

Glossary of Agency Terms

In the Program Evaluation Report, the agency was asked to provide a list of terms, phrases or acronyms the agency uses which the Committee or general public may not know, along with the meaning of the term, phrase or acronym. Below is the list of those terms, phrases and acronyms.

If there are additional terms that you have questions about, please contact the agency.

Term, Phrase or Acronym	Meaning of the Term, Phrase or Acronym	Department which often utilizes the term (if the entire agency uses it, type "Entire Agency")
A/R	Applicant/Recipient	Economic Services
ABAWDS	Able-Bodied Adults without Dependents	Economic Services
ABC Child Care Control Center (ABC Control Center)	The authorized child care voucher system management center that is available to provide assistance to clients and providers, and to handle child care applications, funding and connecting Providers call 1-800-262-4416 for notification requirements and/or questions concerning ABC Voucher Program procedures Parents call 1-800-476-0199 for any questions	Division of Early Care and Education
ABC Child Care Program (ABC Program)	The South Carolina statewide child care assistance program funded by the Child Care and Development Fund (CCDF), Social Services Block Grant (SSBG) and State match	Division of Early Care and Education
ABC Child Care Program Monitoring (ABC Program Monitoring)	The entity that enrolls, monitors, and provides technical assistance to providers enrolled in the ABC Program, and makes all changes to a provider's file There are two offices of ABC Program Monitoring; one located in Columbia and one in Greenville	Division of Early Care and Education
ABC Child Care Voucher System (ABC	Automated child care eligibility system used to process the child care application, connect children to providers, and make payments to the providers	Division of Early Care and Education

Voucher System)		
ABC or SC Voucher	ABC Child Care Assistance	Entire Agency
Absence	When the child is not present (absent all day) at the provider's facility during the service unit (week) either due to illness, vacation, or court-ordered non-custodial visitation or for other known or unknown reasons	Division of Early Care and Education
ACA	Administrative Consent Agreement	Economic Services
ACC	Applicant Child Care	Division of Early Care and Education
ACF	Federal Administration for Children and Families	Entire Agency
ADH	Administrative Disqualification Hearings	Economic Services
Adjustments	Adjustments are made to payments to a provider that has been over paid or under paid for a particular timeframe There are four types of adjustments 1) Receivable Adjustment The process of collecting an over-payment made to providers In this case, funds will be taken back for the specific period requested The connection will be deleted or shortened once adjustment is complete 2) Partial Receivable Adjustment The process of collecting a portion of the over-payment made to providers In this case one would actually process the adjustment for the difference between FT and HT care The connection will not change; it will still reflect a FT connection but the difference between the FT and HT rate will be taken from the provider's payment 3) Partial Payable Adjustment The process of paying a provider for underpayment In this case one would actually process the adjustment for difference between HT and FT care The connection will not change; it will still reflect a HT connection but the provider would receive the difference between the HT and FT rate 4) Payable Adjustment The process of paying a	Division of Early Care and Education

	provider for services due that cannot be paid under the normal SVL payment process	
ADR	Accountability and Data Research	Entire Agency
AFCARS	Adoption & Foster Care Analysis & Reporting System	Human Services/Child Welfare and CAPSS IT
AG	The South Carolina Attorney General	Entire Agency
AG	Agency Error claim/overpayment	Economic Services
AIP	AFCARS Improvement Plan	Human Services/Child Welfare
ALC	The South Carolina Administrative Law Court	Office of General Counsel
ALJ	Administrative Law Judge	Office of General Counsel
AP	Absent Parent	Economic Services Division
APD	Advanced Planning Document	CAPSS IT
APPLA	Another Planned Permanent Living Arrangement	Human Services/Child Welfare
Applicant	A person 21 years of age or older, representing a corporation, partnership, voluntary association, other public or private organization who has completed, signed and submitted a Department of Social Services application form and other requirements to the Department in order to obtain a child care center license or approval	Division of Early Care and Education
Approval	A written notice issued by the Department to a department, agency or institution of the State, or a county, city or other political subdivision, not otherwise regularly licensed, approving the commencement of operations of a public child care center	Division of Early Care and Education
APS	Adult Protective Service	Human Services/Adult Protective Services
APSR	Annual Program & Services Report	Human Services/Child Welfare
APT	Application Processing Timeliness	FNS & Economic Services

AR	Appropriate Response	Human Services/Child Welfare
AR	Authorized Representative	Economic Services
Authorized Service Period	The specific time frame that child care services are authorized to a client and a specific provider	Division of Early Care and Education
BBA	Balanced Budget Act	Division of Early Care and Education
BDX	Beneficiary Data Exchange	Economic Services
BEERS	Beneficiary Exchange Record System	Economic Services Division
BENDEX	Beneficiary Data Exchange	Economic Services Division
BG	Benefit Group	Economic Services
Billing Rate	The provider's weekly service rate minus any applicable client fee, and any discount for a second child	Division of Early Care and Education
Blood-borne pathogens	Pathogenic microorganisms that are present in human blood that can cause disease in humans These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV)	Division of Early Care and Education
BUA	Basic Utility Allowance	Economic Services
C/H	Cuban/ Haitian Entrant	Refugee Resettlement
CACFP	Child and Adult Care Food Program	Division of Early Care and Education
CAP	Corrective Action Plan	Entire Agency
CAPSS	Child & Adult Protective Services System	Human Services/CWS and APS
CAPTA	Child Abuse and Treatment Act	Human Services/CWS/Legal
Care Type	The age groups 0-2, 3-5, 6-12 or 13-19 when special needs in which the provider has enrolled with the ABC Program Providers cannot offer services to ABC clients or receive payment for service in a care type in which they have not been enrolled	Division of Early Care and Education

