

YADKIN VALLEY ECONOMIC DEVELOPMENT DISTRICT, INC.
P. O. BOX 309, BOONVILLE, NC 27011
COMPILED BY SHAREE PARKER - OCTOBER 2009

ACRONYMS

A

| | |
|------------|--|
| AA | Administrative Assistant/Alcoholics Anonymous |
| AAA | Area Agency on Aging |
| AAP | Affirmative Action Policy |
| AARP | American Association of Retired People |
| Acct. | Account/Accounting |
| ACF | Administration for Children and Families |
| ACYF | Administration for Children, Youth and Families |
| ADA | Average Daily Attendance/Americans with Disabilities Act |
| ADD | Attention Deficit Disorder |
| Adm. | Administration |
| Adm. Asst. | Administrative Assistant |
| Adm. Sec. | Administrative Secretary |
| ADVP | Adult Developmental Vocational Program |
| AL | Annual Leave |
| ALF | Autumn Leaves Festival |
| AP | Accounts Payable |
| AR | Accounts Receivable |
| ARRA | American Recovery and Reinvestment Act |
| ASAP | As soon as possible |
| | |

B

| | |
|-------|-----------------------------------|
| BBB | Better Business Bureau |
| BC/BS | Blue Cross/Blue Shield Insurance |
| Bd. | Board |
| B-K | Birth - Kindergarten |
| BoE | Board of Education |
| BROC | Blue Ridge Opportunity Commission |
| | |

C

| | |
|-----|-----------------------|
| C/O | In care of |
| CA | Community Assessment |
| ca. | Circa (approximately) |

| | |
|-------------|--|
| CAA | Community Action Agency |
| CACFP | Child and Adult Care Food Program |
| CAP | Community Action Program |
| cc | Complimentary Copy |
| CCDBG | Child Care Development Block Grant |
| CCDF | Child Care Development Fund |
| CD | Certificate of Deposit |
| CD | Community Development/Career Development |
| CDA | Child Development Associate |
| CDC | Centers for Disease Control and Prevention |
| CDL | Commercials Driver's License |
| CEO | Chief Executive Officer |
| CEU | Continuing Education Units |
| CFR | Code of Federal Regulations |
| Ch. | Change |
| Chm. | Chair/Chairman |
| Co. | County |
| Co. Mgr. | County Manager |
| CoA | Certificate of Appreciation |
| COB | Close of Business/Carryover Balance |
| COC | Chamber of Commerce |
| COD | Collect on Delivery |
| COED | Council of Executive Directors |
| COG | Council of Governments |
| COLA | Cost of Living Allowance |
| Comm. | Committee/Community/Commission/Commodity |
| Comp./CT | Compensatory Time |
| Conf. | Conference |
| Cong. | Congregate/Congress |
| Cons. Whse. | Consumables Warehouse |
| Coord. | Coordinator |
| CPA | Certified Public Accountant |
| CRC | Community Representatives Council |
| CSBG | Community Services Block Grant |
| CSC | Community Service Center |
| CSRS | Child Safety Restraint Systems |
| CW | Consumables Warehouse |
| | |
| D | |
| D&B | Dun & Bradstreet |
| D/R | Demand/Response |

| | |
|----------|--|
| Da. | Davie |
| DAP | Developmentally Appropriate Practices |
| DBE | Disadvantaged Business Enterprise |
| DCCC | Davidson County Community College |
| DHHS | Department of Health and Human Services |
| DHR | Department of Human Resources |
| DHSC | Davie Human Services Council |
| Dir. | Director |
| Dis. | Disability |
| Disp. | Dispatcher |
| Dist. | District |
| DMV | Division of Motor Vehicles |
| DoA | Division on Aging/Department of Administration |
| DoC | Department of Corrections/Department of Commerce |
| DoE | Department/Division of Energy |
| DOJ | Department of Justice |
| DoL | Department of Labor |
| DoT | Department of Transportation |
| DPI | Department of Public Instruction |
| DSS | Department of Social Services |
| DUNS | Data Universal Number System |
| DV | Domestic Violence |
| DVP | Domestic Violence Program |
| DWI | Driving While Impaired |
| | |
| E | |
| E & D | Elderly and Disabled |
| E. | East |
| EBSC | East Bend Senior Center |
| ECLKC | Early Childhood Learning and Knowledge Center |
| ECMHSP | East Coast Migrant Head Start Project |
| ED | Executive Director |
| EDP | Employment Development Plan |
| Educ. | Education |
| EEO | Equal Employment Opportunity |
| EEOC | Equal Employment Opportunity Commission |
| EHS | Early Head Start |
| EI | Employer Incentive |
| EITC | Earned Income Tax Credit |
| Eld. | Elderly |
| ENP | Elderly Nutrition Program |

