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**Child and Family Development Program Dictionary**

**A**

**Accreditation** - A process that validates and acknowledges quality early childhood programs. It involves the early childhood program in a self-study to systematically evaluate their processes, activities and achievements and identify areas in need of improvement, in comparison with professional standards.

**Administration for Children and Families (ACF)** - The branch of the U.S. Department of Health and Human Services that administers Head Start and other programs focused on children and their families. Select here for the ACF brochure which provides the type of services provided.

**Administration for Children, Youth and Families (ACYF) -** The Administration on Children, Youth and Families is a part of the Administration for children and Families (ACF), under the Department of Health and Human Services. ACYF is divided into two bureaus, Children’s Bureau and Family & Youth Services Bureau, each of which is responsible for different issues involving children, youth and families and a cross-cutting unit responsible for research and evaluation.

**Ad Hoc Committee -** A committee established for a specific amount of time to accomplish a specific task.

**Advisory Committee -** Any group which serves an advisory rather than a policy-making or decision-making role.

**Age eligibility** - A child must be at least three years old by the date used to determine eligibility for public school in the community for Head Start. Early Head Start serves infants and toddlers up to age three.

**American Indian-Alaska Native Program Branch, (AI/AN Region, AI-ANPB) -** This program branch provides American Indian and Alaska Native children and families nationally with comprehensive health, educational, nutritional, socialization and other developmental services promoting school readiness.

**Americans with Disabilities Act (ADA)** - The ADA, Public Law 101-336, was signed on July 26, 1990, to provide comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications. This landmark civil rights legislation extends the requirements of Section 504 to all programs and provides a national mandate for the elimination of discrimination against individuals with disabilities.

**Assessment** - The ongoing process of observation and recording initiated by teachers that provides information about children's development (social, emotional, cognitive, fine and gross motor abilities, speech and language), identifying children's specific strengths and needs. The results of classroom assessment provide the basis for individualizing the curriculum for children.

**Audit** - A process that determines whether the agency's financial operations manage itself in compliance with laws and regulations regarding expenditures of funds, accurately produce financial statements representing the agency's financial position, and establish and implement internal procedures for managing and reporting on expenditure of funds.

**B**

**By-laws -**The common rules agreed upon by an organization under which it operates.

By- laws are used by Head Start policy groups, such as the Policy Council and Governing

**C**

**Calendar Year -** A calendar year means all days of the year other than Saturday, Sunday, and a legal public holiday.

**Center-Based Program Option -** A Head Start program option that serves the child in a center four/five days per week. Center-based requires class size of 17 to 20 four-year-olds enrolled per class or 15-17 three-year-olds per class; class operations of 3.5 to 6 hours per day (with 4 hours being optimal); a minimum of 128 days of classroom operations for programs serving children 4-days per week; and a minimum of 160 days of operation for children enrolled 5 days per week. All center-based programs must provide a minimum of 32 weeks of class operation over an eight or nine month period (45 CFR 1306.32). For Early Head Start center-based options, the group size is a maximum of eight infants and toddlers and staff child ratios stand at 1-4. Since Early Head Start is a full-year program, center-based services are provided 48-52 weeks per year (45 CFR 1304.52(g).

**Child and Adult Care Food Program (CACFP)** - A state administered program funded by the U. S. Department of Agriculture (USDA) that provides financial reimbursement and/or commodities for providing breakfast, lunch, snacks which meet federal nutritional requirements to income eligible children and adults.

**Child Care Bureau (CCB) -** The Child Care Bureau (CCB) was created January 11, 1995 to provide a central focus for federal child care programs. On May 23, 2006, the Child Care Bureau became part of the Office of Family Assistance (OFA) within the U.S. Department of Health and Human Services' Administration for Children and Families.  The Child Care Bureau supports low-income working families through child care financial assistance and promotes children’s learning by improving the quality of early care and education and after-school programs.

**Child Care Development Fund (CCDF) -** Also known as the Child Care and Development Block Grant (CCDBG). A federal childcare act passed by Congress in 1990 authorizing ACF to fund states to provide child care services and activities to improve the availability and quality of child care. It combines several childcare programs: TANF/child care; Transitional Child Care; At-Risk/Title IV-A of the Social Security Act.

