

Subsidized Child Care Assistance Program Policy Manual  
Acronyms and Definitions

**I. ACRONYMS**

A & N	Abuse and Neglect
ABE	Adult Basic Education
ACF	Administration for Children & Families (Federal)
APA	Administrative Procedure Act
ACTS	Automated Collections and Tracking System
ADA	Americans with Disabilities Act
AE	Administrative Error
AHS	Adult High School
AFDC	Aid to Families with Dependent Children
APS	Adult Protective Services
B-K	Birth through Kindergarten
BJST	Basic Job Skills Training
BSAC	Basic School Age Care training
CACFP	Child and Adult Care Food Program
CCDBG	Child Care and Development Block Grant
CCDF	Child Care and Development Fund
CCHC	Child Care Health Consultants
CCR&R	Child Care Resource and Referral
CCSA	Child Care Services Association
CDA	Child Development Associate
CDSA	Children’s Developmental Service Agency
CELL	Center for Early Literacy Learning
CLASP	Center for Law and Social Policy
CMR	Child Maltreatment Registry
CLC	Collaborative Learning Community
CEU	Continuing Education Unit
CIP	Crisis Intervention Program
CPS	Child Protective Services
CRC	Criminal Records Check
CSDW	Client Services Data Warehouse
CSEFEL	Center on the Social and Emotional Foundations for Early Learning
CWS	Child Welfare Services
DAP	Developmentally Appropriate Practice
DCDEE	Division of Child Development and Early Education

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DCS ID	Day Care Services Identification Number
DD	Developmental Day Center
DHHS	Department of Health and Human Services
DOD	Department of Défense
DMH/DD/S AS	Division of Mental Health/Developmental Disabilities/Substance Abuse Services
DPH	Division of Public Health
DPI	Department of Public Instruction
DSS	Division of Social Services (state)
DSS	Department of Social Services (county)
EA	Emergency Assistance
EBT	Electronic Benefits Transfer
ECAC	Early Childhood Advisory Committee
ECERS-R	Early Childhood Environment Rating Scale - Revised
ECW	Early Childhood Workforce (DCDEE's education database)
EEC	Early Educator Certification
EIS ERS	Eligibility Information System Environment Rating Scales
ESC	Employment Security Commission
FC	Foster Care
FCCERS-R	Family Child Care Environment Rating Scale – Revised
FCCH	Family Child Care Home
FFY	Federal Fiscal Year
FNS	Food and Nutrition Services (formerly Food Stamps)
FPL	Federal Poverty Level
FSA	Family Support Act
FSIS	Food Stamp Information System
GED	General Equivalency Diploma
G.S.	General Statute
HRD	Human Resource Development
HUD	Housing and Urban Development
IDEA	Individuals with Disabilities Education Act
IE	Inadvertent Error
IEP	Individualized Education Program
IFSP	Individualized Family Service Plan

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IPV	Intentional Program Violation
I/T	Infant Toddler
ITERS-R	Infant Toddler Environment Rating Scale- Revised
JTPA	Job Training Partnership Act
LEA	Local Education Agency
LIEAP	Low Income Energy Assistance Program
LPA	Local Purchasing Agency
MOA	Memorandum of Agreement
MOE	Maintenance of Effort
MOU	Memorandum of Understanding
MRA	Mutual Responsibility Agreement
MRS	Multiple Response System
NCAC	North Carolina Administrative Code
NACCRA	National Association of Child Care Resource and Referral Agencies
NAEYC	National Association for the Education of Young Children
NCAEYC	North Carolina Association for the Education of Young Children
NCECA	North Carolina Early Childhood Association
NCCIC	National Child Care Information Center
NC FAST	North Carolina Families Accessing Services through Technology
NCLCCA	North Carolina Licensed Child Care Association
NCPC	North Carolina Partnership for Children
NC Pre-K	North Carolina Prekindergarten Program
NCRLAP	North Carolina Rated License Assessment Project
NECTAC	National Early Childhood Technical Assistance Center
NIEER	National Institute for Early Education Research
NIRN	National Implementation Research Network
NLI	Natural Learning Initiative
NPDCI	National Professional Development Center on Inclusion

