

# GLOSSARY OF TERMS

Several terms are used throughout this report which relate specifically to the Child Care and Development Fund program. This glossary, which includes these specialized words and their definitions, differs from the Temporary Assistance for Needy Families and eligibility and priority definitions that were submitted as part of each Child Care and Development Fund plan. Where applicable, terms in this glossary are derived from Federal sources. Others are drawn from general definitions that may vary from State to State.

Term	Definition
Accessibility and affordability	Families eligible for services through Child Care and Development Fund can choose from among the same types of care as private-paying families. Affordable family copayments and adequate reimbursement rates are central to access. (The Child Care and Development Fund Final Rule encourages States to set their maximum rates no lower than the 75th percentile, based on their most recent Market Rate Survey, to provide families with access to 75 percent of the child care slots in their communities.)
Administration for Children and Families	A Federal agency funding State, Territory, local and Tribal organizations to provide family assistance (welfare), child support, child care, Head Start, child welfare and other programs relating to children and families.
Afterschool	Child care programs provided before and after school, during summers and on school holidays for children from kindergarten to age 13.
AmeriCorps	A network of local, State, and national service programs that connects more than 70,000 Americans each year in intensive service to meet the United States' critical needs in education, public safety, health and the environment.
Articulation agreements	Refers to the statewide policies and/or agreements among institutions to accept the transfer of credits.
Background check	The process of searching for a history of criminal charges against potential child care providers before they are allowed to care for children.
Biennial Child Care and Development Fund Plan	A 2-year plan required of each State and Territory to receive its Child Care and Development Fund grant funding. The plan must include information on how the Child Care and Development Fund program will be administered in the State/Territory in compliance with Child Care and Development Fund statute, regulations and policy. See also <i>State/Territory Child Care and Development Fund Plan</i> .
Block grant	A grant of Federal money to State and/or other governments to support social welfare programs.

Term	Definition
Build Initiative	A multi-state partnership that helps States construct a coordinated system of programs, policies, and services that responds to the needs of young children and their families.
Career lattice	Levels of mastery connected to a progression of direct service roles in the field (teachers, directors and administrators, family child care providers and operators).
Categories of care	Includes center-based child care, group home child care, family child care and in-home care.
Center-based child care provider	A provider licensed or otherwise authorized to provide child care services for fewer than 24 hours per day per child in a non-residential setting, unless care in excess of 24 hours is due to the nature of the parents' work.
Certificate	See <i>child care certificate</i> .
Child and Adult Care Food Program	A program authorized at section 17 of the National School Lunch Act. The U.S. Department of Agriculture's Food and Nutrition Service administers the program through grants to States. The program serves nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. It also provides meals to children residing in homeless shelters, and snacks to youths participating in after school care programs.
Child Care and Development Block Grant	The program, which was created under the original Child Care and Development Block Grant Act, is a discretionary fund program. The integrated entitlement and discretionary child care funding has a single, unified purpose. The U.S. Department of Health and Human Services has named the combined funds the Child Care and Development Fund to reflect this integration of multiple funding sources.
Child Care and Development Fund	The child care programs conducted under the provisions of the Child Care and Development Block Grant Act, as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
Child Care and Development Fund Plan	See <i>State/Territory Child Care and Development Fund Plan</i> .
Child Care Bureau	As part of the Administration for Children and Families, U.S. Department of Health and Human Services, the Bureau is dedicated to enhancing the quality, affordability, and availability of child care for all families. The Child Care Bureau administers Federal funds to States, Territories and Tribes to assist low-income families in accessing quality child care for children when the parents work or participate in education or training.