Caregiver	Any person whose duties include direct care, supervision, and guidance of children in a childcare facility	Division of Early Care and Education
CARES	Challenging Adults through Rehabilitation, Education and Services	Economic Services Division
CBPS	Community Based Prevention Services	Human Services/Child Welfare
CCC	Child Care Center	Division of Early Care and Education
CCCCD	Center for Child Care Career Development	Division of Early Care and Education
CCDF	Child Care Development Fund	Entire Agency
CCL	Child Care Licensing	Division of Early Care and Education
CCR&R	Child Care Resource and Referral	Division of Early Care and Education
CDC	Centers for Disease Control and Prevention	Entire Agency
CDC	Child Development Center	Division of Early Care and Education
Center Co-Director	The on-site staff person who is responsible for the daily operation of a child care center when the director is not present including, but not limited to, the supervision of staff and children	Division of Early Care and Education
Center Director	The on-site staff person, who is responsible for the daily operation of a child care center, including but not limited to supervision of staff and children The center director can only have responsibility for one center and may not hold another full-time job during the hours of center operation	Division of Early Care and Education
Center Director Designee	The on-site staff person who assumes the responsibilities of the Director for limited periods of time, when neither the Director nor Co-Director is on-site	Division of Early Care and Education
Center-based Care	Facility licensed by SCDSS to serve 13 or more children	Division of Early Care and Education

Central Registry of Child Abuse and Neglect	An automated, computerized listing, maintained by the Department of Social Services containing the names(s), address(es), birth date(s), identifying characteristics and other information about individual(s) who have been listed on the registry due to the determination of perpetrating abuse or neglect upon a child	Division of Early Care and Education
CERCU	Central Employment Referral and Compliance Unit	Economic Services Division
CFASP	Child & Family Assessment & Service Plan	Human Services/Child Welfare
CF-CIP	Chafee Foster Care Independence Act	Human Services/Child Welfare
CFR	Code of Federal Regulations	FNS & Economic Services
CFSP	Child and Family Services Plan	Human Services/Child Welfare
CFSR	Child and Family Services Review	Human Services/Child Welfare
Child	Licensing Definition An individual, from birth through 15 years of age (chronologically), receiving care in a child care center; or up to 18 years of age if the child qualifies as special needs	Division of Early Care and Education
Child Care Payables Department	The area that is responsible for overseeing the receipt, tracking and processing of all child care payments for the ABC Program This area is also known as Fiscal or Child Care Expenditures	Division of Early Care and Education
Child Name	The first and last name of the child that is eligible to receive child care services	Division of Early Care and Education
Child Number	The client's Social Security number plus the two digit code 01, 02, etc assigned to the child It identifies the child for the purpose of payment and system activities Providers should never change the assigned child number	Division of Early Care and Education
Childcare	The care, supervision, or guidance of a child or children, unaccompanied by the parent, guardian, or custodian, on a regular basis, for periods of less than twenty-four hours per day, but more than four hours, in a place other than the child's or the children's own home or homes	Division of Early Care and Education
Childcare center	Means any facility which regularly receives thirteen or more children for childcare	Division of Early Care and Education

<p>Childcare facilities</p>	<p>A facility which provides care, supervision, or guidance for a minor child who is not related by blood, marriage, or adoption to the owner or operator of the facility whether or not the facility is operated for profit and whether or not the facility makes a charge for services offered by it This definition includes, but is not limited to, day nurseries, nursery schools, childcare centers, group childcare homes, and family childcare homes The term does not include</p> <ul style="list-style-type: none"> (a) an educational facility, whether private or public, which operates solely for educational purposes in grade one or above; (b) five-year-old kindergarten programs; (c) kindergartens or nursery schools or other daytime programs, with or without stated educational purposes, operating no more than four hours a day and receiving children younger than lawful school age; (d) facilities operated for more than four hours a day in connection with a shopping center or service or other similar facility, where the same children are cared for less than four hours a day and not on a regular basis as defined in this chapter while parents or custodians of the children are occupied on the premises or are in the immediate vicinity and immediately available; however, these facilities must meet local fire and sanitation requirements and maintain documentation on these requirements on file at the facility available for public inspection; (e) school vacation or school holiday day camps for children operating in distinct sessions running less than three weeks per session unless the day camp permits children to enroll in successive sessions so that their total attendance may exceed three weeks; (f) summer resident camps for children; (g) bible schools normally conducted during vacation periods; (h) facilities for the mentally retarded provided for in Chapter 21, Title 44; (i) facilities for the mentally ill as provided for in Chapter 17, Title 44; (j) childcare centers and group childcare homes owned and operated by a local church congregation or an established religious denomination or a religious college or university which does not receive state or 	<p>Division of Early Care and Education</p>
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	federal financial assistance for childcare services; however, these facilities must comply with the provisions of Article 9, and Sections 63-13-60 and 63-13-110 and that these facilities voluntarily may elect to become licensed according to the process as set forth in Article 3 and Sections 63-13-30, 63-13-40, 63-13-70, 63-13-80, 63-13-90, 63-13-100, 63-13-160, and 63-13-170	
Childcare operator	The person, corporation, partnership, voluntary association, or other public or private organization ultimately responsible for the overall operation of a childcare facility	Division of Early Care and Education
CHIP	Children's Health Insurance Program	Human Services/Child Welfare
CHIP	Client History and Information Profile	Economic Services
CJU	Central Jobs Unit	Division of Early Care and Education
CL	Client Error claim/overpayment	Economic Services
Client Fee	That portion of the provider's weekly service rate (cost) which is based on the client's family size and income, and paid by the client directly to the provider The fee amount is established by SCDSS on the basis of family size and gross family income	Division of Early Care and Education
Client Number/ID	The client's Social Security Number (SSN) This number identifies all client activity in the system The on-line SVL will list only the last four digits of the SSN	Division of Early Care and Education
Client Termination of Eligibility	Action taken when the client is no longer eligible for services Once notified that the client is terminated, the provider is not eligible for payment for services Proper notice is always given when terminating child care services	Division of Early Care and Education