**Child Development Associate (CDA)** - An early childhood educator who has demonstrated skills in working with young children and their families by successfully completing a formal credentialing process. 49 states plus the District of Columbia incorporate the CDA Credential into their childcare center licensing regulations. The CDA credentialing process is administered by the Council for Early Childhood Professional Recognition (<http://www.cdacouncil.org/>).

**Child Outcomes Framework -** The 1998 reauthorization of Head Start by Congress required programs to demonstrate that children make progress on specific learning outcomes. To ensure that practices reflect the most current research about child development the Office of Head Start (formerly Head Start Bureau) developed the Child Outcomes Framework. The Framework incorporates the legislatively mandated outcomes as long-term goals referred to as domains, which includes eight unique domains. Select here for The Head Start Leaders Guide to Positive Child Outcomes.

**Child with a disability\*** - A child with a disability, as defined in section 602(3) of the Individuals with Disabilities Education Act; and an infant or toddler with a disability, as defined in section 632(5) of such Act.

**Children’s Bureau** - As the oldest Federal agency for children within the Administration for Children and Families, the Children's Bureau has primary responsibility for administering Federal child welfare programs. The Children's Bureau works with State and local agencies to develop programs that focus on preventing the abuse of children in troubled families, protecting children from abuse, and finding permanent placements for those who cannot safely return to their homes.

**C (continued)**

**Code of Federal Regulations (CFR) -** The CFR is the organizational numbering system used by the United States Government to organize and catalog all federal final rules published in the Federal Register. All federal regulations governing a specific federal program are codified for easy reference. For example, the number assigned to the Head Start Program Performance Standards is 45 CFR, Part 1304.

**Combination Program Option** - A Head Start program incorporating both center-based and home-based services. The option provides a minimum of 32-96 days per program year (2-3 days per week) of classroom center-based experiences for children and 8-24 home-based like home visits per year (1-2 visits per month)(45 CFR 1306.34).

**Community Assessment (CA) -** A profile of the community or communities in which the Head Start and Early Head Start program operates. This profile includes data on the characteristics of the communities’ population, resources, assets and needs. The CA provides essential data for ongoing program design and planning (45 CFR 1305.3(c-e)).

**Community Action Agency (CAA) or Community Action Program (CAP)** - An organization that is either public or private non-profit, funded primarily by the Community Services Block Grant (CSBG) to administer and coordinate programs on a community-wide basis. These agencies provide services that address the full range of family needs -- from Head Start and other education and child development programs, to youth and adult employment and training, to services for seniors.

**Community Representative** - Any member of a Policy Council or Policy Committee drawn from the local community and/or parents of formerly enrolled children.

**Community Services Block Grant (CSBG)** - CSBG provide assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient.

**Cost Allocation Plan** - A systematic approach used by a grantee or delegate agency to identify and distribute allowable costs for the various funding sources they administer together with the allocation methods used.

**D**

**Deficiency\* -** A systemic or substantial material failure of an agency in an area of performance.

**Delegate Agency** - An agency to which responsibility is delegated by the Head Start grantee for the operation of a total, or a significant portion, of the Head Start/Early Head Start program.

**Development and Administrative Costs -** The costs of developing, administering and managing the parts of the Head Start program which are not directed specifically to the services and parent involvement components. Frequently referred to development and administrative costs or “admin costs.”

**Developmentally Appropriate Practices (DAP) -** A concept of classroom practices which reflect knowledge of typical development for the ages being served and an understanding of the unique personality, learning style, and family background of each child.

**Diagnostic Evaluation -** An evaluation by clinicians as a result of questions about a child’s social, emotional, cognitive, fine and gross motor abilities, speech and language identified in screening.

**Double-Session Variation -** A variation of the center-based program option that operates with one teacher who works with one group of children in the morning and a different group of children in the afternoon. This option must comply with regulations regarding class size (4- and 5-year-olds-15 to 17 children enrolled per class; 3 year olds-13 to 15 children enrolled per class),operate for no more than four-days per week and meet the 3.5 hour daily class operation requirement of the center-based option (45 CFR 1306.32(a)(4) and (6)).