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OAH	Office of Administrative Hearings
OEL	Office of Early Learning (part of Department of Public Instruction)
OLE	Outdoor Learning Environments Alliance
OSEP	Office of Special Education Programs (in the U.S. Department of Education)
PAT	Parents as Teachers
PBIS	Performance Based Incentive System (Smart Start)
PFI	Partnerships for Inclusion
PITC	Program for Infant/Toddler Care (out of WestEd)
POD	Preventing Obesity by Design
OJT	On-the-Job Training
OSR	Office of School Readiness
PCP	Person-Centered Plan
PIU	Program Integrity Unit
PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act
QEP	Quality Enhancement Project
QIP	Quality Improvement Project
QRIS	Quality Rating Improvement System
RFA	Request for Applications
RFI	Request for Information
RFP	Request for Proposals
RIL	Responsible Individuals List
RMIP	Rules Modification Improvement Program
RRC	Rules Review Commission
SA	School-Age
SBI	State Bureau of Investigation
SCCA	Subsidized Child Care Assistance
SFY	State Fiscal Year

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SIS	Services Information System
SSA	Social Security Administration
SSI	Supplemental Security Income
TA	Technical Assistance
TANF	Temporary Assistance for Needy Families
T.E.A.C.H. ®	Teacher Education and Compensation Helps (early childhood scholarships)
UIB	Unemployment Insurance Benefits
VISTA	Volunteers in Service to America
WAGE\$®	Child Care WAGE\$ project (education-based salary supplements)
WFES	Work First Employment Services
WFFA	Work First Family Assistance
WIOA	Workforce <b>Innovation and Opportunity</b> Act
WORKS	Workforce Online Reporting Knowledge System

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### II. DEFINITIONS

**Action Menu-** Menus that expand to provide a user with additional options. (Tab Actions Menu; Page Action Menu; and List Action Menu.

**Active Case-** A product delivery case status showing that all eligibility requirements are met, and a benefit is being issued.

**Active Evidence-** Information that a worker selects to use to determine eligibility. Evidence becomes active once the worker applies changes.

**Adding Evidence-** Adding evidence to ongoing cases may be required at recertification.

**Administrative Actions** – Penalties for noncompliance with licensing requirements, including written reprimand, written warnings, suspension, summary suspension or revocation of license imposed by the Regulatory Services Section of the Division of Child Development.

**Administrative Review Decision-** means the decision made by the State Subsidy Appeals Panel **after the review, analysis and decision of an appeal submitted by an owner/operator.**

**Adoption-** is the method provided by law to establish the legal relationship of parent and child between persons who are not so related by birth, with the same mutual rights and obligations that exist between children and their birth parent. The primary purpose of adoption is to help children whose parents are incapable of assuming or continuing parental responsibilities to legally become part of a new permanent family.

**Adult and Family Services Section** – Section of the Division of Social Services which provides oversight of social services programs provided by the 100 county departments of social services to older and disabled adults and their families across the state.

**Agency-** means the Local Purchasing Agency (LPA) or the Division.

**Agency Error** – An agency error exists if one of the following occurs: 1) policies, rules or statutes were not applied correctly, or 2) staff responsible for administering the Subsidized Child Care Program failed to take action on a change when notified by the recipient, other agency staff, or other interested party, or 3) the local purchasing agency failed to take appropriate action such as termination or reduction of services, or 4) a policy requirement was not met, or 5) an ineligible recipient received services or an ineligible provider received payments, or 6) an eligible provider received an underpayment or overpayment.

**Allocation** – State and federal funds distributed to the county department of social services by the Division of Child Development according to a legislative formula.

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**Americans with Disabilities Act** – A civil rights law for persons with disabilities that eliminates barriers that prevent full participation in society.

**Appeal** – An oral or written request from a family or provider for a hearing to review an action of the local purchasing agency when the family or provider is dissatisfied with a decision made by the agency.

**Applicant** – A parent, guardian, or caretaker who applies for Subsidized Child Care Assistance (SCCA) by submitting an application and required verification to determine eligibility for child care services.

**Application Process** – A series of actions leading to a determination of eligibility or ineligibility.

**Approval Notice** – Written notification to the local purchasing agency that a caregiver is eligible to receive state and federal subsidy funds for child care services. The Approval Notice includes age range of children, capacity, payment rates, facility ID number, license number, changes in licensing status, and other information that the LPA must know before paying the provider.

**APS Registry** – An automated statewide data collection system containing information on all Adult Protective Services cases.

**Assistance Unit**- All individuals who are included in the product delivery case.

**Bartering** – Trading goods or services without exchanging money.

**Base Period**- The set period of time for which income verification is required.

**Behavior Specialist** – An individual that works closely with classroom teachers to develop behavior management plans and interventions to maintain children within the classroom setting. This role also requires frequent contact with parents and families to develop behavior plans for the home.

