

# Child Care and Development Fund Frequently Used Terms and Acronyms

## Child Care and Development Fund Frequently Used Terms

### Administration of the Child Care and Development Fund

- ◆ **Child Care and Development Fund (CCDF):** CCDF is a block grant for states, territories, and tribes. It is the primary federal funding source for child care financial assistance to help eligible low-income working families access child care. The program also promotes children's learning by improving the quality of early care and education and afterschool programs.
- ◆ **Allocation size:** The funding categories that determine which CCDF final rule requirements American Indian and Alaska Native CCDF grantees must meet. The categories are based on the CCDF funding amount, or "allocation." Small allocations are less than \$250,000, medium allocations are between \$250,000 and \$1 million, and large allocations are more than \$1 million.
- ◆ **American Indian and Alaska Native (AI/AN) CCDF grantee:** Another term for the tribal Lead Agency (see below).
- ◆ **CCDF Plan Preprint:** The formatted planning document, provided triennially by the Administration for Children and Families/Office of Child Care, that contains all the questions Lead Agencies must answer in order to apply for CCDF funding.
- ◆ **CCDF Plan:** The completed CCDF Plan Preprint that serves as each AI/AN CCDF grantee's application for CCDF funds by providing a description of its child care program and services available to eligible families. The Plan contains specific assurances and certifications regarding the grantee and its CCDF program, as required by the CCDF final rule. The Plan provides information about the overall management of CCDF services, including information regarding income eligibility guidelines, provider payment rates, service priorities, parental rights and responsibilities, program integrity and accountability, health and safety requirements, and quality improvement activities. The Plan also presents an opportunity for grantees to list the many activities and services they are providing to meet the needs of low-income children and families.
- ◆ **Tribal Lead Agency:** The American Indian or Alaska Native (AI/AN) entity that applies for and is awarded CCDF funds and is responsible for the administration of the CCDF program and the use of the funds.

### Applicable Laws and Regulations

- ◆ **Child Care and Development Block Grant (CCDBG) Act of 2014, or "CCDF reauthorization":** The law that reauthorized the CCDF program and introduced legal changes to strengthen the health, safety, and quality of child care and provide more stable child care assistance to families. The CCDBG Act of 2014, along with Section 418 of the Social Security Act, authorizes the CCDF program.
- ◆ **Child Care and Development Fund final rule:** The CCDF final rule, published in 2016 by the Office of Child Care, outlines the federal regulations for implementing the CCDBG Act of 2014 and administering the CCDF program.

- ◆ **Indian Employment, Training and Related Services Demonstration Act of 1992 (P.L. 102-477):** P.L. 102-477 was enacted in 1992, and was recently amended by the Indian Employment, Training, and Related Services Consolidation Act of 2017 (P.L. 115-93). This program, commonly referred to as 102-477, was enacted to facilitate the ability of tribal nations and organizations to integrate the employment, training, and related services they provide from diverse federal sources (including CCDF) in order to improve the effectiveness of those services; reduce joblessness in AI/AN communities; foster job creation activities; and serve tribally determined goals consistent with the policy of self-determination, while reducing administrative, reporting, and accounting costs.

## CCDF Providers<sup>1</sup>

- ◆ **Caregiver:** An individual who provides child care services directly to a child who is eligible for CCDF services.
- ◆ **Categories of care:** The types of child care settings as defined by the CCDF final rule, which include center-based 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 nonresidential setting, unless care in excess of 24 hours is due to the nature of the parent or parents' work.
  - **Family child care provider:** One 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 parent or parents' work.
  - **In-home child care provider:** An individual who provides child care services in the child's own home.
- ◆ **Director:** A person who has primary responsibility for the daily operations and management of a child care provider, including family child care providers and any provider who serves children from birth to kindergarten entry or children in school-age child care.
- ◆ **Teacher:** A lead teacher, teacher, teacher assistant, or teacher aide who is employed by a child care provider for compensation on a regular basis, or who is a family child care provider, and whose responsibilities and activities are to organize, guide, and implement activities on a group or individual basis, or to assist a teacher or lead teacher in such activities, to further the cognitive, social, emotional, and physical development of children from birth to kindergarten entry and children in school-age child care.
- ◆ **Types of providers:** The different classes of providers under each category of care. For the purposes of CCDF, types of providers include nonprofit providers, for-profit providers, sectarian providers, and relatives who provide care.