**D (continued)**

**Dun & Bradstreet** - Dun & Bradstreet (D & B) is a commercial company that is a leading database provider that offers a unique system for identification of businesses and corporations. As a result of a policy directive from the Office of Management and Budget (OMB) all federal grant applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements on or after October 1, 2003.    
<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=B9E740A165>

**DUNS -** DUNS stands for Data Universal Number System, which is a unique nine-character identification number provided by the commercial company, Dun & Bradstreet (D&B). As a result of obtaining a DUNS number, you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request not to be listed when you contact D&B.

**E**

**Early Head Start (EHS) -** Established by the Head Start Act as amended May 1994, this program serves families with children birth to three years old and pregnant women. The Statement of the Advisory Committee on Services for Families with Infants and Toddlers, a report published by the U.S. Department of Health and Human Services in September 1994, provides a blueprint for the design of the Early Head Start program.

**Early Childhood Learning and Knowledge Center (ECLKC)** - The ECLKC is a website launched in July 2006 which was designed around providing information, knowledge, and resources to meet the needs of the Head Start and early childhood community.

**Earned Income Tax Credit (EITC) -** The Earned Income Tax Credit (EITC) sometimes called the Earned Income Credit (EIC) is a refundable federal income tax credit for low-income working individuals and families. The EITC has no effect on certain welfare benefits. In most cases, EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income (SSI), food stamps, low-income housing or most Temporary Assistance for Needy Families (TANF) payments.

**End of Month (EOM) Enrollment** - During Fall 2006, the Office of Head Start implemented a new system for collecting end of the month enrollment statistics. The End of Month Enrollment Reporting System is a web-based application that programs can conveniently access to submit their data, which provides the national and regional office with “real-time” data basis during the enrollment year.

**F**

**Family Child Care -** A program option in which services to children are delivered in the homes of permitted or licensed family childcare providers. This option is offered primarily in Early Head Start programs (45 CFR 1306.20(g)).

**Family and Child Experiences Survey (FACES) -** FACES is part of the Office of Head Start’s strategy for measuring the impact of Head Start across time and a number of variables. The FACES research project has provided Congress with initial information on Head Start quality. The next stage of the research – the Measures Project – is expected to further a programs’ ability to produce positive and measurable child outcomes and to efficiently collect and analyze Head Start data.

**Family and Youth Services Bureau (FYSB) -** FYSB is a bureau within ACYF that provides national leadership on youth and family issues. The Bureau promotes positive outcomes for children, youth, and families by supporting a wide range of comprehensive services and collaborations at the local, Tribal, State, and national levels.

**Family Literacy Services\*** - Services that are of sufficient intensity in terms of hours, and of sufficient duration, to make sustainable changes in a family, such as interactive literacy activities between parents and their children, parent literacy training that leads to economic self-sufficiency, and age-appropriate education to prepare children for success in school and life experiences.

**F (continued)**

**Family Partnership Agreement (FPA)** - The Family Partnership Agreement process offers parents the opportunities to develop and implement an approach that supports family goal setting and strategies for achieving these goals as well as progress in achieving them. This process must be

initiated as early after enrollment as possible and take into consideration each family's willingness to participate in the process.

**Federal Program Monitoring Report** - The findings reported from the onsite Head Start program monitoring conducted by a federally led monitoring team every three years. The process for federal review is the OHS Monitoring Protocol. The monitoring report should be received by the program reviewed within a reasonable timeframe after the federal review. If any program deficiencies are identified, programs must respond promptly with a program quality improvement plan (QIP).

**Federal Register -** The federal publication that informs the public about proposed and final regulations, funding availability, program announcements, and other policies issued by OMB,

HHS, ACF, and other federal agencies. It can be searched electronically at <http://www.gpoaccess.gov/fr/index.html>. Final regulations published are included in the annual revisions to the Code of Federal Regulations.

**Financial Assistance Award (FAA) -** see Notice of Financial Assistance Award (NFAA)

**Financial Status Report** - A standard, Federal government form, SF-269 used to report the financial progress of a grant and show the status of funds. Head Start grantees must submit two semiannual SF-269s. They are due no more than 30 days after the end of the first and last six months of each annual budget period. Grantees also must submit a final SF-269 that is due no more than 90 days after the end of each project period. However, for grantees with indefinite project periods, like Head Start, the final SF-269 is due no more than 90 days after the end of each annual budget period.