**Beneficiary**- An eligible person whose needs are included in the assistance unit.

**Blended Rate**- is the rate that will be used for children who need before school, after school or before and after school care, full-time care during school closure days (teacher workdays, holidays or inclement weather days and full time during the summer/track-out).

**Budget Unit Financial Unit**- Consists of those who are financially responsible for individuals in the assistance unit and whose income will be counted in determining eligibility.

**Budgeting Method**: A prospective (income estimate or conversion) or income average method of budgeting shall be used to determine eligibility and the amount of assistance.

**Case Narrative** – Written documentation regarding applicant eligibility, dates of contact, the plan of care and supporting information that cannot be found

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elsewhere in the case record.

**Cash Bonus-** A cash bonus refers to a one-time lump sum of money awarded to an employee, either occasionally or periodically, for good performance. It is paid in addition to one's base pay or salary.

**Central Registry** – An automated statewide data collection system containing information on all child abuse and neglect cases.

**Certification Period-** The defined period of time for which program eligibility has been determined.

**Certified Developmental Day Facility** – A child care center certified by the Division of Mental Health, Developmental Disabilities and Substance Abuse Services (DMH/DD/SAS) which serves both children with special needs and typically developing children.

**Child and Adult Care Food Program (CACFP)** – Federal program administered in North Carolina by the Division of Public Health within the Department of Health and Human Services that provides reimbursement to qualified caregivers for meals and supplements (snacks) served to program participants.

**Child Care Commission** – A commission established by the North Carolina General Assembly that is responsible for adopting, amending or repealing rules for licensed child care programs.

**Child Care Center** – A licensed child care program with a capacity of five or more children. Capacity is determined by the available square footage and building, fire and safety standards.

**Child Care Program** – A single center or home, or a group of centers or homes or both, which are operated by one owner or supervised by a common entity.

**Child Care Provider Agreement** – An agreement between a provider and the local purchasing agency citing the requirements for participation in the Subsidized Child Care Program and the policies for payment. The Provider Agreement is required initially and renewed annually.

**Child Care Services** – The provision of protection, care and developmental experiences for children ages birth through 17, for a portion of a day but less than 24 hours, in the child's own home, in the home of a caregiver, or in a child care facility.

**Child Only Case** – A request for subsidy services for a child (or sibling group) who lives with someone other than their biological parent who does not have court ordered financial responsibility.

**Child Protective Services** – A legally mandated service to families that encompasses the provision by county departments of social services of specialized services for maltreated children (abused, neglected, or dependent) or those who

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are at imminent risk of maltreatment.

**Child Support** – Monetary assistance provided by the non-custodial parent to the custodial parent for support of the child.

**Child Support Enforcement** – Service provided by the North Carolina Department of Health and Human Services to locate absent parents, establish paternity and child support orders and pursue, collect, and distribute child support payments to custodial parents.

**Child Welfare Services** – Services to prevent foster care placement, reunify families or achieve other permanent placement or to aid families in crisis. Subsidized child care services are provided to child welfare services families without regard to income and no parent fee is assessed.

**Children with Special Needs** – Children identified by Division of Mental Health, Developmental Disabilities and Substance Abuse Services or by the Local Education Agency as having developmental delays, disabilities, or atypical development that require specialized services to meet their need for child care. Providers may receive a supplemental rate for providing services to children with special needs if needed and requested.

**Children’s Developmental Services Agency** – An organization that determines eligibility for the Infant-Toddler Program.

**Citizenship**- A U.S. Citizen or a legal U.S. Non-Citizen (residing in the U.S. legally) Examples- Refugee; US Citizen/Naturalized Citizen; US Non-Citizen National; Documented Alien).

**Client Services Data Warehouse** – A Web Intelligence system that allows users to create queries and reports for analysis.

**Client Statement**- A written statement from an applicant or recipient, whether typed, handwritten, or electronically submitted, that is signed (including an electronic signature) and contains facts, information, and/or declarations used to determine or support eligibility, authorization, or continued services.

**Complete Records**- shall mean records having an indication of absent or present for each day a child is scheduled to attend the facility, and "accurate records" shall mean attendance records with an error rate no greater than 10 percent.

**Countable income** - The sum of all recognized income of the income unit, including unearned and calculated earned income. Countable income is used to determine eligibility.

**County Transfer**- When a family moves from one county to another within the state and continues to need subsidized child care, the family’s eligibility for SCCA and their case shall continue without interruption in eligibility, and the

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case shall be transferred to the new county.