Client/Client Name	An individual who has met the eligibility criteria and is funded for child care The client is listed on the SVL by the initial of their first name and their last name Example S Jones	Division of Early Care and Education
CM	Case Manager	Economic Services
CMA	Cash & Medical Assistance	Refugee Resettlement
CO	County Office	Economic Services
COLA	Cost of Living Allowance	Economic Services
Committee	the State Advisory Committee on the Regulation of Childcare Facilities, named under this chapter to advise the department on regulatory matters related to childcare facilities	Division of Early Care and Education
Complaint	a written statement reporting unsatisfactory conditions in a childcare facility	Division of Early Care and Education
Complete Application	An application is complete on the date of receipt of the last document required by the Department in order to issue a license/approval	Division of Early Care and Education
Connection	A start and stop date (linked to a specific provider) within the ABC Voucher System	Division of Early Care and Education
Connection Card	The blue card or fax that must be completed by both the client and the child care provider and submitted to the ABC Control Center for approval prior to the child starting the facility	Division of Early Care and Education
COR	County of Residence	Economic Services Division
COSP	Community Service Programs	Economic Services Division
CP	Custodial Parent	Economic Services Division
CPS	Child Protective Services	Entire Agency
CPSC	Consumer Product Safety Commission	Division of Early Care and Education
CQI	Continuous Quality Improvement	Human Services/Child Welfare

CRS	Case Review System - system used to review the casework for eligibility of SNAP/FI cases	Economic Services
CS	Child Support	Economic Services
CSES	Child Support Enforcement System	Entire Agency
CSFP	Commodity Supplemental Food Program	Entire Agency
CSPED	Child Support Parent Employment Demonstration Grant	Entire Agency
CSSC	Client Special Services Coordinator	Entire Agency
Curriculum	Means and includes design of courses, teaching philosophy, methods, and activities	Division of Early Care and Education
CWS	Child Welfare Services	Human Services/Child Welfare
DAA	Drug and Alcohol Addiction Center	Economic Services
DAODAS	Department of Alcohol and Other Drug Abuse Services	Entire Agency
DC	Dependent Child	Economic Services Division
DDSN	Department of Disability and Special Needs	Entire Agency
DECE	Division of Early Care and Education	Division of Early Care and Education
Declaratory order	A written statement on the part of the department approving plans for construction or renovation ensuring against the imposition of more stringent regulations at a later date	Division of Early Care and Education
Deficiency correction notice	A written statement on the part of the department notifying a childcare facility which is not complying with any applicable regulations to correct the deficiencies stated in the notice within a reasonable time limit	Division of Early Care and Education
Department	The State Department of Social Services, the agency designated to administer the regulation of childcare facilities under this chapter, with the advice of the State Advisory Committee on the Regulation of Childcare Facilities	Division of Early Care and Education
DHHS	Department of Health and Human Services	Entire Agency

DI	Disqualified Individual	Economic Services Division
DIPR	Division of Individual and Provider Rights	Entire Agency
Director	the administrative head of the department	Division of Early Care and Education
DIS	Division of Information Security	Entire Agency
DJJ	Department of Juvenile Justice	Entire Agency
DMH	Department of Mental Health	Entire Agency
DOI	Division of Investigations	Entire Agency
DOJ	The United States Department of Justice	Office of General Counsel
DP	Deemed Parent	Economic Services Division
DPL	DSS Prevention Liaison	Human Services/Child Welfare
Drop/Transfer	The date indicated by the provider of when a child stopped attending the facility or moved to another child care provider	Division of Early Care and Education
DRT	Documentation Round Tables	Human Services/Child Welfare
DSNAP	Disaster Supplemental Nutrition Assistance Program	Economic Services
DSS	Department of Social Services	Entire Agency
DSS Connect	Customer Call Center	Economic Services
DV	Domestic Violence	Economic Services Division
DVA	Domestic Violence Advocate	Economic Services Division
E&T	Employment and Training	USDA/FNS & Economic Services
EAD	Employment Authorization Documents	Refugee Resettlement
EARS	Education and Administrative Reporting System	Entire Agency

EBHV	Evidence Based Home Visitation	Human Services/Child Welfare
EBT	Electronic Benefits Transfer	Entire Agency
eDRS	Electronic Disqualified Recipient System	Economic Services
EEOC	The US Equal Employment Opportunity Commission	Office of General Counsel and Human Resource Management Division
EITC	Earned Income Tax Credit	Economic Services Division
Eligibility Period	The potential amount of time for which a client can receive child care services Eligibility periods are for 52 weeks and may be shortened based on the client's individual eligibility needs	Division of Early Care and Education
Emancipation Statement	A notarized statement signed by both parents stating that the parents have entirely surrendered the responsibility of the care and custody of the minor and the right to the minor's earnings and is under no legal obligation to support the minor The ABC Program uses this statement for eligibility purposes only However, this information may be made available under the Freedom of Information Act	Division of Early Care and Education
Emergency Person	An individual 18 years of age or older, not regularly employed by the child care center who is immediately available to serve as staff in emergency situations This person shall meet all requirements of an employed teacher/caregiver, with the exception of training	Division of Early Care and Education
End Date	The last date of service authorization	Division of Early Care and Education
ePay	Electronic Payment Card	Entire Agency
EPC	Emergency Protective Custody	Human Services/Child Welfare
EPP	Employment Preparation Program	Economic Services Division
E-PRT	Enhanced Permanency Round Tables	Human Services/Child Welfare
ERS	Environment Rating Scales	Division of Early Care and Education

