

GLOSSARY & ACRONYM LIST

AAC	Amended After Comments KRS 13A.280
	If an agency receives comments regarding a regulation, it has the option to amend or not amend the regulation due to those comments. An AAC is the version of an administrative regulation filed (with an SOC attached to the back) when an agency amends the administrative regulation due to comments received.
Agency Amendment	KRS 13A.320(2)
	Similar to a Suggested Amendment. Agency Amendment changes are substantive in nature usually relating to a policy decision and are presented by the agency, not by ARRS Staff. Please work with ARRS staff to ensure agency amendment changes conform with KRS Chapter 13A and do not conflict with other changes being made.
ARRS	Administrative Regulation Review Subcommittee KRS 13A.020, 13A.030
	Statutory committee comprised of 8 members - 4 House and 4 Senate. ARRS meets monthly and is required to review and comment on administrative regulations. The committee conducts studies and makes recommendations as to whether new legislation or changes to legislation are needed based on various factors including its review of administrative regulations and the needs of agencies.
CSA	Committee Staff Administrator
	LRC personnel in charge of a specific committee
IJC	Interim Joint Committee, Subject Matter Committee, or Second Committee
	An LRC jurisdictional committee that is made up of both House and Senate members during times when the legislature is not in session. Staff from IJCs prepare the initial staff reviews for administrative regulations that are filed with the Regulations Compiler's office. After an ARRS meeting, LRC refers an administrative regulation to a second committee. Pursuant to KRS 13A.290(8), the second committee has the same authority as ARRS.
MIR	Material Incorporated by Reference KRS 13A.2251, 13A.2255
	Forms, books, applications, or other material that are referenced in an administrative regulation. (This does not include statutes or administrative regulations referenced in an administrative regulation.) Any new or changed material that is incorporated by reference has to be filed with the Regulations Compiler's office when the agency files an administrative regulation. (Not every administrative regulation has MIR.)
NFC	NECESSITY, FUNCTION, AND CONFORMITY Paragraph KRS 13A.220(4)(f)
	The third paragraph under the number and title of an administrative regulation. Consists of at least two sentences: <ul style="list-style-type: none"> - Specifies the statute or statutes that give the agency authority to promulgate the administrative regulation; and - Provides a general overview as to what the administrative regulation does. Possible third sentence: If the administrative regulation is more stringent than or otherwise differs from a federal law or regulation governing the same subject, explain how and why.
RIA	Regulatory Impact Analysis and Tiering Statement KRS 13A.210, 13A.240
	A 9 question form attached to a filed administrative regulation. An agency has to file this form with every regulation. It lists the regulation number; the name, phone number, and email address of the contact person; summarizes the regulation; summarizes changes made to the regulation; who will be affected by the regulation; the cost for implementing the regulation; information about fees; and whether or not the administrative regulation affects differently situated individuals differently.
RT	RELATES TO KRS 13A.220(4)(e)
	A list of all statutes and enactments to which the administrative regulation relates or which shall be affected by the administrative regulation. Each item in this list should be listed in numerical order and separated by a comma. <ul style="list-style-type: none"> - May include: federal citations, branch budget bills, or executive orders. - Does not include other Kentucky administrative regulation numbers

SA	<p>STATUTORY AUTHORITY KRS 13A.220(4)(e)</p> <p>A list of all statutes and enactments (can also include federal citations) authorizing or requiring the promulgation of the administrative regulation. Each item in this list should be listed in numerical order and separated by a comma.</p> <ul style="list-style-type: none"> - Does not include other Kentucky administrative regulation numbers
SOC	<p>Statement of Consideration KRS 13A.280</p> <p>A document drafted by an agency in response to comments received at the public hearing or during the public comment period. If changes are made to an administrative regulation in response to comments received, the SOC is attached to the back of an Amended After Comments (AAC) administrative regulation.</p>
SOE	<p>Statement of Emergency KRS 13A.190(6) and (10)</p> <p>Information provided on the front of an emergency administrative regulation. The SOE is signed by BOTH the head of the agency and the Governor prior to filing.</p> <p>Usually consists of 3 parts (occasionally requires a 4th* part):</p> <ol style="list-style-type: none"> 1) Nature of emergency 2) Reasons why an ordinary is not sufficient 3) Whether or not the emergency will be replaced by ordinary <ol style="list-style-type: none"> (a) If it will be replaced, the emergency & ordinary are filed simultaneously. <p>The SOE will include a statement identifying if the emergency is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identical to ordinary; or <input type="checkbox"/> Not identical to ordinary (b) If it will not be replaced, the emergency is filed alone (and includes a public hearing and public comment period page). <p>The SOE will include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reasons why the emergency will not be replaced by an ordinary *4) Required if the same title, same number, or same subject matter was filed as an emergency in the last 9 months - Give a detailed explanation as to how this administrative regulation differs from the previously-filed emergency administrative regulation
Staff Review Form	<p>Initial Staff Review</p> <p>A document completed by a staff person from a subject matter committee. IJC or standing committee staff compares an administrative regulation with statutes for compliance and authority. If problems are identified, this document is sent to the promulgating agency.</p>
Standing Committee	<p>Subject Matter Committee or Second Committee</p> <p>An LRC jurisdictional committee that is made up of either House or Senate members during times when the legislature is in session. Staff from these committees prepare the initial staff reviews for administrative regulations filed with the Regulations Compiler's office during legislative sessions. After an ARRS meeting, LRC refers an administrative regulation to a second committee. Pursuant to KRS 13A.290(8), the second committee may exercise the same authority as ARRS.</p>
Suggested Amendment	<p>Staff Suggested Amendment/Substitute KRS 13A.320(3)(a) & (b)</p> <p>A document that specifies changes to be made to a filed administrative regulation during a committee meeting. Most of the time these changes are prepared and presented to the ARRS by ARRS staff, but can be presented at the second committee level. This document includes the location (page number; section, subsection, paragraph, etc.; and line number) of where in the administrative regulation the change will be made; language that helps specify where in the text the change will occur; and exactly which words to insert or delete. If changes to an agency-filed regulation are extensive or complicated, a suggested substitute may be utilized. A suggested substitute has the changes enrolled into the administrative regulation.</p>
Tiering	<p>KRS 13A.310</p> <p>For a definition and examples of tiering, please see Promulgating Agency FAQs</p>