**Criminal Records Check** – A search of local, state, and/or federal records to determine if a person has been convicted of a crime. Effective January 1, 1996, anyone working, or wanting to work, in child care must complete a criminal records background check. The results of the background check are used to decide if the person is fit to care for children.

**Data Managers** – Raleigh based Subsidy Services Section staff who initiate Approval Notices for licensed and G.S. 110-106 and Out of State child care providers for participation in the SCCA Program and provide technical assistance to LPAs and providers about payment rate issues.

**Data Warehouse**- also known as Consumer Data Warehouse (CDW) - web-based portal to the Division's data repository, data includes demographic, clinical, treatment, service and perception of care information.

**Deductions**- Amounts deducted from benefits to pay off outstanding liabilities. They may be applied, unapplied, or third-party deductions.

**Developmental Needs** – A need category for children who receive care to promote emotional, cognitive, social or physical development and do not meet any other need category.

**Director**- the director of the Division of Child Development and Early Education (DCDEE).

**Division**- means Division of Child Development and Early Education (DCDEE), Department of Health and Human Services.

**Division of Child Development Monitoring Review Panel** – A panel which consist of staff from the Division that review program monitoring reports for accuracy and consistency as well as reviewing recommendations from local purchasing agencies to impose sanctions and terminate subsidy payments for providers.

**Division of Child Development's Internal Review Panel** – A panel which consists of staff from the Division that reviews the accuracy and consistency of administrative actions that affect a license.

**Division of Social Services (DSS)** – A division of the North Carolina Department of Health and Human Services that administers programs of financial assistance and services for low income and other families with children and aged and disabled individuals.

**Documentation** – Recorded information regarding eligibility and plan of care filed in the case record.

**Eastern Band of Cherokee Indians (EBCI)** - a federally recognized Indian Tribe based in Western North Carolina in the United States.

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**Early Head Start** – A federally funded, comprehensive preschool program designed to meet emotional, social, health, nutritional and psychological needs created by the 1994 Head Start Reauthorization Act. Early Head Start serves low-income families with children ages birth through three and pregnant women.

**Earned Income** – all the income, wages, and tips you get from working.

**Education and Training** – A need category for children who receive care so the parent/responsible adult may attend high school, college, or community college, or enroll in a job-training program.

**Eligibility Checks**- The result of a system initiated or user-initiated process to “check eligibility” for a product (benefit).

**Eligibility Information System** – A system that provides automated administrative support for the Work First Family Assistance, Medicaid, Special Assistance and Refugee Assistance Programs.

**Eligibility Period** – Time frames a child is eligible to receive child care subsidy services.

**Employment** – An activity in which an individual works for income.

**Error**- is when for each child, the operator marks as present for a particular day on attendance entered the NC FAST provider portal for purposes of payment from the SCCA Program:

- i. neither the daily attendance records nor the records of arrival and departure times show the child marked present; or
- ii. either the daily attendance records or the records of arrival and departure times show the child marked absent

**Error Rate**- the correct monthly payment divided by the monthly payment paid. The "correct monthly payment" shall mean the amount that should have been paid if the records submitted had not contained any errors.

**Evidence**- Information that is requested or received by the local agency to determine the recipient’s eligibility.

**Evidence Dashboard**- A view of evidence where all evidence types can be displayed and accessed for viewing, updating etc.

**Evidence Verification**- The confirmation of facts and information used in determining eligibility.

**Fair Labor Standards Act** – A federal labor law of general and nationwide application, including Overtime, Minimum Wages, Child Labor Protections, and the Equal Pay Act.

**Family Child Care Home** – A child care program, licensed to provide care with a capacity of no more than eight children, but no more than five children may be

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preschool age.

**Family Unit** - Financially responsible adults and their children, (biological or adoptive) who reside in the same household.

**Federal Land Trust**- lands where the title is held in trust by the United States for the benefit of American Indian tribes or for the benefit of individual American Indians. Specifically in North Carolina, the Eastern Band of Cherokee Indians.

**Federal Poverty Level** - A measure of income issued every year by the Department of Health and Human Services (HHS). Federal poverty levels are used to determine your eligibility for certain programs and benefits.

**File or Filing**- means personal delivery, delivery by certified mail, or delivery by overnight express mailed to the current Division Director or the Subsidy Appeals Coordinator, North Carolina Division of Child Development and Early Education, 2201 Mail Service Center, Raleigh, NC 27699-2200.

**Fluctuating Income**- Income is considered to be “fluctuating” when the amount is different for the months of the payment quarter. If something fluctuates, it changes a lot in an irregular way.