ES	Economic Services	Entire Agency
ESAP	Elderly Simplified Application Project	Economic Services
ESL	English Second Language	Refugee Resettlement
EW	Eligibility Worker	Economic Services
FA	Family Assistance	Entire Agency
Facility Cost	The cost a provider charges all parents for a week of child care Note Parents are responsible for the difference between the facility cost and the amount paid by the ABC Program, plus any applicable client fee	Division of Early Care and Education
Family childcare home	Licensing Definition a facility within a residence occupied by the operator in which childcare is regularly provided for no more than six children, unattended by a parent or legal guardian, including those children living in the home and children received for childcare who are related to the resident caregiver However, an occupied residence in which childcare is provided only for a child or children related to the resident caregiver or only for the child or children of one unrelated family or only for a combination of these children is not a family childcare home	Division of Early Care and Education
Family Household Unit	Term used by the ABC Child Care Program to refer to an FI Benefit Group (BG) Per the FI Policy Manual, a BG is considered the group of individuals whose income, resources, and/or needs impact the eligibility and amount of benefits in an FI case BG members include sanctioned and disqualified individuals, as well as Family Cap children	Division of Early Care and Education
Family Independence (FI)	Child care assistance provided to current FI stipend clients to encourage participation in approved employment, education, or training activities These requirements are met through the Family Independence Program in South Carolina in an effort to emphasize parental responsibility and self-determination	Division of Early Care and Education

Family Independence Stipend	A monthly payment made to a family who meets the required eligibility standards; previously referred to as Welfare or AFDC	Division of Early Care and Education
FBI	Federal Bureau of Investigation	Division of Early Care and Education
FCCH	Family Child Care Home	Division of Early Care and Education
FCR	First Contact Resolution	Economic Services
FDPIR	Food Distribution Program on Indian Reservations	Entire Agency
FEIN	Federal Identification Number	Division of Early Care and Education
FEMA	Federal Emergency Management Agency	Division of Early Care and Education
FFY	Federal Fiscal Year	Entire Agency
FGC	Family Group Conferencing	Human Services/Child Welfare
FH	Fair Hearing	Economic Services
FI	Family Independence	Entire Agency/Economic Services
FI	Family Independence	Entire Agency
FI CARES Program	Family Independence Challenging Adults Through Rehabilitation, Education and Services Program	Division of Early Care and Education
FI/CO	Family Independence Child-Only	Division of Early Care and Education
FIFN	Family Independence Financial System	Economic Services
Fiscal/Child Care Expenditures	The area that is responsible for overseeing the receipt, tracking and processing of all child care payments for the ABC Program This area is also known as Child Care Payables	Division of Early Care and Education
FLA	Federal Living Arrangement	USDA/FNS
FLSA	Fair Labor Standards Act	Economic Services Division

FM	Financial Management	Entire Agency
FMV	Fair Market Value	Economic Services Division
FNS	The Food and Nutrition Service	Entire Agency
FNSRO	The Food and Nutrition Service Regional Office	Entire Agency
FOIA	The South Carolina Freedom of Information Act	Entire Agency
Foster Care (FC)	Children who are in the custody of SCDSS, and placed out of their home by and/or under the supervision of SCDSS	Division of Early Care and Education
FP	Family Preservation	Human Services/Child Welfare
FPB	Fixed Price Bid	Entire Agency
FPL	Federal Poverty Level	USDA/FNS
FPRS	Food Program Reporting Systems	Entire Agency
FS*	Food Supplement	Economic Services
FSS	Family Strengthening Services	Human Services/Child Welfare
FTI	Federal Tax Information	Entire Agency
Full-Time Care	Thirty or more hours of child care service provided during one week There is no outer limit for full-time care	Division of Early Care and Education
Funded	Any child for whom dollars have been allocated in their name	Division of Early Care and Education
FY	Fiscal Year	Entire Agency
GAL	Guardian ad Litem	Entire Agency
GCCH	Group Child Care Home	Division of Early Care and Education
GED	General Equivalency Diploma	Entire Agency
GLA	Group Living Arrangement	Economic Services

Group childcare home	Licensing Definition a facility within a residence occupied by the operator which regularly provides childcare for at least seven but not more than twelve children, unattended by a parent or a legal guardian including those children living in the home and children received for childcare who are related to the resident caregiver However, an occupied residence in which childcare is provided only for a child or children related to the resident caregiver or only for the child or children of one unrelated family or only for a combination of these children is not a group childcare home	Division of Early Care and Education
HABLA	Hispanic Assistance and Bilingual Access	Entire Agency
Half-Time Care	Less than thirty (30) hours, but more than fifteen (15) hours of child care service provided during one week	Division of Early Care and Education
HH	Household	Economic Services
HPOG	Health Profession Opportunity Grant	Division of Employment Services
HS	Human Services	Entire Agency
HUD	Housing and Urban Development	Division of Early Care and Education
IA	Implementing Agency	Entire Agency
ICPC	Interstate Compact for the Placement of Children	Human Services/Child Welfare
ICPC	Interstate Compact on the Placement of Children	Office of General Counsel and Regional Adoption Offices
ICSSD	Integrated Child Support Services Division	Entire Agency
IE	Ineligible	Economic Services
IEP	Individual Employability Plan	Refugee Resettlement
IEVS	Income Eligibility Verification System	Economic Services
IFCCS	Intensive Foster Care and Clinical Services	Human Services/Child Welfare