**Fiscal Year (FY) -** The 12-month period for which funds are allocated. The funding year is October 1 to September 30 for federal agencies. State and local FYs will vary.

**Free Appropriate Public Education (FAPE)** - All children, regardless of disability, are entitled to a free appropriate public education in the least restrictive environment.

**Full-Day Variation -** A variation of the center-based option in which the classroom services children longer than six-hours per day.

**G**

**Governing Body -** The governing body is the policy group responsible for the legal and fiscal responsibility for overseeing the Head Start and/or Early Head Start program.

**Grantee -** A public or private for-profit, not-for-profit, or faith-based agency that receives funds directly from ACF to operate a Head Start and/or Early Head Start program.

**Grant Application Cycle** - ACF makes annual grant awards for 12-month periods to Head Start and Early Head Start grantees on a three-year grant application cycle. Applicants submit a full project description, a budget, and a budget narrative in the first year of each three-year grant cycle; and an abbreviated project description, a budget, and a budget narrative in each of the subsequent two years. Regional Offices are responsible for assigning the grant cycle period.

**Grant Application Budget Instrument (GABI)** - A software package that enables Head Start grantees to submit their grant applications which mirrors the traditional paper application. GABI may be used for any type of Head Start/Early Head Start Basic, Supplemental, or Expansion

Grant Applications. It is available online at <http://www.acfgabi.com/>.

**Grant Specialist** - The Grant Specialist is a federal staff member of the ACF Regional Office who provides grant assistance to local Head Start grantees. Grantees should direct budget and funding policy questions about Head Start/Early Head Start to the Regional Specialist.

**G (continued)**

**GrantsNet -** An online web resource that specifies administrative policies, procedures, and general guidance to recipients of grants and cooperative agreements awarded by the agencies of the United States Department of Health and Human Services. GrantsNet is available at <http://www.hhs.gov/grantsnet/>. The Grants Administration Manual is available at <http://www.hhs.gov/hhsmanuals/gam/>.

**Grants.gov** - Grants.gov is a web site that provides resources to FIND and APPLY for federal government grants. All discretionary grants offered by the 23 federal grant-making agencies ‘can be found on this web site. You do not have to register with Grants.gov to find grant opportunities; however, once you are ready to apply for a grant, you will need to get registered. This registration process takes 3-5 business days.

**H**

**Head Start** - Head Start is a national program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families.

**Head Start Act** - A public law passed by Congress and signed by the President that authorizes the appropriation of funds at specific levels and addresses the intent of the program, priorities, and types of services to be provided. The Act is reauthorized every five years.

**Head Start Bureau** - See Office of Head Start  
**Head Start Family Information System (HSFIS)** - The Head Start Family Information System (HSFIS) is a fully automated case management record keeping system used to collect, organize, maintain, and report detailed demographic, education, health and social services information at the child and individual family level. See also PROMIS.   
**Head Start Fellows Program -** The National Head Start Fellowship Program enables early childhood education and human service professionals from around the country to spend a year in Washington, DC working as full-time paid special assistants to senior managers at the Office of Head Start (45 CFR 1311).   
**Head Start Knowledge and Information Management Services (HSKIMS) -** Formerly known as the Head Start Information and Publication Center (HSIPC), HSKIMS serves as the clearing house for the Office of Head Start and issues alerts to the Head Start community, such as Federal Register notices; Information Memorandums and Program Instructions; new items of interest (What’s New); In addition, HSKIMS manages the ECLKC, of which grantee and delegate agencies can order Head Start and Early Head Start materials. HSKIMS compiles a variety of information resources on topics pertinent to Head Start; and answers questions for grantees, delegates, and the public through the ACF Questions and Answers service and/or toll-free at 1-866-763-6481.   
**Head Start Program Performance Standards -** These Federal Head Start regulations sets forth agency programmatic functions, activities, and facilities required and necessary to meet the objectives and goals of the Head Start and/or Early Head Start program as they relate to children and their families.   
**Head Start Resource Center (HSRC) -** HSRC supports national program priorities of the Office of Head Start and the accomplishment of national program improvement initiatives by developing resources and identifying training activities. Read more details about the Head Start Resource Center by visiting the web site located at [http://www.hsnrc.org](http://www.hsnrc.org/).   
**Head Start-State Collaboration Offices (SCO) -** ACF grants awarded to each state in the country for the purpose of collaborating and forging collaborative Head Start-state relationships to benefit children and their families.   
**Health and Human Services -** See United States Department of Health and Human Services