## CCDF Child Care Services and Payment Systems

- ◆ **Child care services or direct services:** The care given to a child who is eligible for CCDF by an eligible child care provider. Direct services can be provided in the following ways:
  - **Child care certificate or voucher:** A certificate (that may be a check, or other disbursement), also referred to as a voucher, that is issued by a grantee directly to a parent who may use such certificate only as payment for child care services or as a deposit for child care services, if such a deposit is required of other children being cared for by the provider.<sup>2</sup>

<sup>1</sup> Child Care and Development Fund, 45 C.F.R. § 98.2 (2016).

<sup>2</sup> Child Care and Development Fund, 45 C.F.R. § 98.2 (2016).

- **Grants and contracts:** An approach where an AI/AN CCDF grantee chooses to contract with, or provide grants to, eligible providers to make child care slots available to families who participate in the tribe's child care assistance program.
- **Tribally operated center:** A child care center operated by the tribal Lead Agency. The center is usually located on the tribal reservation or in the tribal Lead Agency's service area. A tribally operated center differs from a grant or contract in that a tribal Lead Agency directly pays the operational costs of the center, including teacher salaries.
- ◆ **Payment rates or "reimbursement rates":** The amount that a provider is reimbursed for providing child care services to children eligible for CCDF. Payment rates are composed of two parts:
  - **Copayment:** The portion of the care paid for by the parent, as determined by the tribal Lead Agency's sliding fee scale. The copayment is commonly called the "copay" or "family fee."
  - **Subsidy payment:** The subsidy amount that the AI/AN CCDF grantee pays to the provider.
- ◆ **Sliding fee scale:** The chart used by the tribal Lead Agency to determine the fee schedule based on income and size of the family.

## CCDF Financials

- ◆ **CCDF allocation:** The CCDF funding amount that an AI/AN CCDF grantee receives each fiscal year (see "federal fiscal year," below). The CCDF allocation is comprised of two funding sources:
  - **Discretionary funds:** Funds provided to AI/AN CCDF grantees under the CCDBG Act. The CCDBG Act and final rule indicate that AI/AN CCDF grantees will receive no less than 2 percent of the funds appropriated for the Child Care and Development Block Grant. Discretionary funds include a per-child amount based on the child count declaration. Discretionary allocations also include a base amount set by the Secretary of Health and Human Services. The base amount is \$30,000 for individual AI/AN grantees with at least 50 Indian children under age 13. Tribal consortia receive \$30,000 per member, or a prorated amount for any member with fewer than 50 children, plus the per-child amount.<sup>3</sup>
  - **Tribal mandatory funds:** Funds provided to AI/AN CCDF grantees under Section 418(a)(4) of the Social Security Act. No more than 2 percent of the amount of mandatory funds appropriated for CCDF can be set aside for AI/AN grantees. Mandatory funds are allocated to AI/AN CCDF grantees solely on a per-child basis, based on the child count declaration. In Alaska, only 13 entities defined by the Alaska Native Claims Settlement (ANCSA) may receive mandatory funds.<sup>4</sup>
- ◆ **Child count:** A declaration that AI/AN CCDF grantees are required to submit with the triennial CCDF Plan. The child count certifies the number of Indian children (as defined by the AI/AN grantee) younger than 13 years who reside on or near the AI/AN grantee-defined reservation or service area. The child count declaration is used by the Administration for Children and Families to calculate the amount of the grant award, or CCDF allocation. The child count remains valid for the 3-year CCDF Plan cycle, with one exception for tribal consortia. If a consortium gains or loses one of its member organizations, adjustments to the child count must be made accordingly.
- ◆ **Federal fiscal year (FY):** The accounting time period that the federal government uses for its budget. The FY begins on October 1 and ends on September 30. For example, FY 2018 is from October 1, 2017 until September 30, 2018.

<sup>3</sup> Child Care and Development Fund, 45 C.F.R. § 98.61(c) (2016).

<sup>4</sup> Child Care and Development Fund, 45 C.F.R. § 98.62(b) (2016).