IHC	In-Home Child Care	Division of Early Care and Education
IHE	Inadvertent Household Error	FNS & Claims
IIRIRA	Illegal Immigration Reform and Immigration Responsibility Act	Division of Early Care and Education
IL	Independent Living	Human Services/Child Welfare
In Loco Parentis	In the position or place of a parent	Division of Early Care and Education
INA	Immigration and Nationality Act	Refugee Resettlement
Infant	A child under 12 months of age	Division of Early Care and Education
INS	Immigration and Naturalization Services	Entire Agency
IOM	International Organization for Migration	Refugee Resettlement
IPV	Intentional Program Violation	Economic Services
IRA	Individual Retirement Account	Entire Agency
IRS	Internal Revenue Service	Division of Early Care and Education
ISCEDC	Interagency System of Care for Emotionally Disturbed Children	Human Services/Child Welfare
ISS	International Social Services	Refugee Resettlement
IT	Information Technology	Entire Agency
IV-E	Title IV-E Child Welfare funds	Child Welfare
IVES	Income and Eligibility Verification System	Economic Services Division
JD	Job Developer	Economic Services Division
JEO Packet	Judge's Eyes Only Packet	Office of General Counsel and Regional Adoption Offices
JRT	Job Readiness Training	Division of Employment Services

JUMMP	Jobs Upfront Mean More Pay	Economic Services
LAS	Leadership Academy for Supervisors	Human Services
LASLN	Leadership Academy for Supervisors Learning Network	Human Services
LCMS	Legal Case Management System	Human Services/Legal
LCO	Local County Office	Economic Services
LCS	Lutheran Services of the Carolina's	Refugee Resettlement
LEP	Limited English Proficient	Economic Services
LES	Leave Earning Statement	Division of Early Care and Education
Less than Half-Time Care (LHT)	Less than fifteen (15) hours of child care services provided during a week No registration fee is allowed for this care-type This care-type only applies to Welfare Reform participants (FI, TCC1, TCC2, TCC/24, and TCC/FS) receiving subsidized child care and can be used in conjunction with a full or halftime connection and may be used alone It cannot be used in conjunction with F/T or H/T to pay the same provider	Division of Early Care and Education
Letter 147-C	IRS Form; EIN Previously Assigned The taxpayer and/or their authorized representative must call the IRS Business and Specialty Tax Line at 1-800-829-4933 to request the Letter 147-C, EIN Previously Assigned A practitioner may call the Practitioner Priority Service (PPS) Line at 1-866-860-4259 for verbal confirmation A faxed or written verification will not be provided to the practitioner calling PPS	Division of Early Care and Education
Level A	Exemplary programs measured against rigorous quality standards	Division of Early Care and Education
Level B	Programs measured against quality standards beyond basic state regulations	Division of Early Care and Education
Level C	Programs meeting basic licensing regulations (health & safety)	Division of Early Care and Education
L-FCCH	Licensed Family Child Care Homes	Division of Early Care and Education

LFS	Lutheran Family Services	Refugee Resettlement
License	A written notice issued by the Department to a private facility approving the commencement of operations of a child care center	Division of Early Care and Education
Lifeguard	A person having the qualifications of and possessing a current American Red Cross, YMCA, or equivalent Lifeguard Certificate, current First Aid Certificate and current CPR (which includes adult, child, and infant) Certificate	Division of Early Care and Education
LIHEAP	Low-Income Home Energy Assistance Program/Payment	Economic Services
LIRS	Lutheran Immigration and Refugee Services	Refugee Resettlement
LPA	Lease Payment Authorization	Entire Agency
LPR	Lawful Permanent Resident	Economic Services
Major Parent	Parent in the home of a teen parent under the age of 18	Division of Early Care and Education
Maximum Rate	Maximum weekly rates established by SCDSS on the basis of a market rate survey of urban and rural counties, type of facility, and care types	Division of Early Care and Education
ME	Management Evaluation	Entire Agency
MFI	Master Forms Index	Entire Agency
MG	Match Grant	Refugee Resettlement
Minor child	a person who has not reached the eighteenth birthday	Division of Early Care and Education
MOA	Memorandum of Agreement	Entire Agency
MOU	Memorandum of Understanding	Entire Agency
MR	Mailed Recertification	Economic Services
MRF	Mailed Recertification Form	Economic Services
MUA	Mandatory Utility Allowance	Economic Services

NADA	National Automobile Dealers Association	Economic Services Division
NCANDS	National Child Abuse and Neglect Data System	Human Services/CWS/CAPSS IT
NCP	Non-custodial parent	Human Services/Child Support
NDQ	National Disqualification System	Economic Services
NOAA	Notice of Adverse Action	Economic Services
NOE	Notice of Expiration	Economic Services
NOMI	Notice of Missed Interview	Economic Services
NRC-CPS	National Resource Center for Child Protective Services	Human Services/Child Welfare
NVRA	National Voter Registration Act	Economic Services Division
NWD	No Wrong Door	Economic Services
OCC	Office of Child Care	Division of Early Care and Education
OGC	Office of General Counsel	Entire Agency
OHAN	Out of Home Abuse & Neglect	Human Services/Child Care
OI	Over Issuance	Economic Services
OJT	On the Job Training	Economic Services Division
OPE	Overseas Processing Entity	Refugee Resettlement
ORR	Office of Refugee Resettlement	Refugee Resettlement

