
The following definitions apply to Economic and Employment Services (EES) programs.

Accredited	A child care center evaluated by the Academy of Early Childhood Programs of the National Association for the Education of Young Children and recognized as meeting high standards and providing a quality early childhood program. A family child care home evaluated by the National Association for Family Child Care and recognized as meeting high standards in the following areas: Relationships, Environment, Activities, Developmental Learning Goals, Safety and Health, and Professional and Business Practices.
Actual Hours	The actual number of hours a child spent in the provider's care during a payment month as reported on the provider's attendance record.
Affordable Child Care	The family has sufficient income or assistance through the child care subsidy program to pay the costs of care.
Agency Overissuance	An overissuance which is caused by agency action (at any level) or failure to take required action.
Allotment	Allotment means the total value of benefits a household is authorized to receive during the month.
Applicant	A person who submits an application for benefits.
Application Date	The date upon which a signed application is received in the local office. When establishing a new Income Eligible Child Care case, this date is normally used as the initial eligibility date for child care services and the effective date of the initial child care plan.
Appropriate Child Care	A regulated facility meets or exceeds minimum licensing and registration regulations. A non-regulated legally exempt provider who has completed a Health and Safety Standards Check List (ES-1652 or ES-1653) and maintains a facility that meets or exceeds minimum standards/
Assistance Planning	Assistance planning relates to the consideration of certain individuals living together as a family group. The assistance plan shall consist of those members in the family group who are part of the mandatory filing unit and who are applying for or receiving cash assistance, plus other family group members for whom assistance is requested.
Authorized	Indicates final approval of a child care plan or payment issuance.
Beginning Months	A beginning month is either of the first two consecutive months for

which a household is certified to receive benefits initially or following a break in certification of one month or more as a monthly reporting household.

Benefit Month	A benefit month is a calendar month for which the agency issues a benefit (also known as issuance month).
Boarders	Individuals or groups of individuals residing in a commercial boarding facility, or residing with others and paying reasonable compensation to the others for meals.
Break in Assistance	A full calendar month in which there is no eligibility for assistance and no benefits are issued.
Canceled Plan	A child care plan which was never used, and no payments have been or will be issued to the provider (see also terminated plan).
CANIS	Child Abuse and Neglect Information System.
Capacity	The maximum number of children allowed by license or certificate of registration to be present at any one time in a child care facility.
Caretaker	<p>For TAF, a caretaker is any of the following: 1) a blood or adoptive relative within the fifth degree of kinship to the dependent child; 2) a stepparent or stepsibling; 3) a court appointed guardian, conservator or legal custodian; or 4) the spouses or former spouses of any of these persons. (See 2220.)</p> <p>A caretaker is the person who is assigned the primary responsibility for the care and control of the child either singly or, in the case of a caretaker and spouse who live together, jointly. For married couples other than the child's parents (e.g., grandparents, aunt and uncle, etc.), caretaker status can be extended to both individuals.</p>
Case Initiation	Initial efforts taken to establish a child care case for new applications.
Case Management	A process designed to support and strengthen the client's capacity to become self-supporting and to help assure that clients and their families have access to resources and opportunities for self-support. The case management process involves assessment, planning, decision making and problem solving. The worker, client, and service provider (if applicable) form a partnership in this process.
Child	As a general rule, a person who is under the age of 18 years old and is not able to act in their own behalf per 2110. In addition, for <u>TAF, MA</u>

and CC purposes, a child also includes an individual who is 18 and working towards attainment of a high school diploma or its equivalent. For Medicaid poverty level and HealthWave purposes, a child is defined under the age of 19. For CI purposes, a child can include an individual under 21 years of age residing in a Medicaid accredited psychiatric hospital or nursing facility or under 22 if receiving psychiatric care on their 21st birthday.

Child Abuse And Neglect	Refer to Children and Family Services Policy and Procedure Manual
Child Abuse and Neglect Registry	A computerized name-based list of persons who have been confirmed for child abuse or neglect or sexual abuse. The name of a perpetrator is not confirmed in the central registry unless and until they have been afforded an opportunity for an interview and have exercised their right of appeal or the time limit for appeal has expired without action.
Child At-Risk	A child who is “at-risk” of being abused and/or neglected. Examples of factors that may contribute to risk of a child being abused or neglected include family situations involving drug and alcohol abuse, mental health problems, family violence, acute financial stress, recent divorce and/or separation.
Child and Adult Care Food Program (CACFP) Participant	A licensed or registered child care provider receiving financial reimbursement for food expenditures from the State Department of Education for meals served to low income children.
Child Care	A service for a child based on the demonstrated needs of the child and/or his or her family.
Child Care Association	A local or state organization whose purpose is to provide a variety of direct or support services for child care providers, parents, employers, and other agencies. Examples of services include resource and referral services, in-service training, program resources, sponsorship of the Child and Adult Care Food Program and other support services for parents and providers.
Child Care Center (CCC)	A facility which provides, (1) care and educational activities for 13 or more children for more than three hours and less than 24 hours per day including daytime, evening, and nighttime care or, (2) before-and-after school care for school age children. A facility may have fewer than 13 children and be licensed as a center if the program and

building meet child care center regulations.

