

Appendix 1 – Glossary of Terms

Several terms are used throughout this report that relate specifically to the Child Care and Development Fund (CCDF) program. This glossary, which includes these specialized words and their definitions, differs from the Temporary Assistance for Needy Families (TANF) and eligibility and priority definitions that States and Territories submitted as part of their CCDF Plans. Where applicable, definitions in this glossary are derived from Federal sources. Others are drawn from general definitions that may vary by Lead Agency.

Term	Definition
Administration for Children and Families	A Federal agency funding State, Territory, local, and Tribal organizations to provide family assistance (i.e., welfare), child support, child care, Head Start, child welfare, and other programs relating to children and families.
Afterschool care	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 three programs—AmeriCorps State and National, AmeriCorps VISTA, and AmeriCorps National Civilian Community Corps—that support the engagement of nearly 75,000 Americans each year to meet critical needs in education, the environment, public safety, homeland security, and other areas. More information is available at www.americorps.org/pdf/factsheet_ac.pdf .
Apprenticeship program	A training delivery method overseen by the U.S. Department of Labor, Employment and Training Administration. It involves a combination of on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations. More information is available at www.dol.gov/dol/topic/training/apprenticeship.htm .
Articulation agreements	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. Background checks can include checks of criminal history records, child abuse and neglect registries, fingerprints, and/or sex offender registries.
Block grant	A grant of Federal money to State and/or other governments to support social welfare programs.
Build Initiative	A multi-state partnership that helps States construct a coordinated system of programs, policies, and services that respond to the needs of young children and their families.
Career advising	A process of informing people about entry and continuing education requirements for professional roles in the early and school-age care field.

Term	Definition
Career lattice	Levels of mastery connected to a progression of direct service roles in the field (e.g., teachers, directors and administrators, family child care providers, and operators).
Categories of care	Includes center-based, group home, family, and in-home child 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 nonresidential setting, unless care in excess of 24 hours is due to the nature of the parents' work.
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 and Territories. 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. More information is available at www.fns.usda.gov/cnd/Care/CACFP/aboutcacfp.htm .
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 CCDF to reflect this integration of multiple funding sources. More information is available at www.acf.hhs.gov/programs/ccb/law/ccdbgact/index.htm .
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. More information is available at www.acf.hhs.gov/programs/ccb/ccdf/index.htm .
Child Care and Development Fund Plan	A plan required of each State and Territory as its application for receipt of CCDF grant funding. The plan must include information about how the CCDF program will be administered in the State/Territory in compliance with CCDF statute, regulations, and policy. The plan is submitted biennially (every 2 years) in July, covering a 2-year period beginning October 1. Lead Agencies receive preprinted instructions and guidance for completing the plan.
Child Care Bureau	As part of the Office of Family Assistance, Administration for Children and Families, U.S. Department of Health and Human Services, the Bureau administers Federal funds to States, Territories, and Tribes to support low-income working families through child care financial assistance and promote children's learning by improving the quality of early and school-age care programs. More information is available at www.acf.hhs.gov/programs/ccb/index.html .
Child care certificate	A check or other disbursement that is issued by a Lead Agency directly to a parent, who may use the certificate only as payment for child care services or as a deposit for services (if the provider requires a deposit).
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 information about child care supply and demand.

Term	Definition
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 goals through work in a center-based, home visitor, or family child care program. More information is available from the Council for Professional Recognition at www.cdacouncil.org/CDA_WHAT.htm .
Collaboration	The act of working together with one or more person(s) or entities in order to achieve a goal.
Consultation	Involves the participation of an appropriate agency in the development of the CCDF 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 about the availability of child care subsidies and options.
Contracts and grants	An agreement between a Lead Agency and a provider to offer 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; TANF; and any Tribes receiving CCDF funds.
Co-payment	The financial contribution a family receiving CCDF funds must make toward the cost of child care. The Child Care and Development Block Grant Act requires that co-payments be determined based on a sliding fee scale. By Federal regulation, States may consider other factors in determining co-payments, such as the number of children in child care, and may exempt families below the poverty level from making a payment.
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.
Differential rates	Higher payments for providers who demonstrate that they offer better quality child care, or increased payment rates for providers offering services to children with disabilities and other special needs, nonstandard-hour care, and other specialized types of care.