**Food and Nutrition Services** – A federal food assistance program that helps eligible low-income households buy the food they need for a nutritionally adequate diet.

**Food Stamp Employment and Training (E & T) Program** – A program that promotes work-related activities for able-bodied food stamp recipients. In North Carolina, E&T participants are provided employment services by the Employment Security Commission (ESC) through a contract with the Division of Social Services. In addition, ESC helps arrange education and training for participants at community colleges and through programs offered by Workforce Development Boards. Local departments of social service refer E&T participants to the local ESC office for services that will lead to employment. Certain remote counties are not served by the E&T program.

**Foster Care**- a period of time a child lives with and is cared for by someone who is not the child's biological parents.

**Foster Parent**- anyone other than that child’s parent (s) or legal custodian (s) who is providing full time care for a child who is in the custody of a North Carolina County Department of Social Services.

**Fraud** – A criminal act in which a family/provider or authorized representative makes a false statement and/or withholds information willfully, knowingly, and with deceitful intent and, as a result, obtains or attempts to obtain assistance or payment for which he/she is not eligible.

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**Fraudulent misrepresentation** – An intentional program violation of the Subsidized Child Care Assistance Program which can result in a criminal conviction and loss of services or payments.

**Funds-** means all state and federal funds appropriated and otherwise made available to the Department of Health and Human Services that are administered by the Division of Child Development and Early Education for the Subsidized Child Care Assistance Program.

**Fund Manager-** The DCDEE Fund Manager is responsible for creating and managing thresholds.

**Fund Source-** where money originates; the entity which provides financing.

**Full-Time Care** – Child care arrangement where children attend 32 or more hours per week.

**Gainful Employment** – Defined as making at least minimum wage and would also apply to employment outside of self-employment.

**Graduated Phaseout-** an extended period of services that is determined at redetermination and based on whether a recipient's income is above the appropriate Federal Poverty Level (FPL) but below the State Median Income (SMI).

**Gross Income** – Total countable income before deductions.

**Gross unearned income-** shall be considered unless exempt as noted below under “types”.

**G.S. 110-106** – General statute which governs religious sponsored child care facilities (church, synagogue, or school of religious charter) that receive a Notice of Compliance in lieu of a license.

**Head Start** – A federally funded, comprehensive preschool program designed to meet emotional, social, health, nutritional and psychological needs of three- and four-year-old and their families. The goal of the program is to help children from low-income families to be better prepared for school.

**Head Start Wrap-Around** – Payment for a child enrolled in Head Start who needs child care services before and/or after the regular hours of operation at the Head Start facility.

**Hearing** – A review requested by a parent, responsible adult, or provider to establish whether an adverse action taken by the local purchasing agency was correct.

**Homelessness-** is defined in section 725(2) of the McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11434a (2), Individuals who lack a fixed regular, and adequate nighttime residence.

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**Improper Payments-** any payments that should not have been made or were made in the incorrect amount.

**Inadvertent Error** – An error exists if one of the following occurs; 1) the recipient of child care subsidy funds unintentionally failed to provide the local purchasing agency with correct or complete information, or 2) the recipient unintentionally failed to report changes to the local purchasing agency, or 3) a provider unintentionally failed to notify the local purchasing agency within thirty (30) calendar days of temporary operational changes or of circumstances which affect payments for SCC children, or 4) a provider submitted information, such as an attendance report, that has unintentional errors.

**Income** – Monetary resources earned or unearned received for labor, services, government or private benefits, or any money available to members of the income unit for their maintenance.

**Income Unit** – Financially responsible adults and their children, (biological or adoptive) who reside in the same household.

**In-Home Child Care** – Child care services provided in the child’s own home that is a licensed Family Child Care Home.

**Initial Review-** means the review by the Local Purchasing Agency of the operator's appeal.

**In-Kind Income** – Non-monetary assistance such as food, clothing, shelter, or something the individual can use or convert to obtain food, clothing, or shelter.

**Intake** – The interview process for service provision.

**Integrated Case-** A system-constructed place holder that acts as a container for consolidating information about case participants as well as information specific to product delivery cases of household members.

**IV-D** – Section of the Social Security Act that governs Child Support Enforcement Services sometimes used to refer to the Child Support Enforcement Agency.

**IV-E** – Section of the Social Security Act that governs foster care and adoption assistance.

**Joint Custody-** When parents share custody of a child and both parents need child care assistance; each parent applies for the period of time the child resides in his/her home and pays the corresponding parental fee. There are two separate applications and parental fees even if the child is with the same child care provider.