Child Care
Critical Incident
Non-Abuse
Neglect

An incident that potentially may draw political, legislative, or public attention or media involvement. Examples may be Emergency Suspension due to issues not related to abuse or neglect (such as overcapacity) that have come to the attention of media. Emergency closing by a provider resulting in large displacement of children from families receiving DCF benefits and has come to the attention of the media. Federal Fraud investigation initiated. **CFS completes all Critical Incident Reports on Child Care Providers when there is alleged Abuse or Neglect.**

Child Care
Facility

A licensed child care center, preschool, family child care home, group family child care home, registered child care home, public school, or Head Start program that provides care for part of the 24 hour day for a child who is not related by blood, marriage, or adoption to the owner or operator. The facility includes physical structure, staff, furnishings and program materials used to deliver the service.

Child Care
Facility Surveyor

A person employed by the State or local Health Department who approves facilities for licensure or registration.

Child Care Plan

The document given to an eligible client that identifies hours child care is authorized, and the amount of any family share deduction.

Child Care
Subsidy

Benefit issued by DCF for all or a portion of a family's child care costs.

Child Care
Subtypes

The coding for child care funding which is based on eligibility rules. The child care subtypes are:

- (a) (AE) Child Care funded by Vocational Rehabilitation.
- (b) (JO) Child Care for families with at least one person in the assistance plan receiving TAF.
- (c) (EM) Eligible Child Care for all other families where no one in the assistance plan received TAF.

Child
Development
Associate (CDA)

A national credentialing program administered by the Council for Early Childhood Professional Recognition in Washington, D.C. that is designed to enhance the Quality of child care. The national standards used to evaluate a caregiver's performance with children and families are divided into six goals which are common to all child care settings and 13 functional areas.

Client

Person applying for, or receiving benefits. The term client encompasses the terms, applicant; recipient; parent-guardian-caretaker, customer and consumer.

Client Overissuance	An overissuance which is caused by a misunderstanding or by an unintentional error on the part of the household. This type of overissuance is also known as a client-caused nonfraud overissuance.
Communal Dining Facilities	A communal dining facility means any facility such as senior citizens' centers, apartment buildings occupied primarily by elderly persons and SSI recipients and their spouses, any public or nonprofit private school (tax exempt) which prepares meals especially for elderly persons during special hours, and certain other public or nonprofit private establishment (tax exempt) which prepare and serve meals for the elderly. It also means a private establishment which is under contract with the State agency to offer low cost meals to elderly persons and SSI recipients and their spouses. Such facilities must specify in their contract the approximate prices which will be charged and may accept food stamp benefits only after authorization from FNS. Eligible household members 60 years of age or older and their spouses or those receiving SSI and their spouses may use food stamp benefits to purchase meals prepared especially for them at communal dining facilities authorized by FNS for that purpose.
Complaint	A communication, either written or verbal, alleging children have been abused and/or neglected or a provider is in non-compliance with statutes, regulations, or payment policies and procedures.
Complaint Investigation	An investigation by DCF, KDHE, and/or Law Enforcement which includes allegations of child abuse or neglect, alleged violations of KDHE regulations as conditions of licensure or registration, alleged failure to meet regulatory standards by a home approved to care for youth 16 years or older or a relative home, or alleged failure to comply with terms of a provider agreement between DCF and the child care provider.
Compliance	The condition which exists when all the relevant statutes, administrative regulations, agency policies and procedures are met by the child care facility.
Contracted Employment Services	Employment related services which are provided to work program participants by a provider based on the provision of a provider agreement. Services include: Job Development, Placement, and Monitoring; On-the Job Training (OJT) Development, Placement, and Monitoring; Comprehensive Job Coaching; Job Club Workshop; Life Skills Workshop; Job Retention; Special Projects; and Vocational Assessment; Adult Education; TABE; Domestic Violence; Job Skills Training; LD Diagnostic; Mental Health Supported Employment; Parenting; Psychological Assessment; Substance Abuse Education; Transportation; Combined Job Club/Life Skills; Pilot Project; and Job