Owner	The owner may be independent of the staff of the child care facility and not be required to be on the premises However, the owner can be the director or a teacher/caregiver If the owner serves in the capacity of staff and directly supervises children, he/she shall have state and federal fingerprint reviews completed in accordance with Section 63-13-40 et seq Code of Laws of SC (1976), as amended, in addition to meeting all other requirements	Division of Early Care and Education
P2	Palmetto Power	Human Services/Child Welfare
P3	Conference for SCDSS and Residential Care Providers	Human Services/Child Welfare
PA	Public Assistance	Economic Services
PACF	Palmetto Association for Children and Families	Human Services/Child Welfare
PAI	Program Access Index	FNS
PAR	Program Access Review	Economic Services
Parent	The biological or adoptive mother or father, the legal guardian of the child or the individual agency with custody of the child	Division of Early Care and Education
PATS	Participation Action Tracking System - tracks the participation of FI clients being served by our case managers	Economic Services
PCA	Program Cost Account	Entire Agency
PD	Program Director or Position Description	Entire Agency
PHA	Public Health approaches	Entire Agency
PHI	Personal Health Information	Entire Agency
PI	Primary Informant (Head of Household)	Economic Services
PII	Personal Identifying Information	Entire Agency
PIP	Program Improvement Plan	Human Services/Child Welfare

POA&M	Plan of Action and Milestones	Entire Agency
POE	Port of Entry	Refugee Resettlement
PPH	Permanency Plan Hearing	Human Services/Child Welfare
PQA	Program Quality Assurance	Economic Services Division
Preschool Child	A child 3 or 4 years of age or older but not yet eligible for public kindergarten	Division of Early Care and Education
Private childcare facility	A facility as defined under item b of this section which is not a public childcare facility, and which is able to be further classified as follows (a) "Entrepreneurial childcare facility" means a facility whose childcare operator may receive public assistance funds directly or indirectly but which is managed as a profit-making business enterprise and whose corporation or private ownership is liable for payment of federal and state income taxes on profits earned by the facility (b) "Nonprofit childcare facility" means a facility whose childcare operator may receive public assistance funds directly or indirectly but which is operated under the tutelage and control of a nonprofit or eleemosynary corporation, foundation, association, or other organization whose ownership may or may not be liable for payment of federal and state income taxes on profits earned by the facility	Division of Early Care and Education
PRM	Bureau of Population, Refugee and Migration	Refugee Resettlement
Processed	When a payment has gone through the payment process	Division of Early Care and Education
Project HOPE	Health Occupation Preparation for Employment	Division of Employment Services
Provider	An authorized child care group, home, or center-based facility or a non-regulated care arrangement provided by family, friends, or neighbors to care for eligible children with the ABC Program	Division of Early Care and Education
Provider Number	The Federal Employer Identification Number [FEIN] or Social Security Number (SSN) of the provider This number identifies the provider for purposes of payment, tracking and reporting	Division of Early Care and Education

Provisional approval	A written notice issued by the department to a department, agency, or institution of the State, or a county, city, or other political subdivision approving the commencement of the operations of a public childcare center or group childcare home although the operator is temporarily unable to comply with all of the requirements for approval	Division of Early Care and Education
Provisional license	A license issued by the department to an operator of a private childcare center or group childcare home or a family childcare home which elects to be licensed authorizing the licensee to begin operations although the licensee temporarily is unable to comply with all of the requirements for a license	Division of Early Care and Education
PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act	Economic Services Division
PSE	Policy, System, and environmental change	Entire Agency
PSSF	Promoting Safe and Stable Families	Human Services/Child Welfare
Public childcare facility	A facility as defined under item b of this section which was created and exists by act of the State, or a county, city or other political subdivision, whose operation remains under the tutelage and control of a governmental agency	Division of Early Care and Education
QC	Quality Control	Economic Services
R&P	Reception and Placement	Refugee Resettlement
RADS	Refugee Arrivals Data System	Refugee Resettlement
RAP	Refugee Assistance Program	Refugee Resettlement
RBAC	Role Based Access Controls	Entire Agency
RBHS	Rehabilitative Behavioral Health Services	Human Services/Child Welfare
RCA	Refugee Cash Assistance	Refugee Resettlement
RCS	Request for computer services	Entire Agency
RCW	Recipient Claims Worker	Economic Services

Registration	The process whereby childcare centers and group childcare homes owned and operated by a church or a publicly recognized religious educational or religious charitable institution are regulated under this chapter and the process whereby all family childcare homes are regulated under this chapter	Division of Early Care and Education
Registration Fee	A fee most providers charge to client's participating in a child care program This fee covers program costs not included in the service rate ie, insurance, materials, supplies This fee may not exceed the fee charged to private-paying children in the child care program Registration fees are automatically paid based on registration information submitted by the provider at initial enrollment A provider is not eligible for a registration fee for clients receiving less than halftime care The provider may require the client to pay the fee if the client has used up their allocation for registration fees	Division of Early Care and Education
Regular approval	A written notice issued by the department for a two-year period to a department, agency, or institution of the State, or a county, city, or other political subdivision, approving the operation of a public childcare center or group childcare home in accordance with the provisions of the notice, this chapter, and the regulations of the department	Division of Early Care and Education
Regular license	A license issued by the department for two years to an operator of a private childcare center or group childcare home or a family childcare home which elects to be licensed showing that the licensee is in compliance with the provisions of this chapter and the regulations of the department at the time of issuance and authorizing the licensee to operate in accordance with the license, this chapter, and the regulations of the department	Division of Early Care and Education
Regularly, or on a regular basis	These terms refer to the frequency with which childcare services are available and provided at a facility in any one week; these terms mean the availability and provision of periods of daycare on more than two days in such week	Division of Early Care and Education
Related	Means any of the following relationships by marriage, blood, or adoption parent, grandparent, brother, sister, stepparent, stepsister, stepbrother, uncle, aunt, cousin of the first degree	Division of Early Care and Education