Term	Definition
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"> ■ Young Child Factor – the ratio of the number of children younger than age 5 in the State to the number of such children in all States; ■ 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 ■ Allotment Proportion Factor – the per capita income of all people in all the States (averaged over a 3-year period) divided by the per capita income of all people in the State (averaged over a 3-year period).
Distance learning	Training delivery method in which students are not in a traditional classroom; includes Web-based courses, correspondence courses, video conferences, and combinations of these methods.
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-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, prereading, and early math concepts.
Early Childhood Comprehensive Systems Initiative	An initiative funded by the U.S. Department of Health and Human Services Maternal and Child Health Bureau that supports State and Territory Maternal and Child Health Agencies and their partner organizations in collaborative efforts to strengthen the States' and Territories' early childhood systems of services for young children and their families. More information is available at www.state-eccs.org/ .
Early childhood program coordination plan	<i>Good Start, Grow Smart</i> encourages States and Territories to develop plans for coordinating services across early childhood programs, including CCDF, Head Start, TANF, and public prekindergarten programs.
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 (EHS). Its mission is to promote healthy prenatal outcomes for pregnant women, enhance the development of very young children, and promote healthy family functioning. EHS evolved out of Head Start's long history of providing services to infants and toddlers through parent child Centers, comprehensive child development centers, and migrant Head Start programs. More information is available at www.ehsnrc.org/AboutUs/ehs.htm#principles .
Early learning guidelines	Research-based, measurable expectations about what children should know (i.e., understand) and do (i.e., 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, including parental care. 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.

Term	Definition
Earned Income Tax Credit	Sometimes called the Earned Income Credit, this credit is a refundable Federal income tax credit for low-income working people 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 provide an incentive to work. More information is available at www.irs.gov/individuals/article/0,,id=96406,00.html .
Electronic benefits transfer	A term related to electronic funds transfer, frequently used in the social services sector. Electronic benefits 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 people or businesses, and also can provide noncash benefits such as Food Stamps.
Equal access	CCDF regulations require all Lead Agencies to certify that all families have equal access to different types of child care. Lead Agencies are required to describe how they make a full range of providers available to all families, address how payment rates are adequate for providers, and describe how the family contribution to the cost of care is affordable.
Exceptions to individual penalties	A State may not reduce or terminate TANF 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. More information is available in Section 409(a)(11) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 at http://wdr.doleta.gov/readroom/legislation/pdf/104-193.pdf .
Fair Labor Standards Act	A Federal law that 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. More information is available at www.dol.gov/esa/whd/flsa/ .
Faith-based programs	Child care programs affiliated with or 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.
Family, friend, and neighbor care	Child care that is provided in homes by family, friends, and neighbors and typically not subject to licensing or regulation. It is also referred to as kith and kin care or as license-exempt care. In some cases, it also may be called informal care.
Federal 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 2008 began October 1, 2007, and ends September 30, 2008.

Term	Definition
Federal Poverty Income Guidelines	The poverty guidelines are a simplified version of the Federal poverty levels used for administrative purposes, e.g., determining financial eligibility for certain Federal programs. Poverty levels are used for calculating all official poverty population statistics, e.g., figures on the number of Americans in poverty each year. More information is available at http://aspe.hhs.gov/poverty/08poverty.shtml .
Fiscal agreement	An agreement between programs for sharing resources between funding streams in the provision of early childhood services.
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 the U.S. Congress, the courts, or by State/Territory or local government agencies. Each State and Territory has its own public access laws that should be consulted for access to State/Territory and local records. The text of the Freedom of Information Act (Title 5, U.S.C. Section 552) is available at http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+5USC552 .
<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. More information is available at www.acf.hhs.gov/programs/ccb/initiatives/gsgs/gsgs_guide/guide.htm .
Grantee	See <i>Lead Agency</i> .
Group home child care provider	Two or more people 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 <i>staff-child ratio</i> .
Head Start	The Head Start program provides grants to local public and private nonprofit and for-profit agencies to provide comprehensive child development services to economically disadvantaged children and families, with a special focus on helping preschoolers develop the early reading and math skills they need to be successful in school. In 1995, the Early Head Start program was established to serve children from birth to 3 years in recognition of the mounting evidence that the earliest years matter a great deal to children's growth and development. 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. More information is available at www.acf.hhs.gov/programs/hsb/ .