Term	Definition
Child care certificate	A check or other disbursement that is issued by a grantee directly to a parent who may use the certificate only as payment for child care services or as a deposit for child care services if such a deposit is required of children being cared for by the provider.
Child care resource and referral agency	An agency that assists families in finding, selecting, and paying for child care and other parenting needs and that works with child care providers and community organizations. The agency often helps develop new child care spaces and analyzes and reports on child care supply and demand.
Child Development Associate	An individual who has successfully completed a Child Development Associate assessment and has been awarded the Child Development Associate Credential. He or she is able to meet the specific needs of children and works with parents and other adults to nurture children's physical, social, emotional and intellectual growth in a child development framework. Earning an associate credential demonstrates competency in the ability to meet the competency goals through work in a center-based, home visitor or family child care program.
Collaboration	The act of working together with one or more person(s) in order to achieve a goal.
Consultation	Involves the participation of an appropriate agency in the development of the State plan. At a minimum, Lead Agencies must consult with representatives of general purpose local governments.
Consumer education	Information disseminated to parents of eligible children and the general public that will promote informed child care choices.
Contracts and grants	An agreement between a State or Territory Lead Agency and a provider to provide funding in exchange for direct child care services and/or reserved slots in child care facilities for specific populations. These services may include Head Start wraparound initiatives, school-age child care and programs that target specialized populations or services, such as child care for migrant or teen parent populations or child care during nontraditional hours.
Coordination	Involves the coordination of child care and early childhood development services, including efforts to coordinate across multiple entities, both public and private. At a minimum, Lead Agencies must coordinate with other Federal, State, local, Tribal (if applicable) and/or private agencies responsible for providing child care and early childhood development services; public health (including the agency responsible for immunizations and programs that promote children's emotional and mental health); employment services/ workforce development; public education; Temporary Assistance for Needy Families and any Tribes in the State receiving Child Care and Development Fund funds.
Copayment	The family's contribution to the cost of child care.

Term	Definition
Credential	A document or record certifying that an individual has met a defined set of requirements set forth by the grantor of the credential, usually related to skills and knowledge and may include demonstrations of competence.
Developed	<p>For early childhood program coordination plans: A plan for early childhood program coordination has been written but has not yet been implemented.</p> <p>For early learning guidelines: The State or Territory has approved the early learning guidelines, but has not yet developed or initiated an implementation plan.</p> <p>For professional development plans: A plan for professional development has been written but has not yet been implemented.</p>
Developing	<p>For early childhood program coordination plans: A plan for early childhood program coordination is being drafted.</p> <p>For early learning guidelines: The State or Territory is in the process of developing early learning guidelines.</p> <p>For professional development plans: A plan is being drafted.</p>
Direct TANF Spending on Child Care	Federal Temporary Assistance for Needy Families (TANF) funds used for child care services.
Discretionary funds	<p>Discretionary funds are 100 percent Federal funds and are allocated to States using a proportional formula based on three factors:</p> <ul style="list-style-type: none"> <li>■ Young Child Factor – the ratio of the number of children under age 5 in the State to the number of such children in all States;</li> <li>■ School Lunch Factor – the ratio of the number of children receiving free or reduced lunch in the State to the number of such children in all States; and</li> <li>■ Allotment Proportion Factor – the per capita income of all individuals in all the States (averaged over a 3-year period) divided by the per capita income of all individuals in the State (averaged over a 3-year period).</li> </ul>
Domains of voluntary guidelines for early learning	Early learning guidelines reflect expectations for children’s development of knowledge, skills, and competencies in various domains, such as language, cognition, early literacy, early math concepts, and social and emotional competence. These competencies differ for children of different ages, e.g., infants, toddlers, and preschoolers. The <i>Good Start, Grow Smart</i> presidential initiative addresses knowledge and competencies for children ages 3 to 5 in the domains of early language, literacy, pre-reading and early math concepts.

Term	Definition
Early Childhood Comprehensive Systems Initiative	An initiative funded by the U.S. Department of Health and Human Services Maternal and Child Health Bureau. Its purpose is to support State Maternal and Child Health Agencies and their partner organizations in collaborative efforts to strengthen the State's early childhood systems of services for young children and their families.
Early Head Start	With the reauthorization of the Head Start program in 1994, the U.S. Congress established a new program for low-income families with infants and toddlers and pregnant women called Early Head Start. The Early Head Start program provides resources to community programs to address such needs and to achieve the purposes set forth by Congress. The local programs funded through Early Head Start operate as a national laboratory to demonstrate the impact that can be gained when early, continuous, intensive and comprehensive services are provided to pregnant women and very young children and their families.
Early learning guidelines	Research-based, measurable expectations about what children should know (understand) and do (competencies and skills) in different domains of learning. While these guidelines may be voluntary in their implementation, they should be relevant without regard to child care setting or whether or not a child has spent his or her preschool years in the care of a parent. Early learning guidelines differ from instructional guidelines, i.e., guidelines that identify the processes or practices that support development of knowledge, competencies and skills in children.
Earmarks	<i>See quality earmarks and quality set-aside.</i>
Earned Income Tax Credit	Sometimes called the Earned Income Credit, this credit is a refundable Federal income tax credit for low-income working individuals and families. The U.S. Congress originally approved the tax credit legislation in 1975 in part to offset the burden of social security taxes and to provide an incentive to work.
Electronic Benefits Transfer	A term related to Electronic Funds Transfer, frequently used in the social services sector. Electronic Fund Transfer refers to a method of remitting electronic payments via direct deposit to banking accounts. Using the benefit technology, benefit programs enable electronic payments to be made to individuals or businesses, and also can provide non-cash benefits such as Food Stamps.
Eligibility limit or threshold	The maximum income levels, set by each Child Care and Development Fund grantee, below which families may be eligible to receive child care assistance to work or attend school.
Equal access	The Lead Agency shall certify that the payment rates for the provision of child care services are sufficient to ensure equal access for eligible families in the area served by the Lead Agency to child care services comparable to those provided to families not eligible to receive Child Care and Development Fund assistance or child care assistance under any other Federal, State or Tribal programs.