	Readiness.
Coordinated Transit District	Kansas Department of Transportation designated public or not-for-profit agency with an established purpose to distribute federal and state funds and monitor implementation of passenger transportation services in a designated area of the State. There are fifteen Co-ordinated Transit Districts throughout Kansas.
Corporal Punishment	Activity directed toward modifying a child’s behavior by means of physical contact such as spanking with the hand or any implement, slapping, swatting, pulling hair, yanking the arm or any similar activity.
Corrective Action	Changes in the environment, behaviors, procedures, supervision, the operator of a child care center or home must take to be in compliance with statutory, regulatory or Provider Agreement requirements.
Court-Ordered Supervision	An order from court action which designates that person or agency responsible to maintain supervision of a minor.
Denial (Provider)	An official refusal by KDHE or DCF to grant licensure, registration and/or a Provider Agreement due to one or more of the following reasons: <ul style="list-style-type: none"> --noncompliance with KDHE regulations, --noncompliance with DCF policies and procedures, --deliberate falsification of information, either verbally or in writing, --failure to complete the approval process, --children being “at risk” of abuse or neglect or who have been abused or neglected, and/or --services do not meet the development needs of DCF eligible children
Developmentally Delayed	Children having one or more conditions which impede the appropriate behavior of their chronological age in one or more of the following areas: motor functioning, self-help skills, cognition, communication, or interaction with their social and/or physical environment. Special assistance is required to minimize or to compensate for the identified limitation.
Disabled	Disabled is defined for food stamp program purposes as any person who meets one of the following criteria. The disability of the individual must be verified in accordance with this definition. For ease of reference, the mandatory verification requirements are specified following each of the disability criteria.

Disabled is any person who:

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- (1) receives Supplemental Security Income (SSI) benefits for disability or blindness under title XVI of the Social Security Act or receives disability or blindness benefits under title II of the Social Security Act. Receipt of the above benefits must be verified for an individual to be considered disabled under this criteria. Individuals are also considered disabled when receiving presumptive SSI benefits. Individuals considered 1619b are also considered disabled for food assistance purposes. Such individuals continue to be blind or continue to have the disabling physical or mental impairment on the basis of which he was found to be under a disability and, except for his earnings, meets all non-disability-related requirements for eligibility for benefits under this title. NOTE: 1619b SSI recipients, though considered disabled, are not considered categorically eligible for food assistance.
 - (2) is a veteran with a service-connected or nonservice-connected disability rated by the Veteran's Administration (VA) as total or paid as total by the VA under title 38 of the United States Code. For verification of disability under this criteria, the household must present a statement from the VA which clearly indicates that the disabled individual is receiving VA disability benefits and that the disability is rated as total or paid at the total rate by VA.
 - (3) is a veteran considered by the VA to be in need of regular aid and attendance or permanently housebound under title 38 of the United States Code; or is the surviving spouse of a veteran and considered by the VA to be in need of regular aid and attendance or permanently housebound; or is a surviving child of a veteran and considered by the VA to be permanently incapable of self-support under title 38 of the United States Code. Verification that the disabled individual is receiving VA disability benefits is sufficient verification of disability under this criteria.
 - (4) is a surviving spouse or child of a veteran and:
 - (a) is receiving, or is approved for, compensation of pension benefits through the Veterans Administration under title 38 of the United States Code as a result of the veteran's death; and
 - (b) has a disability that would be considered permanent under section 221(l) of the Social Security Act (whether or not the individual has applied for or been approved for any benefits for that disability).
 - (5) receives disability retirement benefits from a governmental agency because of a disability considered permanent under section

221(l) of the Social Security Act.

NOTE: The specific impairments which are classified as permanent disabilities under section 221(l) of the Social Security Act are found in the Appendix.

If it is obvious to the worker that the individual has one of the listed disabilities, the household shall be considered to have verified the disability. If disability is not obvious to the worker, the household shall provide a statement from a physician or licensed or certified psychologist certifying that the individual has one of the nonobvious disabilities as a means for verification of disability under items 4 and 5 of this page.

- (6) receives an annuity payment under section 2(a)(1)(iv) of the Railroad Retirement Act of 1974 and is determined to be eligible to receive Medicare by the Railroad Retirement Board; or receives an annuity payment under section 2(a)(1)(v) of the Railroad Retirement Act of 1974 and is determined to be disabled based upon the criteria used under title XVI of the Social Security Act. For verification of this criteria, the household shall provide proof that the individual receives a Railroad Retirement disability annuity from the Railroad Retirement Board and has been determined to qualify for Medicare.
- (7) is a recipient of disability-related medical assistance benefits under title XIX of the Social Security Act. In Kansas, anyone receiving medical assistance (including persons on a spenddown) as a result of a disability determination made by DDS per 2662.2(3) or a Tier 1 presumptive determination in accordance with 2662.1 would qualify as disabled for the purposes of this provision.

Disaster For purposes of replacing food destroyed in a disaster, a household disaster includes fire, flood, tornado and accompanying loss of electricity. A disaster would also include loss of electricity due to ice/thunderstorms and household misfortunes such as: appliance breakdowns, sewer back-ups and resulting flooding and other household misfortunes that result in loss of food purchased with food stamp benefits.

Discipline The ongoing process of helping children develop inner control to be able to manage their own behavior in a socially approved manner.

Displacement A term used to describe working conditions of regular employees in businesses where work program participants are placed in work sites

or OJT contracts. The assignment of the participant may not infringe in any way on the employment of the regular employee which includes the reduction of non-overtime hours, wages, employment benefits, or promotional opportunities.

Effective Date The date upon which a child care plan becomes effective, and the first day for which benefits may be issued for child care services.

Effective Period The period that begins with the effective date of a child care plan, and ends up to twelve calendar months later upon the expiration date of the plan. The effective period of a child care plan must fall within the family’s eligibility period for child care services.