Term	Definition
Head Start collaboration offices	State-level offices funded by grants awarded to States and Territories to facilitate collaboration regarding State and Territory activities to benefit low-income children and families and encourage Head Start agencies to collaborate with entities involved in State, Territory, and local planning processes in order to better meet the needs of low-income children and families (including the 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). More information is available at http://eclkc.ohs.acf.hhs.gov/hslc/hsd/SCO .
Health and safety requirements	Requirements in State and local laws designed to protect the health and safety of children that are applicable to providers serving children receiving CCDF assistance; include 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.
Healthy Child Care America	The Healthy Child Care America campaign is a collaborative effort of health professionals, child care professionals, families, and other services working in partnership to improve the health and well-being of children in child care settings. The goals of the campaign are to provide technical assistance to assist States, Territories, Tribes, and communities in developing and strengthening linkages between child care providers, health professionals, and families. These partnerships ensure that children are cared for in healthy and nurturing environments and have access to a medical home that enables them to receive necessary immunizations, health screenings, and other health and social services. More information is available at http://nccic.acf.hhs.gov/hcca/ .
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 underpayments, including inappropriate denials of payment or service. Improper payments include any payment that was made to an ineligible recipient or for an ineligible service. They are also duplicate payments, payments for services not received, and those that do not account for credit for applicable discounts. Also called erroneous payments. More information is available at www.acf.hhs.gov/programs/ccb/ccdf/ipi/ipi.htm .
Inclusion	See <i>inclusive child care</i> .
Inclusive child care	The principle of enabling all children, regardless of their diverse abilities, to participate actively in natural environments within their communities, including center and family child care programs.
Income eligibility level	The maximum income levels, set by each CCDF Lead Agency, below which families may be eligible to receive child care assistance to work or attend school.

Term	Definition
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.
Individuals with Disabilities Education Improvement Act Part B	Grants made to States and Territories to assist them in providing special education and related services to children with disabilities. More information is available at www.nectac.org/sec619/sec619.asp#stateregs .
Individuals with Disabilities Education Improvement Act Part C	Grants made to assist States and Territories in maintaining and implementing comprehensive, coordinated, multidisciplinary, and interagency system to provide early intervention services for infants and toddlers with disabilities and their families. More information is available at www.nectac.org/partc/partc.asp#overview .
Infants and toddlers, Infant/Toddler Earmark	See <i>quality funds</i> .
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 provided funds. 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 CCDF who would not be subject to State or local child care regulations if she or he were not participating in the CCDF 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 center or home-based provider who is legally operating child care that is exempt from the regulatory system of the State or community. This type of provider also is 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/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.
Licensing or regulatory requirements	Requirements necessary for a provider to offer legal child care services in a State or locality, including registration requirements established under State, local, or Tribal law. Legally operating providers who are exempt from licensing are still subject to CCDF health and safety requirements.

Term	Definition
Limited English proficiency	People who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These people may be entitled to language assistance with respect to a particular type or service, benefit, or encounter.
Literacy	Includes phonological awareness, book knowledge, print awareness, early writing, and alphabet knowledge.
Maintenance of Effort requirement	The requirement that a State or Territory expend at least the same amount of its own funds for child care as it did in specific previous years in order to be eligible for its share of the nonguaranteed portion of CCDF mandatory funding.
Market Rate Survey	A survey of the child care rates being charged by providers who care for children within a local market conducted within 2 years of the effective date of the approved CCDF Plan. Lead Agencies must describe how their payment rates are adequate based on this survey.
Matching Funds	Matching Funds are allocated to States and Territories on the basis of the number of children younger than age 13 in a State or Territory compared with the national total of children younger than age 13. To receive these funds, a State or Territory 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 work in partnership with States, Territories, communities, public-private partners, and families to strengthen the maternal and child health infrastructure, ensure 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. More information is available at http://mchb.hrsa.gov/programs/blockgrant/overview.htm .
Memorandum of understanding	An informal record, document, or instrument that serves as an agreement between government agencies that outlines each agency's separate and joint responsibilities for the provision of services funded through CCDF.
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 and plays a role in teaching/guiding less-experienced teachers.
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.
National Resource Center for Health and Safety in Child Care and Early Education	As part of the U.S. Department of Health and Human Services' Maternal and Child Health Bureau, the center provides a comprehensive, current, online listing of the licensing and regulatory requirements for child care in the 50 States and the District of Columbia. More information is available at http://nrc.uchsc.edu/ .