Term	Definition
Error rate	The calculation of the number of child care cases per 100 that are in error.
Exceptions to individual penalties	A State may not reduce or terminate Temporary Assistance for Needy Families assistance to a single custodial parent caring for a child younger than age 6 for refusing to engage in required work, if the parent demonstrates an inability (as determined by the State) to obtain needed child care. This exception applies to penalties the State imposes for refusal to engage in work in accordance with either section 407, "Mandatory Work Requirements," or section 402(a)(1)(A)(ii), "Eligible States," of the Social Security Act.
Fair Labor Standards Act	An act which establishes minimum wage, overtime pay, recordkeeping and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State and local governments.
Faith-based programs	Child care programs operated by religious organizations such as churches, synagogues and mosques.
Family child care provider	One individual who provides child care services for fewer than 24 hours per day per child, as the sole caregiver, in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parents' work.
Family, friend, and neighbor care	Child care that is provided by family, friends and neighbors. It is also referred to as kith and kin care or as license-exempt care. In some cases, it may also be called informal care.
Federal Poverty Income Guidelines	The poverty guidelines are a simplified version of the Federal poverty thresholds used for administrative purposes, e.g., determining financial eligibility for certain Federal programs. Poverty thresholds are used for calculating all official poverty population statistics, e.g., figures on the number of Americans in poverty each year.
Fiscal agreement	An agreement between programs for sharing resources between funding streams in the provision of early childhood services.
Fiscal Year	The accounting period of the Federal government. It begins on October 1 and ends on September 30 of the next calendar year. Each fiscal year is identified by the calendar year in which it ends and commonly is referred to as "FY." For example, FY 2006 began October 1, 2005, and ends September 30, 2006.
Freedom of Information Act	Under this act, Federal agencies are required to disclose records requested in writing by any person. Agencies may withhold information pursuant to nine exemptions and three exclusions contained in the statute. The act applies only to Federal agencies and does not create a right of access to records held by Congress, the courts or by State or local government agencies. Each State and Territory has its own public access laws that should be consulted for access to State and local records.

Term	Definition
<i>Good Start, Grow Smart</i>	President Bush's initiative to help States/Territories and local communities strengthen early learning for young children. The goal of the initiative is to ensure that young children enter kindergarten with the skills they will need to succeed at reading and other early learning activities.
Grantee	See <i>Lead Agency</i> .
Group home child care provider	Two or more individuals who provide child care services for fewer than 24 hours per day per child, in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parents' work.
Group size	The maximum number of children that is assigned to specific staff and can occupy one physical space. See also <i>staff-child ratio</i> .
Head Start	A comprehensive child development program that serves children from birth to age 5 and their families. It is a child-focused program and has the overall goal of increasing the school readiness of young children in low-income families. The Head Start program is administered by the Head Start Bureau, the Administration on Children, Youth and Families, Administration for Children and Families, U.S. Department of Health and Human Services. All Head Start programs must adhere to Program Performance Standards.
Head Start collaboration offices	State-level offices funded by grants awarded to States to facilitate collaboration regarding activities carried out in the State that are designed to benefit low-income children and families and to encourage Head Start agencies to collaborate with entities involved in State and local planning processes (including the State Lead Agency administering the financial assistance received under the Child Care and Development Block Grant Act of 1990 [42 U.S.C. 9858 et seq.] and the entities providing resource and referral services in the State) in order to better meet the needs of low-income children and families.
Health and safety requirements	Requirements in State and local law designed to protect the health and safety of children that are applicable to providers serving children receiving Child Care and Development Fund assistance, including the prevention and control of infectious diseases (including immunizations), building and physical premises safety and minimum health and safety training appropriate to the provider setting.
Health consultants	Health professionals who have an interest in and experience with children, have knowledge of resources and regulations and are comfortable linking health resources with facilities that provide primarily child care, education and social services.