Elderly For food stamp program purposes, elderly is defined as any person who is 60 years old or over; a person who is 59 years old at the time of application, but who will be 60 years old by the end of the month of application shall be considered elderly under this provision.

Eligibility Date The date upon which a family or child becomes eligible for child care benefits and the first day for which benefits may be issued for child care services if used as the effective date of a child care plan. For new Child Care cases, this is normally the date the application is received in the local office. For case reviews, normally it is the first day following the end of the previous eligibility period.

Eligibility Period The period that begins with the eligibility date for child care benefits and ends twelve calendar months later, during which time benefits may be issued for child care services if a child care plan is authorized.

Eligible Foods Food stamp benefits can be used to purchase the following eligible foods:

- (1) Any food or food product intended for human consumption except alcoholic beverages, tobacco, and hot foods and hot food products prepared for immediate consumption;
- (2) Seeds and plants to grow foods for the personal consumption of eligible households;
- (3) Meals prepared and delivered by an authorized meal delivery service to households eligible to use benefits to purchase delivered meals; or meals served by an authorized communal dining facility. (See definition of communal dining facilities.)
- (4) Meals prepared and served to households eligible to use benefits

in institutions defined in 4230.

Also refer to the list of eligible foods in the Appendix Section.

Enrollment	The number of children enrolled and present at any given time. Example: A preschool licensed for 24 children could operate two part-day sessions enrolling 48 or more children on any given day depending on the hours of attendance so long as no more than 24 children are there at any one time.
Enrollment Fee	An initial one-time fee subsidized by DCF to enroll a child for care.
Ex parte Review	A redetermination of medical eligibility made by the agency without the involvement of the recipient. The ex parte review uses information available to the agency, through the casefile and computer systems. Information as old as one year may be used provided it is believed to be accurate.
Expiration Date	The date upon which a child care plan is scheduled to expire, and the last day for which benefits may be issued for child care services. The expiration date may be no more than twelve calendar months following the effective date of the child care plan, and may not occur after the end of the eligibility period.
Expungement of Child Abuse And Neglect Central Registry	A written request to the Secretary of DCF by an individual identified as a confirmed perpetrator of abuse or neglect to have his or her name removed from the child abuse and neglect registry. Refer to Children and Family Services Policy and Procedure Manual.
Extraordinary School Day	Public schools use school personnel to provide before and after school activities for school age children. This care is legally exempt as defined by KDHE as it is an <u>extension</u> of the school day.
Family Child Care Home (Non-Relative)	Out-of-home child care provided by a non-relative in the non-relative's own home.

Family Group	A family group is defined as the client and all individuals living together in which there is a legal and/or caretaker relationship. (See 2220 for temporary absences.)
Family Members Living Away from Home	A person living away from home is considered a child care family member if the person maintains his permanent residence with that family and continues to function as a family member even if the maintenance provided is inadequate.
Family Size	The number of persons living in the household who shall be included when determining financial eligibility for child care assistance.
Family Share Deduction	An amount that is deducted from the child care benefit before it is issued to a parent's EBT card/account, determined by family size and income. DCF will issue benefits to the client's EBT card/account for the total cost of care (at DCF payment rates) after first subtracting any family share deduction assignment.
Family Income and Share Deduction Schedule	The schedule showing family share deduction amounts based on gross income and number of people in the family. The schedule applies to income eligible families.
FARMS	(Financial Accounting and Reporting Management System) Vendor payment system which generates payment and remittance information from which provider payments are made.
Federal Earned Income Tax Credit (EIC)	A program administered through the Internal Revenue Service which provides a special tax benefit for low income employed individuals and families. Eligible individuals can select to receive the benefit in a lump sum payment at the end of the year or may choose to receive the benefit as part of their paycheck throughout the year, commonly referred to as the Advance Payment Option.
Fleeing Felon	A fleeing felon is an individual who is avoiding prosecution or custody for a crime, or an attempt to commit a crime, that is classified as a felony.
Foster Care	Out-of-Home placement of a child in DCF custody in a licensed or approved facility.