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**Legal Non-Citizen** – A person who is legally admitted to the U.S. by the Immigration and Naturalization Service to live, study, or work.

**Letter of Intent** – Temporary approval for a G.S. 110–106 program. Payment for children receiving subsidy services cannot take place until the Notice of Compliance has been issued.

**License** – Permit to operate a child care arrangement as required by North Carolina law.

**License Number** – An identifying number for every licensed arrangement that is assigned by the Division of Child Development.

**Local Appeal Hearing-** means a hearing held by a hearing officer assigned by the Local Purchasing Agency after the Initial Review.

**Local Contractors** – Private non-profit/for-profit agencies such as the local child care resource and referral agency who contracts with the county DSS to administer the local subsidized child care program.

**Local Purchasing Agency** – County department of social services or other local agencies who administer the Subsidized Child Care Program.

**Low Income Energy Assistance Program** – A program that provides a one-time cash payment to help eligible families pay their heating bills.

**Lump Sum-** Money received in one payment that is non-recurring.

**Maintenance of Effort (MOE)** – Requirement for states to maintain state spending levels as a condition for receiving federal funds.

**Major Mother** – A term used to refer to the mother of a minor mother to distinguish between the two.

**Mandated** – Required by law, rules, regulations, or a court of the United States.

**Market Rate** – The child care subsidy market rates set forth in the annual appropriations act enacted by the General Assembly. The rates reflect the amount that most private paying parents in the locality are paying for child care, which are used to establish limits for subsidized children.

**Member-** Each individual in household who may/may not be applying for assistance.

**Memorandum of Understanding (MOU)** – A document signed by two or more agencies specifying terms of cooperation in the delivery of services.

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**Minimum Wage** – North Carolina’s minimum wage amount as stated in the Wage and Hour Act.

**Minor Mother** – A mother below the age of 18, unless emancipated.

**Month of Recertification**- Is the last month of the current/active certification period.

**Multiple Response System** – A system utilized by the local departments of social services to address issues of child abuse or neglect.

**Mutual Responsibility Agreement** – An agreement between a Work First Employment Services participant and the county department of social services that describes work and work-related activities and the supportive services to be provided by the agency.

**Narratives**- to describe and document conversations and actions taken on cases. In NC FAST, narratives are referred to as Communications.

**Net earned income**- Is income from earnings received through wages or self-employment minus any allowable program deductions.

**Net unearned income**- Is income derived from sources other than employment such as interest, dividends, income from investments, retirement and pensions minus deductions.

**Net Profit** – The countable income received from self-employment minus allowable operating expenses.

**Non-Parent Relative**- Nonparent relative caretaker is any brother, sister, grandparent, uncle or aunt, nephew, niece, or first cousin and includes step, great and great-great relationships.

**North Carolina Partnership for Children** – Agency charged with allocating Smart Start funds to the local partnerships and providing technical assistance about the Smart Start program.

**NCFAST**- means the electronic integrated case management system developed and managed by the North Carolina Department of Health and Human Services.

**Notice of Compliance** – Notice showing that the religious-sponsored center or home meets minimum standards such as health, fire, and safety rules.

**Operator** - an individual responsible for managing or overseeing the daily operations of a child care facility, including but not limited to directors, assistant directors, or other designated staff authorized to act on behalf of the facility in the administration of the Subsidized Child Care Assistance Program.

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**Out of State Provider-** Child care providers that provide child care in another state.

**Overpayment** – Payments which are in excess of the allowable amount.

**Owner-** means any person with a five percent or greater equity interest in a child care facility.

**Parental Choice** – A federal requirement that requires that parents be allowed to choose a child care arrangement from a variety of providers, including regulated and unregulated.

**Parental Fee** – A portion of the provider’s charge that is paid by the family approved for subsidy services. The parental fee is assessed based upon the family’s income and family size.

**Part-Time Care** – A child care arrangement where children attend on a regular basis but less than full time.

**Payment-** the action or process of paying someone or something or of being paid. Child care operators shall enter accurate attendance information into the NC FAST Provider Portal no later than the fifth day of the month for the preceding month's attendance to receive payment for services provided by the operator.

**Payment Processing-** Payments are processed after a provider submits attendance rosters for the prior month of child care services. Payment is based on roster details, provider rates, fund rules, obligation of funds and projected threshold pay down.

**Payment Suspension-** When a recipient chooses not to utilize their child care assistance during a temporary break. Payment shall be placed in a suspended status.