Term	Definition
Healthy Child Care America	A program that seeks to ensure that all children experience quality child care within a nurturing environment and have a medical home. Its principles are based on the fact that families, child care providers and health professionals in partnership can promote the healthy development of young children in child care settings and increase access to preventive health services and safe physical environments.
Implementing	<p>For early childhood program coordination plans: A plan for early childhood program coordination has been written and is now in the process of being implemented.</p> <p>For early learning guidelines: In addition to having developed early learning guidelines, the State or Territory has embarked on implementation efforts which may include dissemination, training or embedding guidelines in the professional development system.</p> <p>For professional development plans: A plan for professional development has been written and is now in the process of being implemented.</p>
Improper payments	Payments that should not have been made or that were made in an incorrect amount under statutory, contractual, administrative or other legally applicable requirement. Incorrect amounts are overpayments and under payments, including inappropriate denials of payment or service. Improper payments include any payment that was made to an ineligible recipient or for an ineligible service. Improper payments are also duplicate payments, payments for services not received and payments that do not account for credit for applicable discounts. Also called erroneous payments.
Inclusion	See <i>inclusive child care</i> .
Inclusive child care	A child care program that serves children with disabilities or other special needs, and other children, together in a setting where not more than 50 percent of the children enrolled are children with disabilities or other special needs.
Indian Tribe	Any Indian Tribe, band, nation or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. § 1601 <i>et seq.</i> ) that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Term	Definition
Individuals with Disabilities Education Improvement Act Part B	Grants made to States, outlying areas and freely associated States to assist them in providing special education and related services to children with disabilities.
Individuals with Disabilities Education Improvement Act Part C	Grants made to assist each State in maintaining and implementing a statewide, comprehensive, coordinated, multidisciplinary and interagency system to provide early intervention services for infants and toddlers with disabilities and their families.
Infants and toddlers, Infant/Toddler Earmark	The U.S. Congress earmarked funds in Child Care and Development Fund for specific quality and access activities to improve the quality of care for infants and toddlers.
In-home child care provider	An individual who provides child care services in the child's own home.
In-service training	Training completed while working as a child care provider. Training can be in the form of workshops or courses and can be provided by the program director or a specific training entity or organization. Many States require a specified number of hours of training to be completed each year to meet licensing requirements. This type of training is also known as ongoing training.
Lead Agency	The State, Territorial or Tribal entity to which a grant is awarded and that is accountable for the use of the funds provided. The Lead Agency is the entire legal entity, even if only a particular component of the entity is designated in the grant award document.
Legally operating without regulation	A caregiver providing services under Child Care and Development Fund who would not be subject to State or local child care regulations if she or he were not participating in the Child Care and Development Fund program; a number of States, for example, exempt family child care homes that care for a small number of children from regulation.
License-exempt provider	A provider who is legally operating child care that is exempt from the regulatory system of the State or community. This type of provider is also called a nonlicensed provider or a legally exempt provider.
Licensing agency	A State government agency with the authority to grant permission to child care providers to operate.
Licensing or regulatory requirements	Requirements necessary for a provider to legally provide child care services in a State or locality, including registration requirements established under State, local or Tribal law.
Licensing/licensed	Child care programs operated in homes or in facilities that fall within the regulatory system of a State or community and comply with those regulations. Some States may call their regulatory processes certification or registration.