<p>Fraud Overissuance</p>	<p>An overissuance which is the result of intentional program violation on the part of the household. To be determined as a fraud overissuance, one of the following criteria shall have been met:</p> <ol style="list-style-type: none"> (1) An administrative disqualification hearing official or a court of appropriate jurisdiction has determined that a household member committed intentional program violation (fraud) as defined in 11210.3; (2) An individual is disqualified as a result of signing a waiver of his/her disqualification hearing as discussed in 11250.3; or (3) An individual is disqualified as a result of signing a disqualification consent agreement as a condition for diversion (deferred adjudication) on cases referred to a court of appropriate jurisdiction.
<p>Group Family Child Care Home</p>	<p>Child care is provided in a non-relative home by at least two adults for a maximum of 12 children under 16 years of age with a limited number of children under kindergarten age.</p>
<p>Guardian</p>	<p>An adult who has been declared legally responsible for the performance of parental functions for a minor. Parental functions are the provision of food, clothing, shelter, or supervision of the minor.</p>
<p>Homeless Individual</p>	<p>A homeless individual is defined as an individual who lacks a fixed and regular nighttime residence or an individual whose primary nighttime residence is:</p> <ol style="list-style-type: none"> (1) a supervised shelter designed to provide temporary accommodations; (2) a halfway house or similar institution that provides temporary residence for individuals intended to be institutionalized; (3) a temporary accommodation for not more than 90 days in the residence of another individual; or (4) a place not designed for, or originally used as, a regular sleeping accommodation for human beings. <p>NOTE: Residents of battered women’s shelters are considered homeless. Residents of alcohol and drug abuse treatment facilities are NOT considered homeless.</p>
<p>Homeless Meal Provider</p>	<p>A homeless meal provider is defined as a public or private nonprofit establishment (e.g., soup kitchen, temporary shelter), approved by the Area Office, that feeds homeless persons. The Area Chief or his/her designee shall be responsible for determining if the provider, based upon sufficient evidence, does in fact serve meals/food to homeless persons.</p>

Hourly Rate	The provider’s charge per hour to a client who purchases child care services.
Household	Household normally refers to food stamp household. The household consists of all persons who live together and purchase and prepare meals together, or who are required to do so. See KEESM 4211.
Informal Child Care	Care for a child which is legally exempt from regulation
In-Home Care (INH) (Non-Relative)	Child care provided in the child’s own home by a person at least 18 years of age who is not a member of the eligible family assistance case, KsCares case, or living in the same physical household.
In-Home Care (INH) (Relative)	Child care provided by a relative at least 18 years of age who is not a member of the eligible family assistance case, KsCares case, or living in the same physical household.
In LOCO Parentis	The person with the legal right and responsibility to act as parent.
In-Service Training	Job related training programs designed to improve the competency of a child care provider, staff or volunteer which will enable the participant to meet licensing and provider payment requirements.
Income Eligible	Families whose income does not exceed the current year’s federal poverty level for their family size by more than 85%. See the DCF Family Income and Share Deduction Schedule for specific income limitations.
Income Eligible (EM) Child Care	Benefits for families in which no one in the assistance plan receives TAF and whose income falls within 185% of the current federal poverty level, and child care is not being funded by Vocational Rehabilitation. These families may be food stamp and/or Medicaid recipients
Income Month	An income month is the calendar month from which the agency uses income and deductions to determine the household's benefits for a corresponding benefit month.
Infant	A child whose chronological and/or developmental age is between birth and 12 months. Licensed and registered providers may care for infants from birth. Child Care Centers may care for infants from age two weeks.

Information and Referral (I & R)	Inquiries received at intake which result only in the provision of information to the reporter or a referral for assistance elsewhere.
Integrated Program	A child care facility program enrolling developmentally delayed children in which at least one-third and not more than two-thirds are in need of special services.
Intensive Case Management	<p>An individualized holistic service provided to those individuals with severe multiple, and often persistent, barriers to self-sufficiency. Severe barriers may include, but are not limited to, chronic or recurring mental illness, mental retardation, drug or alcohol addiction, learning disabilities, criminal records, low academic achievement, domestic violence, multiple spells of public aid, poor or no work history, teen parents and domestic life complication precluding sustained employment leading to self-sufficiency. Individuals may have a combinations of barriers.</p> <p>Intensive case management, as opposed to case management, provides more immediate and frequent individualized contacts for the purposes of information sharing, decision making, monitoring, problem solving, motivation and guidance. Intensive case management contacts include frequent phone or face-to-face meetings, and may occur in the DCF office, the individual’s home, work sites or other appropriate locations such as collateral local helping agencies, schools, medical, legal, and ADA treatment providers, law enforcement offices, or offices of providers under contract to DCF.</p> <p>Intensive case management services may be on-going over time based upon the changing needs of the individual. Intensive case management services require referrals to, and close collaboration with, other local helping services.</p>
(JO) Child Care Subtype	See TAF (JO) Child Care Subtype definition.
Job Contact	Area EES staff have flexibility to define the requirements of a “job contact” in order to address the specific local issues.
Juvenile Offender	A person 10 or more years of age but less than 18 who commits an act while a juvenile which if done by an adult would constitute the commission of a felony or misdemeanor (K.S.A. 38-1602).