- ◆ **Infant and toddler quality spending requirements:** A minimum percentage of a medium- or large-allocation AI/AN CCDF grantee's total CCDF expenditures (not including the discretionary base amount) that must be spent on activities to improve the quality of child care services for infants and toddlers. Beginning in FY 2019, AI/AN CCDF grantees with medium and large allocations are required to dedicate no less than 3 percent of their total expenditures (not including their discretionary base amount) on activities to improve the quality of child care services for infants and toddlers.<sup>5</sup>
- ◆ **Liquidate:** To expend CCDF funds (that is, the payment of funds to a third party as a result of an obligation).
- ◆ **Obligate:** To commit CCDF funds. For example, through a legally binding agreement, purchase order, contract, or subgrant.
- ◆ **Obligation and liquidation periods:** The applicable time periods during which a fiscal year's CCDF grant must be obligated or liquidated. CCDF grantees have two fiscal years to obligate, and an additional year to liquidate, funds awarded each fiscal year. The obligation and liquidation timeframes begin on October 1.<sup>6</sup>
- ◆ **Quality spending requirements:** A minimum percentage of an AI/AN CCDF grantees' total CCDF expenditures (not including the discretionary base amount) that must be spent on activities to improve the quality of child care services. All AI/AN CCDF grantees must spend no less than 4 percent in fiscal year 2017, 7 percent in FY 2018 and 2019, 8 percent in FY 2020 and 2021, and 9 percent in FY 2022 and each FY thereafter.<sup>7</sup>

## CCDF Facilities and Construction<sup>8</sup>

- ◆ **Construction:** The building of a facility that does not currently exist.
- ◆ **Facility:** Real property or a modular unit appropriate for use by a grantee to carry out a child care program.
- ◆ **Major renovation:** Either (1) structural changes to the foundation, roof, floor, exterior or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or (2) extensive alteration of a facility that significantly changes its function and purpose, even if the renovation does not include any structural change.
- ◆ **Minor renovation:** All renovations other than major renovation or construction, as defined above.
- ◆ **Modular unit:** A portable structure made at another location and moved to a site for use by a grantee to carry out a child care program.
- ◆ **Real property:** Land, including land improvements and structures, excluding movable machinery and equipment.

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<sup>5</sup> Child Care and Development Fund, 45 C.F.R. § 98.83(g) (2016).

<sup>6</sup> Child Care and Development Fund, 45 C.F.R. § 98.2 (2016).

<sup>7</sup> Child Care and Development Fund, 45 C.F.R. § 98.83(g) (2016).

<sup>8</sup> Child Care and Development Fund, 45 C.F.R. § 98.2 (2016).

## CCDF Frequently Used Acronyms

Acronym	Term
ACF	Administration for Children and Families
AI/AN	American Indian and Alaska Native
BIA	Bureau of Indian Affairs
CACFP	Child and Adult Care Food Program
CCDBG	Child Care and Development Block Grant
CCDF	Child Care and Development Fund
CCR&R (R&R)	Child care resource and referral (resource and referral)
C.F.R.	Code of Federal Regulations
ECTTAS	Early Childhood Training and Technical Assistance System
EHS	Early Head Start
FEMA	Federal Emergency Management Agency
FFY, FY	Federal fiscal year, fiscal year
FPL	Federal poverty level
GMI	Grantee median income
HHS	U.S. Department of Health and Human Services
HS	Head Start
I/T	Infant and toddler
IDEA	Individuals with Disabilities Education Act
IHS	Indian Health Service
IM	Information memorandum
MIECHV	Maternal, Infant, and Early Childhood Home Visiting
NCTECD	National Center on Tribal Early Childhood Development
NPRM	Notice of proposed rulemaking
OCC	Office of Child Care
OCSE	Office of Child Support Enforcement
OFA	Office of Family Assistance
OHS	Office of Head Start
OMB	Office of Management and Budget
PD	Professional development
PI	Program instruction
PIQ	Policy interpretation question
PL	Public Law

Acronym	Term
PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act of 1996
QRIS	Quality rating and improvement system
RFP	Request for proposals
RO	Regional office
RPM	Regional Program Manager
SAC	State Advisory Council
SIDS	Sudden infant death syndrome
SMI	State median income
SNAP	Supplemental Nutrition Assistance Program
TA	Technical assistance
TANF	Temporary Assistance for Needy Families
TLA or LA	Tribal Lead Agency or Lead Agency
TMI	Tribal median income
T&TA	Training and technical assistance
USDA	U.S. Department of Agriculture

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