Term	Definition
Literacy	Includes phonological awareness, book knowledge, print awareness, early writing and alphabet knowledge.
Maintenance of Effort requirement	The requirement that a State expend at least the same amount of its own State funds for child care as it did in specific previous years in order to be eligible for its share of the non-guaranteed portion of Child Care and Development Fund mandatory funding.
Market Rate Survey	A survey of the child care rates being charged by providers who care for children within the local market. States are encouraged to set their provider payment rates based on information from the survey.
Matching Funds	Matching Funds are allocated to States on the basis of the number of children under age 13 in a State compared with the national total of children under age 13. To receive these funds, a State must provide Matching Funds at the current Medicaid match rate, obligate the Federal and State share of Matching Funds in the year in which the Matching Funds are awarded, obligate all of its Mandatory Funds in the fiscal year in which the Mandatory Funds are awarded and obligate and expend its Maintenance of Effort Funds in the year in which the Matching Funds are awarded.
Maternal and Child Health Bureau	As part of the Health Resources and Services Administration, U.S. Department of Health and Human Services, the Bureau administers Title V of the Social Security Act. Its mission is to provide national leadership and to work in partnership with States, communities, public-private partners and families to strengthen the maternal and child health infrastructure, assure the availability and use of medical homes and build knowledge and human resources to ensure continued improvement in the health, safety and well-being of the maternal and child health population.
Mentor/mentoring	A teacher who has worked in the field for a significant time and has received education and training in child development, early childhood education and the teaching of other adults.
Migrant (child care)	Migrant child care programs serve the children of agricultural workers while their parents are at work. The centers are open for varying lengths of time during the year, depending largely on the harvest activities in the area.
Monitoring	The examination and evaluation of the performance of contract and non-contract providers who provide child care and other related services. Monitoring occurs during normal operations and includes regular management and supervisory activities, comparisons, reconciliations and other actions people take in performing their duties.
National Child Care Information Center	As a service of the Child Care Bureau, this national clearinghouse and technical assistance center links parents, providers, policymakers, researchers and the public to early care and education information.

Term	Definition
National Resource Center for Health and Safety in Child Care	As part of the U.S. Department of Health and Human Services' Maternal and Child Health Bureau, the center supports a comprehensive, current, online listing of the licensing and regulatory requirements for child care in the 50 States and the District of Columbia.
Non-governmental entity	An entity that is controlled entirely by private sources completely unrelated to any Federal, State or local government. A public-private partnership is considered a governmental entity. Private organizations and nonprofit organizations are considered non-governmental entities.
Nontraditional hours	Care provided to children at times outside of the traditional work day, for example, during the hours between 6:00 p.m. and 7:00 a.m., and between 7:00 a.m. and 6:00 p.m. on Saturday and Sunday.
Numeracy	A skill with numbers and mathematics. It refers to numerical literacy. It involves developing confidence and competence with numbers and measures. It requires understanding of the number system, a repertoire of mathematical techniques and an inclination and ability to solve quantitative or spatial problems in a range of contexts. Numeracy also demands understanding of the ways in which data are gathered by counting and measuring, and presented in graphs, diagrams, charts and tables.
Onsite child care	Employer-supported child care centers that are located at the business site.
Overpayment	A payment which occurs when the amount paid to the client or provider exceeds the benefit that would have been issued if the payment was calculated correctly based on accurate information that was reported, verified and acted on in a timely manner. Most States classify overpayments as an administrative, parental or provider error.
Parental choice	Empowering working parents to make their own decisions on the child care that best suits their family's needs.  The parent or parents of an eligible child who receives or is offered child care services from Child Care and Development Fund shall be offered a choice to enroll the child with an eligible child care provider who has a grant or contract for the provision of such services, if such services are available, or to receive a child care certificate.
Parental complaints	Complaints formally lodged with the State or Territory licensing agency by a parent against a provider concerning violations of State licensing requirements. Providers have a due process right to respond to such complaints prior to any adverse outcome being determined. As required by statute, States and Territories must maintain a record of substantiated parental complaints, make information regarding such parental complaints available to the public on request and provide a detailed description of how such record is maintained and is made available.