**Person Search-** A Search for each applicant to see if the person is already registered in NC FAST.

**Plan of Care-** provides direction on the type of child care the applicant/recipient may need.

**Post-Secondary Education-** any education beyond high school, this includes universities and colleges, as well as trade and vocational schools.

**Preschool Age Child** – Any child five years of age or younger, who is not enrolled in and attending a public or private grade school or kindergarten.

**Private Agency-** means a for profit or non-profit non-governmental entity.

**Private Pay Rate-**the rate that a child care provider charges to families enrolled at their facility who are not recipients of Subsidized Child Care Assistance Program.

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**Product Delivery Case-** A case that is specific to one program and is used to manage the delivery of benefits or liabilities associated with that program.

**Program Integrity Unit** – Local department of social services staff responsible for investigating suspected fraud and overpayments.

**Provider** – An individual or an entity authorized to provide child care services. The owner of a child care center or family child care home.

**Provisional License** – An administrative action taken by the Division of Child Development due to a violation of licensing regulations that has been willful or ongoing or has jeopardized the health and safety of the children.

**Recipient** - A parent or responsible adult who has been determined eligible and approved to receive services under the Subsidized Child Care Assistance (SCCA) Program.

**Recipient Choice-** recipients have the right to choose any approved child care facility.

**Recipient Fee-** means that portion of an operator's payment that is paid to the operator by a recipient approved for subsidy assistance.

**Recertification** - Eligibility determination process that occurs every twelve (12) months for a family to continue to receive child care services.

**Recoupment** - the recovery or collection of money that was previously unduly paid out.

**Referral-** the act of directing someone to a different place or person for information, help, or action, often to a person or group with more knowledge or power.

**Regulatory Services Section of the Division of Child Development** – Responsible for licensing and approving child care centers and homes in accordance with laws and rules established by the North Carolina General Assembly and the Child Care Commission.

**Reinstatement** - Reinstatement is the action of restoring the assessed parent fee at the initial application or recertification.

**Religious-Sponsored Programs** – Any child care center, home, or summer day camp run by a church, synagogue, or school of religious charter that receives a Notice of Compliance in lieu of a license. Also referred to as G.S. 110-106.

**Reports-** an account given of a particular matter, especially in the form of an official document, after thorough investigation or consideration by an appointed

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person or body.

**Representative income-** Indicates that there are no anticipated changes, and the verification represents the budget unit's expected income during the certification period.

**Responsible Adult** – A person with whom the child lives and who has primary responsibility for the care and well-being of the child but is not financially obligated for the support of the child.

**Requirements-** a thing that is needed or wanted. A condition.

**Reversion/Reallocation Process** – The process of redistributing SCC funding throughout the year to counties which may involve reverting funds from counties that cannot spend their allocation and reallocating funds to counties that need additional subsidy funds.

**Rules-** The conditions for product delivery that are drawn from legislation and or business/policy.

**Salary-** Salary a fixed regular payment, typically paid on a monthly or biweekly basis but often expressed as an annual sum, made by an employer to an employee

**Sanction** – A penalty which may be imposed when subsidy funds or services were obtained fraudulently that prohibits or limits a family or child care provider from participating in the subsidy program.

**Screening-** the evaluation or investigation of something as part of a methodical survey, to assess suitability for a particular role or purpose.

**School-Age Child** – A child who will reach the age of 5 on or before **August 31** of that school year who is enrolled and attending a public or private school. In some situations, a child may be allowed to enroll in kindergarten prior to turning age 5 on or before October 16. (Refer to the Department of Public Instruction (DPI) website at <http://www.dpi.state.nc.us/> for more information.)

**Section VIII** – Housing and Urban Development Program that provides rental assistance usually administered by the local Housing Authority.

**Self-Employment** – An individual working in his/her own business, trade or profession rather than working for an employer. Self-employed individuals usually incur operational expenses related to conducting his/her business or work activity.

**Service Plan-** are created when the PDC is authorized. It is based on case details, plan of care evidence and rules.

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**Skills Training** – Education or training designed to provide the participant with the basic skills and certification necessary for employment in an occupational area.

**Smart Start** – A statewide initiative to provide the preschool children of North Carolina and their families with access to affordable, high quality early childhood education and family support services.

**Social Services Commission** – A commission created by the North Carolina General Assembly that is responsible for adopting rules which govern the Subsidized Child Care Program.

**Special Needs Rate** – An established rate paid to certified developmental day centers based on net cost studies and revenue documents.

**State Median Income (SMI)**- an annual income figure representing the point at which there are as many families earning more than that amount as there are earning less than that amount.