Remittance Advice	A document included with the provider's check There are three different types 1) Paid Remittance Advice indicates what clients and weeks were paid 2) Rejected Remittance Advice indicates which clients and weeks were not paid and the reason 3) Adjusted Remittance Advice indicates if funds were deducted from the provider's check, the amount, and the reason An Adjusted Remittance Advice is sent only when there have been adjustments to the provider's payment due to overpayments	Division of Early Care and Education
Renewal	In regard to childcare centers and group childcare homes, to grant an extension of a regular license or regular approval for another two-year period provided an investigation of such facilities verifies that they are in compliance with the applicable regulations, in regard to family childcare homes, to place the name of the operator on the registration list for another year provided procedures indicated in this chapter have been completed	Division of Early Care and Education
Revocation	To void the regular license of a childcare center or group childcare home	Division of Early Care and Education
RFC	Request for Contact	Economic Services
R-FCCH	Registered Family Child Care Home	Division of Early Care and Education
RFP	Request For Proposal	Entire Agency
RHC	Refugee Health Coordinator	Refugee Resettlement
RMA	Refugee Medical Assistance	Refugee Resettlement
RR	Refugee Resettlement	Refugee Resettlement
RRP	Refugee Resettlement Program	Refugee Resettlement
RSS	Refugee Social Services	Refugee Resettlement

RSW	Regionalized Specialized Workload	Economic Services
SA	State Agency	Entire Agency
SAC	Self-Arranged Child Care	Division of Early Care and Education
SACWIS	State Automated Child Welfare Information System	Human Services/CAPSS IT
SAVE	Systematic Alien Verification for Entitlement	Economic Services
SC Voucher Program	The South Carolina statewide child care assistance program funded by the Child Care and Development Fund (CCDF), Social Services Block Grant (SSBG) and State match	Division of Early Care and Education
SCCAP	South Carolina Combined Application Program	Economic Services
SCCAVASA	SC Coalition Against Domestic Violence & Sexual Assault	Human Services/APS
SCCHIP	The system that houses the Interview Tool and Registration for applications submitted online	Economic Services
SCDE	South Carolina Department of Education	Division of Early Care and Education
SCDSS	South Carolina Department of Social Services	Division of Early Care and Education
SCEIS	SC Enterprise Information System	Entire Agency
SCEMD	South Carolina Emergency Management Division	Division of Early Care and Education
SCFPA	SC Foster Parent Association	Human Services/Child Welfare
School-aged Child	A child at least old enough to enroll in public kindergarten	Division of Early Care and Education
SCIVN	SC Immigrant Victim Network Program of SCVAN	Entire Agency
SCOSA	South Carolina Office Scanning Application	Economic Services
SCOTUS	The Supreme Court of the United States	Office of General Counsel
SCVAN	SC Victims Assistance Network	Entire Agency
SDX	State Data Exchange	Economic Services

Second Child Discount	The second child discount is a discount that is determined by the provider at enrollment to apply to families with multiple children The second child discount applies to all children in the family except the youngest	Division of Early Care and Education
SEP	Sponsored Employment Program	Economic Services Division
SERO	Southeastern Regional Office	USDA/FNS & Economic Services
Service Codes	Those codes assigned to identify the type of payment being made to the provider, ie CS for client services, RF for registration fees, and GR for grants	Division of Early Care and Education
Service Cost	The provider rate as reflected in the ABC Voucher System	Division of Early Care and Education
Service Unit	One week of child care [Monday - Sunday] A service unit may be for half-time, full-time, or less than half-time child care	Division of Early Care and Education
Service Voucher Log [SVL]	A pre-printed payment request form used to process payments to providers for eligible clients	Division of Early Care and Education
Sex Offender Registry	A statewide computerized listing of names and other identifying information on convicted sex offenders maintained and updated by the State Law Enforcement Division (SLED) and authorized by Section 23-3-400 et seq, Code of Laws of South Carolina, 1976, as amended	Division of Early Care and Education
SFNMNP	Senior Farmers Market Nutrition Program	Entire Agency
SHAC or SCHAC	The South Carolina Human Affairs Commission	Office of General Counsel and Human Resource Management Division
SI	Sensory Impaired	Economic Services
SIP	SACWIS Improvement Plan	Human Services/CAPSS IT
SIV	Special Immigrant Visa	Refugee Resettlement
SLED	State Law Enforcement Division	Division of Early Care and Education

SM	Secondary Migrants	Refugee Resettlement
SMD	Standard Medical Deduction	USDA/FNS & Economic Services
SNAP	Federal Supplemental Nutrition Assistance Program	Entire Agency/Economic Services
SNAP	Supplemental Nutrition Assistance Program	Entire Agency
SNAP 50/50 or SNAP TPR	SNAP Third Party Reimbursement Program	Division of Employment Services
SNAP-Ed	Supplemental Nutrition Assistance Program Education	Entire Agency
SOW	Scope of Work	Entire Agency
SR	Simplified Reporting	Economic Services
SRC	State Refugee Coordinator	Refugee Resettlement
SRT	Safety Round Tables	Human Services/Child Welfare
SSA	Social Security Administration	Economic Services
SSBG	Social Services Block Grant	Division of Early Care and Education
SSI	Supplemental Security Income	Economic Services
SSN	Social Security Number	Economic Services
SSR	Safeguard Security Report	Entire Agency
Staff	Full-time and part-time management, administrative, teaching/ caregiving, program, maintenance, food service and service personnel; emergency and substitute personnel; supervised students; supervised student teachers and supervised volunteers	Division of Early Care and Education
Staff Child Ratio	The maximum number of children permitted per teacher/caregiver	Division of Early Care and Education
Start Date	The date services are authorized to begin by SCDSS or the ABC Program/ABC Control Center staff	Division of Early Care and Education