Term	Definition
Personal Responsibility and Work Opportunity Reconciliation Act	The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-193), as amended, is the welfare reform law that established the Temporary Assistance for Needy Families program.
Plan period	The Child Care and Development Fund program to be conducted by the State or Territory for the period October 1, 2005, to September 30, 2007.
Planning	<p>For early childhood program coordination plans: Steps are underway to develop a plan for early childhood program coordination.</p> <p>For early learning guidelines: The State or Territory is planning for the development of early learning guidelines.</p> <p>For professional development plans: Steps are underway to develop a plan for professional development.</p>
Prekindergarten	Programs designed for children who are ages 3–5 with early education experiences to prepare them for school. Programs are also referred to as preschool and/or nursery school programs.
Presumptive eligibility	An administrative policy extending eligibility to a family based on preliminary information or application materials submitted. Families are considered eligible while the agency verifies documentation and makes a final eligibility determination.
Private donated funds	The use of donated funds from a private organization to meet a part of the matching requirement of the Child Care and Development Fund.
Professional development	In the child care field, the term refers to opportunities for child care providers to get ongoing training to increase their preparation and skill to care for children. These include mentoring programs, credentialing programs, in-service training, and degree programs. Comprehensive professional development systems for early care and education personnel are accessible and based on a clearly articulated framework; include a continuum of training and ongoing supports; define pathways that are tied to licensure, leading to qualifications and credentials; and address the needs of individual, adult learners.
Protective Services	<p>For purposes of determining eligibility and priority for Child Care and Development Fund-funded child care services, Lead Agencies must define this term in the Child Care and Development Fund plan.</p> <p>A Lead Agency that chooses to provide respite care to children in protective services must explain the circumstances under which respite care is offered. Respite care can only be used in cases where a child receives or needs to receive protective services.</p> <p>Because the use of respite child care may differ from how it is used/ defined for other purposes (such as child welfare), the definition should address who makes the determination that a child needs to receive protective services.</p>

Term	Definition
Public hearing	Process held to provide the public an opportunity to comment on the provision of child care services under the Child Care and Development Fund plan.
Public-private partnerships	Activities, including planned activities, to encourage public-private partnerships that promote private-sector involvement in meeting child care needs.
Quality activities	Activities that provide comprehensive consumer education to parents and the public, increase parental choice and improve the quality and availability of child care.
Quality earmarks	Specific amounts of money designated by Congress to improve the quality of care for infants and toddlers as well as resource and referral and school-age activities.
Quality Rating System	A method to assess, improve and communicate the level of quality in early care and education settings.
Quality set-aside	The Child Care and Development Fund Final Rule requires that not less than 4 percent of funding to States and Territories must be set aside for quality activities.
Rate differentials	Enhanced provider reimbursement rates paid by a Lead Agency for child care provided in a particular area, for certain children, or at a higher level of quality.
Redetermination	The process of confirming the eligibility of participating families for continued receipt of child care assistance.
Reimbursement rate ceiling	The maximum rate up to which the State or Territory will reimburse providers' usual and customary charges.
Resource and referral	See <i>child care resource and referral agency</i> .
Resource and Referral and School-age Earmark	U.S. Congress has earmarked funds for resource and referral activities and specific quality and access activities to improve the quality of care for school-age children.
Revising	For early learning guidelines: The State or Territory has previously developed early learning guidelines and is now revising those guidelines.
School readiness	The experiences children need from birth to age 8 to prepare them to learn, read and succeed in school. Five important dimensions relate to school readiness that interact and affect a child's ability to learn and to succeed in school. These include physical well-being and motor development, social-emotional development, language development, approaches to learning and cognition and general knowledge.
Self-certification	Some States allow child care providers or parents to indicate that they meet certain requirements. Often a checklist or other form is used to document compliance with requirements.
Set-aside	See <i>quality earmarks and quality set-asides</i> .