**State Subsidy Services Appeals Panel or "Panel"**- means the North Carolina Division of Child Development and Early Education internal review panel.

**Star Rated License** – Child Care Programs may obtain a 1-5 Star Rated License based upon two components: educational levels of staff and program standards. Programs with a 1-star license meet minimum standards. Programs with a 2–5-star license voluntarily meet a higher level of enhanced standards and may qualify for Smart Start quality bonuses.

**Stepparent** – The person who has married a child's natural parent and is not the legal parent of the child nor financially responsible.

**Subsidized Child Care Assistance Program**- the North Carolina program to assist eligible families in paying the cost of child care services.

**Subsidy Services TA Consultants** – Subsidy Services Section staff who provide technical assistance and training to local purchasing agencies and providers regarding regulations and policies for the child care program. They also work with the local Partnerships for Children regarding the use of subsidy funding, monitor case records and report the findings to the appropriate agencies.

**Subsidy Services Policy Consultants** – Raleigh based Subsidy Services Section staff who are responsible for developing and writing policy, implementing contract procedures for services related to the Subsidized Child Care Program and for reporting information pertaining to subsidized services statewide to the Department of Health and Human Services and to the NC General Assembly. Also provide policy interpretations and guidance to families, child care providers, and staff from DCDEE, DSS and other agencies.

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**Subsidy Services Program Compliance Consultants-** Subsidy Services Section staff who monitor county departments of social services and other local purchasing agencies for compliance with requirements for correct administration of the SCCA Program.

**Subsidy Services Provider Compliance Consultants-** Subsidy Services Section staff who **conduct** subsidy monitoring visits to child care providers **who participate in the SCCA Program.**

**Summer Day Camp** – A seasonal recreational program that provides child care and operates for less than 4 months per year. These programs are not required to be licensed unless they participate in the Subsidized Child Care Program.

**Supplemental Payment** – means payment or reimbursement by the Division for additional expenses incurred by the operator to care for a child with special needs.

**Survivors' benefits** - an extension of the Social Security program that pays out a portion, or all the benefits, of a deceased individual to their surviving spouse or dependent children.

**Suspected Fraud** – Basis for belief that an intentional misrepresentation may have occurred.

**Tasks-** An actionable message that is delivered to a user's inbox which notifies the user of outstanding actions to be taken on a case within a specified timeframe.

**Teacher Education and Compensation Helps (T.E.A.C.H.)** – A comprehensive statewide initiative to provide training and education scholarships to child care center teachers and directors as well as family child care providers.

**Temporary Assistance for Needy Families (TANF)** – A federal block grant program that provides financial assistance and supportive services to help low-income families achieve self-sufficiency. The program is administered by DSS under the Work First Family Assistance Program.

**Temporary License** – A temporary license is given to a new center or to a previously licensed center when there is a change in ownership or location, for a period of no more than six months. This allows the center to achieve a satisfactory rating for a regular license. A temporary license must be posted in the center where it can be easily seen.

**Termination-** the action of bringing something or coming to an end.

**Thresholds-** A threshold is an association between a fund and a Federal Reimbursement Code (FRC).

**Underpayment-** Payments which are in shortage of the allowable amount.

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**Unearned Income** – Money received from any source other than work, such as unemployment compensation, taxable social security benefits, pensions, annuities, cancellation of debt, and distributions of unearned income from a trust.

**Verification** – The confirmation of facts and information used in determining eligibility.

**Voucher** – A form that authorizes payment for subsidized child care services and notifies the provider of the plan of care and whether the parent is responsible for a fee. The voucher enables the parent to assume responsibility for the selection of the provider rather than the LPA arranging care.

**Wage** - A fixed regular payment, typically paid on a daily or weekly basis, made by an employer to an employee, especially to a manual or unskilled worker.

**WAGES** – A salary supplement program for early childhood professionals based on the level of education an individual has attained.

**Waiting List** – A prioritized list of children who are eligible for child care but cannot be served due to limited resources. The waiting list provides an equitable and efficient method of allocating services.

**Work First Employment Services** – A program of work and work-related activities and supportive services provided by county departments of social services to help low-income families achieve self-sufficiency.

**Work First Family Assistance** – A program of time-limited cash assistance payments for children and parents who meet the income and resource limits.

**Work First Participant** – Individuals who have applied for or are receiving cash assistance, Benefit Diversion, or employment services when their income is at or below 200 percent of federal poverty level (FPL).

**Working** – Engaged in an activity on a regular basis, which provides earned income.