**H (continued)**

**Health Services Advisory Committee (HSAC) -** The Health Services Advisory committee is required by the Head Start Program Performance Standards to advise in planning, operation, and evaluation of health services. The committee is comprised of parents and community health providers and other specialists in the various health disciplines.  
**Home-Based Program Option -** A program option that focuses on parents as educators. It includes a minimum of 32 weekly home visits per year lasting for a minimum of 1.5 hours per visit by an assigned home visitor and a minimum of two monthly socialization experiences (16 per year) for both children and parents (1306.33). In Early Head Start programs, home-based services are provided throughout the year with the number of home visits and socialization activities adjusted accordingly.   
**Homeless children -** Applies to the meaning given the term ‘homeless children and youths’ in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2)).   
**Home Visits -** Visits made to a child’s home by the classroom teacher in a center-based program option, or home visitors in a home-based program option, for the purpose of assisting parents in fostering the growth and development of their child.

**I**

**In-kind -** A donation of property, supplies, or services which benefit Head Start and which are contributed by non-federal funding sources or third parties. In-kind contributions can be included in the non-federal match requirement as part of the grantee’s refunding application.

**Income Guidelines -** The Federal Poverty guidelines, issued by the Department of Health and Human Services, are used to determine whether a person or family is income eligible for Head Start services, as well as other Federal programs. The guidelines are updated annually by the Census Bureau account for the last (calendar) year’s increase in prices as measured by the Consumer Price Index (CPI).

**Indian Tribe -** Any tribe, band, nation, pueblo, or other organized group or community of Indians, including any Native village described in section 3 (c) of the Alaska Native Claims Settlement Act (45 U.S.C. 1602(c) or established pursuant to such Act (43 U.S.C. 1601 et seq.), that is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians.

**Indirect Costs** - Costs of an organization which are not readily identifiable with a particular project or program, but nevertheless are necessary to the general operation of the organization and its activities.

**Individualized Education Program (IEP) -** An IEP establishes an education program designed to meet the needs of a child with disabilities, developed by the public agency responsible for providing free appropriate public education to a child, which contains the special education and related services to be provided to an individual child.

**Individual Family Service Plan (IFSP) -** A written plan for providing early intervention services to a child eligible under Part H of the Individuals with Disabilities Act (IDEA).

**Individual Health Plan (IHP) -** An individual plan developed for child with special health care needs that outlines specific health services that will be provided by appropriate program staff.

**Individuals with Disabilities Education Act, P.L. 102-119/P.L. 105-17 (IDEA) -** This act amends, extends, and redefines the rights, definitions, and requirements of P.L. 94-142 and its subsequent amendments. States and jurisdictions have put in place policies to ensure that all eligible children with disabilities will receive services under IDEA. (See Part C)

**Information Memorandum (IM) -** A document by which the federal government provides grantees with general information other than a proposed regulation or policy.

**Interagency Agreement** - Agreements signed between agencies at the national or state level to promote additional services to Head Start and Early Head Start.

**I (continued)**

**Interim Grantee -** An agency, which has been appointed to operate a Head Start or Early Head Start program for a period not to exceed one year while an appeal of a denial of refunding, termination or suspension action is pending.

**Internal Dispute Resolution -** A formally adapted agency procedure that outlines a method by which the agency resolves an impasse. An impasse exists when the Policy Council or Policy

Committee and the Governing Body cannot reach agreement or consensus.

**L**

**Least Restrictive Environment (LRE) -** This is the basis for the inclusive classroom where children with and without disabilities play and learn together.

**Local Education Agency (LEA)** - The public education (school) entity or its designee for the city, town, or county, etc.

**M**

**McKinney-Vento Homeless Assistance Act of 1986 -** The McKinney-Vento Act also ensures homeless children transportation to and from school free of charge, with their choice of what school or public preschool they want to attend regardless of what district the family resides in. It further requires schools to register homeless children even if they lack normally required documents, such as immunization records or proof of residence.

**Medical home -** An ongoing source of continuous accessible medical care

(45 CFR 1304.20(a) (1) (i)).

