



## INFORMATION MEMORANDUM

SUA-20-IM-03  
Rescinds: SUA-18-IM-06

07/01/2019

**TO:** Subrecipients of the State Unit on Aging

**FROM:** Cynthia Brammeier, Administrator, State Unit on Aging

**BY:** Amy Hochstetler, Information Technology Business Analyst, State Unit on Aging

**SUBJECT:** Requirements for NAMIS Contribution Letters

**CONTENT:** This guidance is for any Area Agency on Aging that uses NAMIS to print contribution request letters.

NAMIS needs the following information to generate a contribution letter:

- Rate Per Unit > \$0.00 (found on the Provider Service Assignment Screen)
- Service Units > 0 (found on the Client Services Screen)
- CM Rate > 0 (found on the Other Info tab – only applies to Care Management letters)
- Client Contribution Request Address

	Address Type	Address Ln1	Address Ln2	Address Ln3	Zipcode
	Client home address	4223 Center St			68105
	Client Contribution Request address	4223 Center St			68105
*					

NAMIS will not generate a contribution letter if one of these items is missing.

If you have questions, please contact Amy Hochstetler at [dhhs.aging@nebraska.gov](mailto:dhhs.aging@nebraska.gov).