Stop Date	The last date of service authorization Services are not paid past this date	Division of Early Care and Education
Student Teacher	An individual enrolled in his/her final practicum to be qualified for teacher certification He or she shall meet the same health standards as other staff and undergo background investigation He or she may be included in staffchild ratios	Division of Early Care and Education
Student Volunteer	An individual at least 16 years of age from a recognized educational institution or who may receive credit, reimbursement for expenses or a stipend for providing services in a trainee capacity under supervision of a staff member at all times when providing direct care to children shall not be counted in the staff child ratio	Division of Early Care and Education
SUA	Standard Utility Allowance	USDA/FNS & Economic Services
Summer day camp for children	a program offered during the summer that provides recreational activities primarily during daytime hours throughout the period of the program and may include an occasional overnight activity under the supervision of the operator	Division of Early Care and Education
Summer resident camp for children	a twenty-four-hour residential program offered during the summer that provides recreational activities for children	Division of Early Care and Education
Supervision	Care provided to an individual child or a group of children Adequate supervision requires staff awareness of and responsibility for the ongoing activity of each child, knowledge of activity requirements, and children's needs and accountability for their care Adequate supervision also requires the director, and/or staff being near and having ready access to children in order to intervene when needed Supervision requires adequate staff to meet staffchild ratios, being in the room at all times or on the playground at all times when children are present	Division of Early Care and Education
SVES	State Verification and Exchange System	Economic Services Division
TA	Technical Assistance	Entire Agency
TABE	Test of Adult Basic Education	Economic Services Division

TANF	Temporary Assistance for Needy Families	Entire Agency
TAP	Technical Assistance Provider	Division of Early Care and Education
TCC	Transitional Child Care	Economic Services Division
TCC/FS	Transitional Child Care/Full Family Sanction	Division of Early Care and Education
TCC1	Transitional Child Care 1 (First Year receiving child care)	Economic Services Division
TCC2	Transitional Child Care 2 (Second Year receiving child care)	Economic Services Division
TCC2	Second year of Transitional Child Care	Division of Early Care and Education
Teacher/Car egiver	Any person whose duties include direct care, supervision, and guidance of children in a child care center	Division of Early Care and Education
Teen Parent	Individual under the age of 20 who has parented or is pregnant	Division of Early Care and Education
Teen Parent/Adult	Individual under the age of 20 whose primary role in the FI Family is parent	Division of Early Care and Education
TEFAP	The Emergency Food Assistance Program	Entire Agency
TFP	Thrifty Food Plan	USDA/FNS & Economic Services
Toddler	A child 12 months of age or older, but younger than 24 months of age	Division of Early Care and Education
TOP	Treasury Offset Program	USDA/FNS & Claims
TP	Teen Parent	Economic Services Division
TPR	Termination of Parental Rights	Human Services/Child Welfare
TPR	Termination of Parental Rights	Economic Services Division

Training	Participation by child care center staff, in workshops, conferences, educational or provider associations, formal schooling, in-service training, or planned learning opportunities provided by qualified individuals Training shall be age appropriate for the child population served by the child care center and in such subject areas related to child care, child growth and development and/or early childhood education, nutrition, infection control/communicable disease management and causes, health and safety, signs and treatment of child abuse and/or neglect and shall include alternatives to corporal punishment Training for directors may also be in areas related to supervision of child care staff or program administration	Division of Early Care and Education
TSS	Transitional Support Services	Economic Services Division
Two-Parent Family	A Benefit Group (BG) in which two or more parents are included in the family as defined in the FI Policy Manual	Division of Early Care and Education
Two-year olds	A child 24 months of age or older but younger than 3 years of age	Division of Early Care and Education
UCB	Unemployment Compensation Benefit	Economic Services
UCL	Universal Caseload	Economic Services Division
UI	Under Issuance	Economic Services
URM	Unaccompanied Refugee Minor	Refugee Resettlement
USCIS	United States Citizenship and Immigration Services	Economic Services
USCRI	United States Committee for Refugee Immigrants	Refugee Resettlement
USDA	United States Department of Agriculture	Entire Agency
USDA-FNS	United States Dept. of Agriculture-Food & Nutrition Service	Economic Services
VA	Veterans Administration	Entire Agency
VCL	Voluntary Case Liaison	Human Services/Child Welfare

VCM	Voluntary Case Management	Human Services/Child Welfare
VISTA	Volunteers in Service to America	Division of Early Care and Education
VOLAGS	Voluntary Resettlement Agencies	Refugee Resettlement
Volunteer	An individual parent, grandparent, other professional or skilled individual artist or crafts person at least 16 years of age infrequently assisting with the daily activities for children in a child care center who provides services without compensation and who is supervised by staff at all times when providing direct care to children An individual meeting this definition is not required to undergo a fingerprint background check or health screening and is not counted in staff child ratios	Division of Early Care and Education
VOT	Victims of Human Trafficking	Refugee Resettlement
VR	Vocational Rehabilitation	Entire Agency
Week	Monday through Sunday	Division of Early Care and Education
WEI	Work Eligible Individual	Economic Services Division
WEP or WKEP	Work Experience Program	Division of Employment Services
WFC	Workforce Consultant	Division of Employment Services
WIA	Workforce Investment Act	Economic Services Division
WIB	Workforce Investment Board	Economic Services Division
WKEP	Work Experience Program	Economic Services Division
WOPAR	Work Order Processing and Report Listing - one of the systems our work orders for IT are keyed into for tracking purposes	Entire Agency
WOTC	Work Opportunity Tax Credit	Division of Employment Services
WRD	World Refugee Day	Refugee Resettlement

WRR	World Relief Resettlement	Refugee Resettlement
WTA	Work Training Allowance	Economic Services Division
YCP	Young Custodial Parent	Economic Services Division
YISSP	Young Parent Individual Self-Sufficiency Plan	Economic Services Division
YP	Young Parent - Refers to a dependent child who is a parent	Economic Services Division