**Migrant and Seasonal Program Branch (MSPB) -** The ACF Branch that administers services for migrant and seasonal farm worker families who are engaged in agricultural labor and who have changed their residence from one geographic location to another in the preceding 2-year period.

**Migrant family -** A family with children under the age of compulsory school attendance who changed their residence by moving from one geographic location to another, either intrastate or interstate, within the preceding two years for the purpose of engaging in agricultural work that involves the production and harvesting of tree and field crops and whose family income comes primarily from this activity.

**Moving Ahead -** A competency-based training program designed to assist local and Federal Head Start staff build or enhance their professional skills, which include communication; conflict resolution; collaboration; financial management; and planning. The program can be used for individual self-study or in workshop settings. It also contains a general introduction to Head Start called Head Start 101.

**N**

**National Center for Family Literacy (NCFL) -** NCFL provides training and technical assistance to Head Start and Early Head Start grantees so that their capacity to implement and refine family literacy services is enhanced.

**Notice of Financial Assistance Award (NFAA) -** The legal document announces the awarding a federal grant. The NFAA specifies the amount of the award, the project period, specific conditions, and terms of the award, and provides the documentation for the obligation of federal funds on the department's accounting system. (Also known as the “FAA”)

**Non-Federal Share -** Resources which the grantee is required to generate, cash or in-kind which benefit Head Start/Early Head Start, and which are contributed by non-federal sources without charge to the program. Twenty percent of the Head Start grant award must be a non-federal match.

**N (continued)**

**Notice of Proposed Rule Making (NPRM) -** The process by which the federal government announces its intent to publish a federal rule/regulation. Before becoming final, all proposed rules are published in the Federal Register and comments are encouraged from interested parties. Comments are reviewed and evaluated, and adjustments are made in the ruling.

**O**

**Office of Family Assistance -** The Office of Family Assistance administers the Temporary Assistance for Needy Families (TANF) and Child Care and Development Fund (CCDF) programs. The TANF Bureau provides assistance and work opportunities to needy families by granting States, Territories and Tribes the federal funds and wide flexibility to develop and implement their own welfare programs.  In February 2006, [former] President George W. Bush signed the Deficit Reduction Act of 2005, which reauthorized the TANF program.

**Office of Head Start -** The Office of Head Start is responsible for all strategic and operational activities related to implementation of the agency's programs in both Central and Regional Offices; provides guidance to the Head Start Regional Offices and designs and oversees a national system for program monitoring and quality improvement aimed at improving the operation and management of Head Start and Early Head Start programs.

**Office of Management and Budget (OMB) -** The administrative entity in the executive office of the President which oversees the policies of federal departments.

**On-Site Program Monitoring -** The federal on-site monitoring process is based on the OHS Monitoring Protocol, which is conducted by a team of consultants led by an ACF program specialist. The team determines the Head Start program’s compliance with Head Start federal policies and standards and provides a key perspective on the program's management and organizational systems.

**P**

**Part B** -This is the section of IDEA that mandates assistance for education of all children with disabilities. Section 619 addresses issues concerning children ages

3 - 5.

**Part C (Formerly Part H) -** This is the section of IDEA that mandates Early Intervention for infants and toddlers with disabilities.

**Payment Management System (PMS) -** Grant funds are sent to grantees through this disbursement system by the Federal Assistance Financing Branch located in the Office of Finance, Office of the Assistant Secretary for Management and Budget, HHS.

**Policy Committee -** The committee at the delegate agency level composed of parents (at least 51%) and community representatives.

**Policy Council -** A federally mandated policy-making body that is elected at the grantee level. At least 51% of the members must be parents of Head Start children currently enrolled in the grantee Head Start program. It may also include representatives of the community.

**Principles of scientific research\*** - Principles of research that apply rigorous, systematic, and objective methodology to obtain reliable and valid knowledge relevant to education activities and programs; and that presents findings and makes claims that are appropriate to and supported by methods that have been employed. For more on the principles, refer to the definitions in Section 637 of the 2007 Head Start Act.

**Prior Approval** - Written permission granted by an authorized grants office official in advance of an act that would result in either the obligation or expenditure of funds or the performance or modification of an activity under the grant where such an approval is required.