Term	Definition
Shaken Baby Syndrome	The collection of signs and symptoms resulting from the violent shaking of an infant or small child. It is a form of child abuse.
Sliding fee scale	A system of cost sharing by a family based on income and size of the family.
Social-emotional development	The progression of self awareness and regulation. This growth also allows a child to learn to interact with others.
Social Services Block Grant	A block grant that funds States, Territories and insular areas for the provision of social services directed toward achieving economic self-support or self-sufficiency; preventing or remedying neglect, abuse or the exploitation of children and adults; preventing or reducing inappropriate institutionalization and securing referral for institutional care, when appropriate.
Special needs	For purposes of determining eligibility and priority for Child Care and Development Fund-funded child care services, Lead Agencies must define this term in the Child Care and Development Fund plan. The Lead Agency should distinguish between special needs for purposes of payment rates (i.e., children with disabilities), if applicable, and special needs for purposes of prioritizing services.
Staff-child ratio	The number of children who can be supervised by one adult. See also <i>group size</i> .
State Fiscal Year	The annual period used as the basis for a State's budget and its accounting. Each State sets the beginning and end dates of its fiscal cycle. Typically, State Fiscal Year begins on July 1 and ends on June 30; however, some States use other dates.
State Median Income	The amount that divides the distribution of State residents into two equal groups, one group having incomes above the median and the other having incomes below the median.
State/Territory Child Care and Development Fund Plan	A plan for use of Child Care and Development Fund funds over a 2-year period that each State and Territory must submit to receive a block grant award. Child Care and Development Fund plans are reviewed and approved by the Administration for Children and Families U.S. Department of Health and Human Services.
State Plan Preprint	A document issued by the Administration for Children and Families, which provides States and Territories with questions they must answer regarding Federal requirements and activities related to the administration of the Child Care and Development Fund.
State plan for early childhood program coordination	<i>Good Start, Grow Smart</i> encourages States and Territories to develop plans for coordinating services across early childhood programs, including Child Care and Development Fund, Head Start, Temporary Assistance for Needy Families and public prekindergarten programs.
Subsidy, subsidized child care	A service that is funded partially by public or charitable funds to decrease the cost to parents.

Term	Definition
Supplemental Security Income	A Federal income supplement program funded by general tax revenues (not Social Security taxes). It is designed to help aged, blind and disabled people who have little or no income, and it provides cash to meet basic needs for food, clothing and shelter.
TANF Transfer to Child Care and Development Fund	States and Territories may transfer a total of up to 30 percent of the Temporary Assistance for Needy Families grant to the Discretionary Fund of Child Care and Development Fund.
Technical assistance	Information, consultation, and/or training concerning the administration of a program.
Temporary Assistance for Needy Families (TANF)	The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-193), as amended, is the welfare reform law that established the TANF program. TANF is a block grant program designed to make dramatic reforms to the nation's welfare system by moving recipients into work and turning welfare into a program of temporary assistance.
Tiered eligibility	A way to determine whether a family may receive child care assistance. In most States, a single income eligibility threshold is used to determine whether a family may receive child care assistance. Other States use a lower-income limit when making eligibility determinations for families first seeking child care subsidies, and apply a higher income threshold as families' eligibility is periodically redetermined. This two-tier eligibility strategy allows families to retain child care assistance while experiencing modest success in the job market.
Tiered reimbursement	Higher payments for providers who demonstrate that they provide better quality child care and payment rates that vary for children with disabilities and other special needs, care during nontraditional hours and other specialized types of care.
Training registries/registry	Databases that tracks all completed personnel training.
Transitional child care	Child care assistance provided to families leaving the Temporary Assistance for Needy Families program who continue to meet State or Territory eligibility requirements for participation in the child care assistance program. In some States, transitional low-income families are among the priority populations served and may be guaranteed child care assistance for a period of time after leaving Temporary Assistance for Needy Families.
Underpayment	A payment which occurs when a client or provider does not receive all the entitled benefits due to an administrative error or because the client or provider did not report correct information.
Unit of service	States and Territories pay providers using different units of service: hourly, daily, weekly and/or monthly.
Universal precautions	Methods for injury and infection prevention.

Term	Definition
Unlimited access	Providers of child care services for which assistance is provided under the Child Care and Development Fund must afford parents unlimited access to their children and to the providers caring for their children, during the normal hours of operations and whenever such children are in the care of such providers.
Voucher	See <i>child care certificate</i> .
Voucher management agency	A private entity that a Lead Agency contracts with to manage aspects of the voucher program, such as eligibility determination or payment processing.
Waiting list	A tool used by some States to identify and/or prioritize the order in which families are to be served when funding is not sufficient to enroll new families in the child care assistance program.
Warm line	A confidential telephone service with a trained person to provide support for callers, usually for families and/or early care and education workers.
Workforce development	A wide variety of support programs, including job training and employment services provided through a one-stop service delivery system administered by local workforce investment boards and funded largely through the Workforce Investment Act of 1998.
Wraparound care/ services	Child care that serves children who are enrolled in part-day, school year early education programs such as Head Start and State-funded prekindergarten. It provides basic care for enrolled children before and after the core program, including summers and other breaks in the core program schedule.