABE,
Vocational Assessments,
WI Careers, Training and
Certifications)

FCORR N - FSET Correspondence and
Letters

FEDU N - FSET Education

FEMP N - FSET Employment
Information

FEN N - FSET Enrollment Paperwork

FEXP N - FSET Exemption Documents

FGC N - FSET Good Cause

FJL N - FSET Job Logs

FJOB N - FSET Job Information Detail

FMSC N - FSET Miscellaneous
Documents

FOSI N - FSET Out Of State Inquiries

FRET N - FSET Returned Mail

FROI N - FSET Release of Information

FRSM N - FSET Resume/Job
Application

FSEP N - FSET Signed Employment
Plan

FSS N - FSET Supportive Services

FVER N - Verification Information

FWFWE N - FSET Workfare/Work
Experience Documents