**P (continued)**

**Professional Development\*** - High-quality activities that will improve the knowledge and skills of Head Start teachers and staff, as relevant to their roles and functions, in program administration and the provision of services and instruction, as appropriate, in a manner that improves service delivery to enrolled children and their families.

**Program Information Report (PIR) -** The report that provides quantitative information on key characteristics of each Head Start program to ACF. Every Head Start and Early Head Start grantee and delegate is required to complete and submit a PIR each year.

**Program Options -** Head Start delivery models that may be selected to respond to the various needs of children and families in the local community.

**Program Review -** An on-site review by a regional team of consultants usually led by a regional ACF program specialist that determines the Head Start and/or Early Head Start program’s compliance with Head Start federal policies and standards.

**Program Review Instrument for Systems Monitoring (PRISM) -** A former process and procedure used in onsite monitoring of Head Start programs. Management systems, service delivery, and the relationships between systems and services were examined. In addition, interviews, focus groups, observation, and record reviews were used to gather data about program quality.

**Program Specialist -** Federal staff of the regional offices of the Administration for Children and Families who provide help and assistance to the local Head Start program. Programs should direct policy questions about Head Start policy to this person.

**Program Year** - The period during which grant funds must be expended or obligated. The program year beginning sending dates for individual Head Start/Early Head Start programs is not the same for every grantee.

**Program Year End (PYE) -** The date that a grantee's current Head Start/Early Head Start grant expires.

**Program Resources & Outcomes Management Information System (PROMIS)** - PROMIS is the web-based system that tracks children and their families, their health records, income and assistance information, and educational and occupational status.

**Public Law (P.L.) 94-142/P.L. 99-457 -** These Acts support the Education of all Handicapped Children by providing the foundation for a free appropriate public education for children with disabilities from age 3 through 21 in the least restrictive environment. Included are incentives for serving children birth through three. Head Start is mandated to recruit and enroll children with disabilities, to equal at least 10% of their total enrollment. (See also Individuals with Disabilities Education Act).

**Q**

**Quality Improvement Plan (QIP)** - The document developed by the grantee to respond to then on-compliance issues identified by the federal program on-site review.

**R**

**Risk Management Process -** The Risk Management Process (RMP) integrates the funding, monitoring, and technical assistance processes for all grantees which became fully operational in

April 2008. The RMM was implemented by the Office of Head Start. The RMP, repeated each year about seven months in advance of funding continuation, includes a central component to the process, the Risk Management Meeting (RMM), to recognize grantees’ strengths, identify areas that need improvements and develop plans to address such needs.

**Recruitment Area -** The geographic locality within which a Head Start/Early Head Start program seeks to enroll Head Start/Early Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area

(45 CFR 1305.2(o).

**R (continued)**

**Regional Administrator (RA)** - The federal official that leads each federal ACF regional office

**Regional Offices (RO) -** There are ten regional offices and two branches, American Indian/Alaska

Native Program and the Migrant and Seasonal Program, all of which administer all ACF programs including the Head Start/Early Head Start program. Responsibilities include providing stewardship, monitoring, and funding grants.

**Request for Proposals (RFP) -** The formal system whereby the federal government or other funders solicit bids from agencies and institutions.

**Revisiting and Updating the Multicultural Principles for Head Start Programs Serving Children Ages Birth to Five -** This illustrated booklet describes ten principles related to individualized services for children and families. Grantee and delegate agencies incorporate these principles in carrying out the Head Start/Early Head Start Programs to ensure that every child, family, and staff member feels respected and valued and is able to grow by accepting and appreciating differences.

**S**

**Scientifically based reading research\*** - Research that includes the application of rigorous, systematic and objective procedures to obtain valid knowledge relevant to reading development, reading instruction, and reading difficulties.

**Scientifically valid research\* -** Includes applied research, basic research, and field-initiated research in which the rationale, design, and interpretation are soundly developed in accordance with principles of scientific research.

**Screening -** An initial review at a child's level of functioning in fine and gross motor, cognitive, speech and language, social and emotional development, and hearing and vision, as well as health information. The screening process should include obtaining a developmental and health history, observations from the parents, and input from teachers based on their observations. The screening process must use a valid, reliable, culturally relevant, and appropriately standardized tool. The screening process identifies children who need referral for diagnostic evaluation.