<p>Kansas Child Care Training Opportunities (KCCTO)</p>	<p>A non-profit statewide organization established for the purpose of improving the quality of child care services children receive by providing accessible, low cost, in-service training for caregivers.</p>
<p>Kansas Board of Regents (KBOR) Loan Program</p>	<p>A post-secondary education program established by the 2002 Kansas Legislature to provide training for WIA recipients and former TAF clients who have lost TAF eligibility within the last 3 years.</p>
<p>Kansas Board of Regents (KBOR) Waiver Program</p>	<p>A post-secondary education program established by the 2002 Kansas Legislature to provide college and training for former foster children who aged out of foster care.</p>
<p>Kansas Department of Education (KDOE)</p>	<p>The state agency responsible for administering the Child and Adult Care Food Program (CACFP) and the Special Education (part-day) programs for developmentally delayed or preschool age children having handicapping conditions.</p>
<p>Kansas Department of Health and Environment (KDHE)</p>	<p>The state agency responsible for licensing and registration of Child Care Centers, Preschools and Family Child Care Homes.</p>
<p>Kansas Earned Income Credit</p>	<p>A tax credit available to qualifying low income Kansas residents. The Kansas EIC is equal to ten percent of the allowed federal EIC.</p>
<p>Known to the Agency</p>	<p>Food Stamps, Cash, and Medical Programs - If the casefile or KAECSES AE clearly documents the caseworker's direct knowledge of a change in circumstances, the change is considered known to the agency.</p> <p>Child Care - If the case file or KsCares clearly documents the caseworker's direct knowledge of a change in circumstances, the change is considered known to the agency.</p>
<p>License</p>	<p>A document issued by KDHE which authorizes the licensee to operate and maintain a child care facility, agency, or maternity center.</p>
<p>Licensed Child Care Home (LIC)</p>	<p>A home where child care is provided for a maximum of 10 children under 16 years of age, not more than six of whom are under kindergarten age for a period of time not to exceed 18 hours per day.</p>

DEFINITIONS OF COMMON TERMS

05-16

Legally Responsible Person	The legally responsible relative is that person who has the legal responsibility to provide support for the person in need (spouse for spouse and parent for child).
Local Workforce Investment Board (LWIB)	In partnership with the chief elected official(s), the LWIB sets policy for the portion of the statewide workforce investment system within the local plan.
Long Term	For TAF Work Program purposes, Long Term basis is defined as one year or longer.
Low Income	Families whose income does not exceed the current year's federal poverty level by more than 85%, for their family size. Refer to the DCF Family Income and Share Deduction Schedule for specific income limitations.
Mandatory Filing Unit	The mandatory filing unit is defined as those persons within the family group who are required to be included in determining eligibility and amount of benefits. A cohabiting boyfriend or girlfriend of the legally responsible person of the child will be included as part of the mandatory filing unit.
Meal Delivery Service	A meal delivery service means a political subdivision, a private nonprofit organization which is recognized as tax exempt by the Internal Revenue Service (IRS), or a private establishment with which the State or local agency has contracted to provide meals at confessional prices. Such organizations may accept food stamp benefits only after authorization by FNS. Eligible household members 60 years of age or older or members who are housebound, physically handicapped, or otherwise disabled to the extent that they are unable to adequately prepare all their meals, and their spouses, may use food stamp benefits to purchase meals prepared for and delivered to them by a nonprofit meal delivery service authorized by FNS.
Migrant	A migrant is a person who moves on a regular basis to find work in harvesting crops or other agricultural activities.
Minor	A person who is less than 18 years old.
Minor Able to Act in Their Own Behalf	A minor determined to be emancipated or a non-emancipated minor whose parents are deceased, institutionalized, or whose whereabouts are unknown; no other caretaker is available or willing to assume parental control; or the minor's health and safety would be jeopardized by remaining in the parent/caretaker's home.

Monitoring	Periodic desk audits and on-site evaluations of facilities for the purpose of determining operational and program performance in accordance with the laws, regulations, and Provider Agreements under which the facilities operate.
Non-Emancipated Minor	A person who is less than 18 years old, who has not been emancipated, and who is not and has never been married.
Not-for-Profit Center or Organization	Facility or organization incorporated in Kansas as not-for-profit and governed by a board of directors. All revenue received is expended for the purpose of providing services as outlined in the center/organization’s Articles of Incorporation.
Notice of Action	Written notification to an individual of a DCF finding, decision, or action concerning the recipient.
NPA Household	An NPA food stamp household is one in which at least one member is <u>not</u> receiving public assistance or Supplemental Security Income (SSI).
Occupational Outlook	Book from the Department of Human Resources indicating potential for employment in a given field.
Out-of Home Relative Care	Child care provided by a relative in the relative’s own home that has met approved standards.
PA Household	A PA food stamp household is one in which <u>all</u> members are receiving public assistance and/or Supplemental Security Income (SSI).
PCA Code	Program Cost Accounting Code is the number used to designate the program code from which child care is paid. KsCares automatically assigns the PCA Code based on the CC Subtype that is assigned to each month of a Child Care Plan.
Post-Confirmation Corrective Action Plan	A written agreement between DCF and an identified perpetrator of child abuse and/or neglect stating specific action to be taken by the perpetrator within a designated period of time. Successful completion of the action will prevent entering the perpetrator’s name in the CAN Central Registry.