Term	Definition
Native Hawaiian	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race as Native Hawaiian, Guamanian or Chamorro, Samoan, and other Pacific Islander.
Nongovernmental entity	An entity that is controlled entirely by private sources completely unrelated to any Federal, State, or local government.
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 and 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 business sites.
Overpayment	A payment that 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 and Territories classify overpayments as an administrative, parental, or provider error. See <i>improper payments</i> .
Parental choice	The parent or parents of an eligible child who receives or is offered child care services from CCDF 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 to use with a provider of choice. Such choice shall be made any time that child care services are made available to a parent.
Parental complaints	As required by the CCDF statute, States and Territories must maintain a record of substantiated parental complaints against all child care providers, make information regarding such parental complaints available to the public upon request, and provide a detailed description of how such record is maintained and made available.
Payment rate	The maximum rate up to which the State or Territory will reimburse providers' usual and customary charges (also known as maximum payment rate or reimbursement rate ceiling).
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 TANF program. TANF was reauthorized under the Deficit Reduction Act of 2005. More information is available at www.acf.dhhs.gov/programs/ofa/prwora96.htm .
Personnel/training registry/registries	Databases that track all completed child care personnel training.
Prekindergarten programs	State-funded education programs, typically designed to provide 3- and 4-year-old children with early education experiences that prepare them for school.

Term	Definition
Private donated funds	The use of donated funds from a private organization to meet a part of the CCDF matching requirements.
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 and school-age care 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 services funded through CCDF, Lead Agencies must define this term in their CCDF Plans.</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>
Public hearing	Process held to provide the public an opportunity to comment on the provision of child care services under the CCDF 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 funds	CCDF requires that Lead Agencies use at least 4 percent of their funds to improve the quality of child care. In addition, the U.S. Congress has targeted specific amounts for quality improvement, infant and toddler quality, resource and referral, and school-age child care.
Quality rating system	A method to assess, improve, and communicate the level of quality in early and school-age care settings.
Redetermination	The process of confirming the eligibility of participating families for continued receipt of child care assistance (also know as reauthorization).
Resource and referral	See <i>child care resource and referral agency</i> .
Resource and Referral and Schoolage Earmark	See <i>quality funds</i> .

Term	Definition
School readiness	The state of early development that enables an individual child to engage in and benefit from first grade learning experiences. Researchers, policymakers, and advocates have described school readiness in different ways, but generally they refer to children's development in five arenas: health and physical development; social-emotional development; approaches toward learning; language development and communication; 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.
Sliding fee scale	A system that determines a family's contribution to the cost of child care that is based on a family's income and size. The sliding fee scale identifies the co-payment (i.e., family contribution) for each eligible 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 and Territories 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. More information is available at www.acf.hhs.gov/programs/ocs/ssbg/ .
Special needs	For purposes of determining eligibility and priority for child care services funded through CCDF, Lead Agencies must define this term in their CCDF Plans. 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 <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.
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. CCDF limits eligibility for services to families with incomes at or below 85 percent of a State's Median Income for a family of the same size.
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.
Technical assistance	Information, consultation, and/or training concerning the administration of a program.

Term	Definition
Temporary Assistance for Needy Families	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. Federal TANF funds can be used directly for child care services without being transferred to CCDF. States and Territories also may transfer a total of up to 30 percent of the TANF grant to the Discretionary Fund of CCDF. CCDF rules apply to funds transferred from TANF to CCDF.
Tiered eligibility system	Some States and Territories 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 periodically is redetermined. This two-tier eligibility strategy allows families to retain child care assistance while experiencing modest success in the job market.
Tiered reimbursement	See <i>differential rates</i> .
Trainer approval	A set of standards and qualifications for those who offer training.
Training approval	A set of standards that training must meet, usually linked to core knowledge and principles of adult learning.
Transitional child care	Child care assistance provided to families leaving the TANF 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 TANF.
Underpayment	A payment that 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. See <i>improper payments</i> .
Unlimited access	Providers of child care services for which assistance is provided under CCDF 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 and Territories 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.
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 designed fill the gap between another early childhood program's hours or hours that older children are not in school and the hours that parents work.