**Self-Assessment -** A required process whereby the staff, parents, and community of a local Head Start/Early Head Start program annually assess their total program services for compliance with the Head Start Program Performance Standards, and other federal requirements. The results of the assessment are used to guide decision-making for continuous program improvements.

**Service Area** - The geographic area identified in an approved grant application within which a grantee may provide Head Start/Early Head Start services (45 CFR 1305.2(r)).

**Social Services Block Grant (SSBG) -** A block grant to states that have responsibility for determining services, the distribution method, and eligibility requirements for the purpose of helping families achieve self-sufficiency; to prevent or remedy neglect, abuse, or exploitation of children or adults, to avoid or reduce institutionalization; and to provide appropriate referral for institutional care.

**SpecialQuest Birth to Five –** SpecialQuest Birth–Five: Head Start/Hilton Foundation Training Program to Support Inclusive Early Childhood Services is a national grant awarded from the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start. SpecialQuest Birth–Five focuses on inclusion for children with disabilities ages birth through five (pre-kindergarten) and their families, particularly those in Head Start along with Child Care, Early Intervention/Part C, Early Childhood Special Education/619, family support, and other related programs.

**State Children's Health Insurance Program (SCHIP) -** The State Children's Health Insurance Program (SCHIP) was created by the Balanced Budget Act of 1997, enacted Title XXI of the Social Security Act. SCHIP offers opportunities for low-income families to obtain health insurance for their children. Its primary focus is to initiate and expand health insurance coverage for low-income uninsured children.

**S (continued)**

**Steps to Success** - Steps to Success includes the development of training materials and other resources that draw upon current research and effective practices related to staff development and early literacy. The Decision Maker Guide [create hyperlink] is part of Steps to Success: An Instructional Design for Early Literacy Mentor-Coaches in Head Start and Early Head Start. Steps to Success is designed to support the ongoing mentor-coaching initiative in programs.

**T**

**Temporary Assistance for Needy Families (TANF) -** TANF replaces the former AFDC and JOBS programs, which was enacted in the welfare reform act, Personal Responsibility & Work Opportunity Reconciliation Act of 1996 (PL 104-193). This block grant to states covers benefits, administration,

expenses, and services. States determine eligibility and benefit levels and services provided to needy families.

**Training Guides** - Sets of skill-based training guides address such topics as, management, education, social services, health, transition, disability services, and parent involvement. Programs are encouraged to use these guides to train staff, parents, and the community. The guides are available on CD-ROM and can be ordered online [create a hyperlink] to or by contacting HSKIMS toll-free at 1-866-763-6481.

**Training and Technical Assistance (T/TA) -** Training and technical assistance (T/TA) utilizes the services of experienced content specialists and managers who are part of the Office of Head Start’s National T/TA Network.

**U**

**United States Department of Education (ED) -** ED was created in 1980 by combining offices from several federal agencies. ED's mission is to promote student achievement and to establish policies on federal financial aid for education, to collect data on America's schools and to foster educational excellence and ensure equal access.

**United States Department of Health and Human Services (HHS) -** HHS is the federal government's principal agency for protecting the health of all Americans and providing essential human services, which includes 300 programs that covers a wide spectrum of activities. Agencies specific to Head Start and Early Head Start services include the Administration for Children and

Families (ACF) and Administration on Children, Youth and Families (ACYF).

**United States Department of Housing and Urban Development (HUD)** - The federal agency responsible to increase homeownership, support community development and increase access to affordable housing free from discrimination.

**Unobligated Balance** - The portion of the funds authorized by the Federal-awarding agency that has not been obligated by the recipient and is determined by deducting the cumulative obligations from the cumulative funds authorized.

**Unresolved Area of Noncompliance\*** - Applies to the failure to correct a noncompliance item within 120 days, or within such additional time (if any) as is authorized by the Secretary of Health and Human Services, after receiving from the Secretary notice of such noncompliance item, pursuant to section 641A(c).

**V**

**Vacancy** - An unfilled enrollment opportunity for a child and family in the Head Start or Early Head Start program (45 CFR 1305.2(s)).

Head Start Knowledge and Information Management Services

4/2022 EHS-HS Team/ADMIN/Procedure Manual/Miscellaneous/Child and Family Development Program Dictionary