Probation/Parole Violator	A person who is violating a condition of his/her probation or parole under a federal or state law.
Program Director	The staff person of a child care center or preschool who meets the requirements for this position, is approved by KDHE, and is responsible for implementing and supervising the program.
Progress Review	Progress reviews are completed while a work program participant is involved in component activity and should assess whether the participant is making satisfactory progress in the component. EES management areas may establish progress review procedures to meet the Area's unique situation. Local procedures will address the need for face-to-face reviews for any or all components.
Prohibited Person	An individual who may not reside, work or volunteer in a child care facility as described in K.S.A. 65-516.
Project Area	A project area is the administrative unit for Food Stamp Program operation. In Kansas, the State is the project area.
Proprietary Center	A facility owned and operated by a person or business concern for the purpose of earning a profit. Funding is obtained primarily from fees charged for services.
Prospective Budgeting	Prospective budgeting is the calculation of a household's eligibility and allotment amount based on an estimate reflecting circumstances as they were, or are expected to be, in the calendar month for which eligibility and allotment amount are being calculated.
Provider	A person, firm, corporation, public school, Head Start or association which provides child care services.
Provider Enrollment	A registration process to gather needed information for approval of a child care provider, to set rates and issue benefits.
Provider ID	The 7 digit vendor identification number by which the provider is known on the EBT Merchant Management System. The same number is used to identify providers on the KsCares system.
Provider Mailing Address	The address where the provider's notices and other information will be mailed.

Provider Payment Address	The address where checks payable to the provider for child care services rendered will be mailed.
Provider Street Address	The address of the residence or facility where child care services are actually provided.
Provider Type	Provider types include Child Care Centers (CCC), Licensed Homes (LIC), Registered Homes (REG), Out-of Home Relative Providers (REL), and In-Home Care (INH).
Purchase and Prepare Statement	A statement written by a food stamp household which states that they are purchasing and preparing food separately from others living in the home.
Reasonable Distance	Total daily transport time to and from home to the child care provider does not exceed 2 hours. If a longer transport time is generally accepted in the community, the round trip transport time shall not exceed the generally accepted community standards.
Reasonable Effort	Three well-documented attempts to have a face-to-face contact with the provider.
Reasonable Time	The response time to a report of abuse, neglect, or sexual abuse. In no instance shall the response time exceed 20 working days. Refer to Children and Family Services Policy and Procedure Manual.
Registered Family Child Care Home (Reg)	A facility which gives regular child care for no more than 18 hours a day to six or fewer children less than 16 years of age away from the child's home. The total includes the family's own children less than 12 years of age, and may not include more than three children under 18 months. The family child care home shall be maintained in the residence of the provider.
Regular Household	A food stamp household which contains no elderly or disabled members. (See definitions for elderly and disabled in this section.)
Report Month	The report month is the month in which the monthly report form is scheduled to be received by the agency

Residential Custody	When a court order grants joint custody of a minor to two estranged parents, one parent is often given residential custody of the minor. The minor's primary residence will be with the parent who was granted residential custody, and that parent will be the minor's primary caretaker. The parent with residential custody will normally be designated as the case head for the minor's child care case.
Resource & Referral Agency (R&R)	A licensed association, organization, individual, or corporation providing support services for families in need of child care services. These agencies provide families with information regarding the availability, types, costs and locations of child care services. They also provide recruitment, training and technical assistance to child care providers.
Respite Care	Child care which is provided to allow a client time away from a child. This type of care can no longer be paid from child care funds.
Retention Services	Services to participants which remove barriers and provide skills for retaining employment. Services may include, but are not limited to, pre-employment workshops, post-employment workshops, support groups, one-on-one post-employment follow-up, and monitoring of employment programs, upgrade skills, education or training.
Retroactive Cash Assistance Payment	For food stamp purposes, a retroactive cash assistance payment is defined as a cash payment made for a month which is received in a subsequent month. Retroactive cash assistance payments are exempt as income per 6410(6)(b).
Retrospective Budgeting	Retrospective budgeting is the computation of a household's benefit for a benefit month based on the household's actual income and deductions from the second prior month.
Review Date	The final day of the eligibility period for child care services, and the last day for which benefits may be issued for child care if a plan is authorized.
Revocation	The official notice of termination of a license, certificate or registration issued to a child care provider by the Secretary of KDHE based upon documented non-compliance.
Roomers	Individuals or groups of individuals residing with others and paying compensation to the others for a room (or rooms) but no meals.

School Age Child Care	KDHE definition for licensing or registration regulations: child care provided for a child who will or has attained the age of five years on or after June 1 through the age of 12 years. Federal funding source definition: child care provided for a child from the age of six years up to the age of 13 years. For DCF child care benefits the age range 6-13 years is used.
Seasonal Farm Worker	A seasonal farm worker is a person who works on a farm or ranch on a seasonal basis when the work is generally within commuting distance of his home. NOTE: A person who works on his/her own or leased or rented farmland on a year-round or seasonal basis is not a seasonal farm worker for the purposes of this definition.
Self-Sufficiency Agreement	A written agreement between the agency and the participant detailing the components, activities and services to be used by the participant to accomplish the self-sufficiency plan.
Sick Child Care	Specialized child care provided for ill children within a child care center or medical facility.
Special Household	A food stamp household which contains at least one member who is elderly or disabled. (See definitions for elderly and disabled in this section.)
Special Needs Children	Children with developmental disabilities, mental retardation, emotional disturbance, sensory or motor impairment, or significant chronic illness who require special health surveillance or specialized programs, interventions, technologies, or facilities.
Special Needs Provider	A child care provider who has been authorized for payment of an additional 15 cents per hour for the provision of routine, non-specialized care for children with special needs.
Special Purpose Center	A program in which specialized services are provided and the staff or provider has a special education background and other specialists are available, i.e. speech therapist, physical therapist.
Specialized Services	Services authorized by a physician, psychologist, special education specialist or other professional to overcome a child's developmental delay. These services include, but are not limited to, language services, social services, screening and assessment, psychological services, audiological services, educational, physical therapy, occupational or speech therapy.

Spouse	For EES purposes, "spouse" refers to either of two individuals: <ol style="list-style-type: none"> (1) who would be defined as married to each other under applicable Kansas law, including same-sex marriages; or (2) who are living together and holding themselves out to the community as married by representing themselves as such to relatives, friends, neighbors, and tradespeople.
DCF Critical Incident Team	Individuals and positions designated by the Secretary of DCF to receive information regarding adult or child deaths and other critical incidents. "Critical Incidents" is a group name in the agency's email address book.
STARS	Statewide Accounting and Reporting System.
Substantial Noncompliance	The conditions which exist when the unmet requirements, violations, or deficiencies exist in significant numbers; when the health, safety or well-being of children are endangered; when one or more requirements has been left unmet with great frequency; or when the terms of the license or Provider Agreement have been violated.
Substantial Rehabilitation	For TAF Work Program purposes, Substantial Rehabilitation is defined as an individual who has a condition(s) which will require major rehabilitation or treatment over an extended period of time. This definition is to be used in conjunction with the definition of Long Term.
Substitute Care	Care provided in a child care facility or by a provider other than the primary facility or provider listed on a child care plan.
TAF (JO) Child Care	Benefits for TAF applicants and recipients. This category may be used for Tribal TAF participants.
Temporary License	Authorization issued at the discretion of KDHE to operate a licensed family child care home for a period not to exceed 90 days following receipt of an initial application for license.
Terminated Plan	A child care plan which has been closed when care is no longer desired, or when a family becomes ineligible for services . Depending upon the specific circumstances, timely and adequate notice may be required.

Tests of Adult Basic Education (TABE)	A comprehensive and reliable academic assessment used to provide a solid foundation for effectively assessing the skills and knowledge of adult learners. Part of this assessment system may be administered by trained EES staff or by contraction out to other community agencies. EES staff use this information to assist in assigning participations to the most appropriate program component.
Thrifty Food Plan	The thrifty food plan means the diet required to feed a family of four persons consisting of a man and a woman 20 through 50, a child 6 through 8, and a child 9 through 11 years of age, as determined by the U.S. Department of Agriculture. The cost of this diet is the basis for uniform food stamp allotments for all households regardless of their actual composition.
Toddler	A child between twelve and thirty months of age.
Training	An agency approved instructional program, including undergraduate college, vocational program, or publicly funded training program with an identifiable occupational goal for which there is an employment demand.
Training Plan	Documentation of agency approval for an individual’s involvement in education or training activities based upon individual needs and standards set by the educational training facility.
Tribal TAF	Native Americans who are TAF recipients participating in EPS. Child care for Tribal TAF participants may be provided through the TAF (JO) child care subtype.
Unavailable Child Care	Child care cannot be found after contacting the local resource and referral agency and county health department. In addition, no providers willing to provide in-home care or relatives willing to provide out-of-home care are available.
Unsuitability of Informal Care	Care for which DCF would not enter into a Provider Agreement for purchase.
Validation	Validation is the report made by DCF to KDHE to verify that a person whose name has been screened has been entered in the CAN Central Registry as a perpetrator of child abuse, neglect, or sexual abuse.
Vendor Payment System	A statewide electronic payment system to pay vendors for services provided.

Waiting List	Following a determination of eligibility for child care services, if no funding currently exists to provide the services, eligible families will be placed on a waiting list until funding becomes available.
Warrant	A check issued by DCF as payment to a provider for child care services rendered.
Welfare to Work Tax Credit	A tax credit established January 1, 1998 as an extension to the Work Opportunity Tax Credit which provides an incentive for private-for-profit employers who hire welfare recipients.
Willful Noncompliance	The condition which exists when the provider has knowledge of areas of non-compliance, has been advised of the consequences of not achieving compliance, and has not achieved compliance after being given adequate opportunity to do so.
Work Opportunity Tax Credit (WOTC)	A federal initiative administered jointly by the Departments of Treasury and Labor. The purpose of the tax credit is to promote the hiring of disadvantaged unemployed individuals.
Workforce Investment Act (WIA)	This legislation reforms Federal job training programs and creates a new, comprehensive workforce investment system. This reformed system is intended to be customer-focused, to help Americans access the tools they need to manage their careers through information and high quality services, and to help U.S. companies find skilled workers.