| | |
|-----------|--|
| EO | Equal Opportunity |
| EOE | Equal Opportunity Employer |
| EOM | End of Month Enrollment |
| EPSDT | Early and Periodic Screening Diagnosis and Treatment |
| ERIC | Educational Resources Information Center |
| ERSEA | Enrollment, Recruitment, Selection, Eligibility & Attendance |
| ESC | Employment Security Commission |
| ESL | English as a Second Language |
| ESR | Experiment in Self Reliance |
| ETA | Estimated Time of Arrival |
| etc. | And so forth |
| ETD | Estimated Time of Departure |
| Eval. | Evaluation |
| Exe. Dir. | Executive Director |
| Ext. | Extension/Exterior |
| | |
| F | |
| FAA | Financial Assistance Award |
| Fac. | Facility/Faculty |
| FACES | Family & Child Experiences Survey |
| FAPE | Free Appropriate Public Education |
| FAQ | Frequently Asked Questions |
| Fax | Facsimile Reproduction |
| FCP | Family & Community Partnerships |
| FDA | Food and Drug Administration |
| Fed. | Federal |
| FEMA | Federal Emergency Management Agency |
| FFR | Federal Financial Report |
| FICA | Federal Insurance Contribution Act (Social Security) |
| Fid. | Fidelity |
| Fin. | Finance/Financial |
| Fin. Dir. | Finance Director |
| Fis. | Fiscal |
| Fis. Off. | Fiscal Officer |
| FLSA | Fair Labor Standards Act |
| FMLA | Family Medical Leave Act |
| FPA | Family Partnership Agreement |
| FRC | Family Resource Center |
| FSR | Financial Status Report |
| FT | Full Time |
| FTC | Federal Trade Commission |

| | |
|------------|--|
| FTE | Full-Time Equivalent |
| FY | Fiscal Year |
| FYSB | Family and Youth Services Bureau |
| | |
| G | |
| GABI | Grant Application Budget Instrument |
| Gal. | Gallon |
| GAO | General Accountability Office |
| GED | General Equivalency Diploma |
| Gen. Liab. | General Liability |
| GIS | Group Insurance Service |
| Gov. | Governor |
| GPO | U. S. Government Printing Office |
| | |
| H | |
| H&CCBGP | Home & Community Care Block Grant Program |
| HARRP | Heating Appliance Repair and Replacement Program |
| HBM | Home Bound Meals |
| HD | Health Department |
| HDM | Home Delivered Meals |
| HH | Home Health |
| HHS | U. S. Department of Health and Human Services |
| HI | Health Insurance |
| HMO | Health Maintenance Organization |
| Hous. | Housing |
| HP/DP | Health Promotion/Disease Prevention |
| HR | Human Resources |
| HRD | Human Resources Development |
| HRHLSC | Historic Richmond Hill Law School Commission |
| HS | Head Start |
| HSAC | Health Services Advisory Committee |
| HSB | Head Start Bureau |
| HSFIS | Head Start Family Information System |
| HSRC | Head Start Resource Center |
| HUD | Housing and Urban Development |
| | |
| I | |
| IR | Individual Referral |

| | |
|------------|---|
| i.e. | In other words/for example |
| IDC | Indirect Cost |
| IDEA | Individuals with Disabilities Education Act |
| IEP | Individualized Education Program |
| IFSP | Individualized Family Service Plan |
| IG | Inspector General |
| IK | Inkind |
| IM | Instant Message/Information Memorandum |
| Ins. | Insurance |
| Insp. | Inspection/Inspector |
| Inst. | Instruction |
| Int. | Interest/Interior |
| Inv. | Invoice |
| IP | Internet Provider |
| IRA | Individual Retirement Account |
| IRS | Internal Revenue Service |
| ISP | Internet Service Provider |
| IV | Income Verification |
| J | |
| Job. Desc. | Job Description |
| JPEG | Joint Photographic Experts Group |
| K | |
| KM | Knowledge Management |
| KN | Knowledge Network |
| L | |
| LCD | Liquid Crystal Display |
| LD | Long Distance |
| LE | Local Effort |
| LEA | Lead Education Agency |
| Leg. | Legislator |
| LEP | Limited English Proficiency |
| LHJFRC | L. H. Jones Family Resource Center |
| LIHEAP | Low Income Home Energy Assistance Program |
| LoS | Length of Service |
| LRE | Least Restrictive Environment |

| | |
|----------|--|
| LRO | Lead Regional Organization |
| LWOP | Leave Without Pay |
| | |
| M | |
| M@F | More at Four |
| MAF | More at Four |
| MBE | Minority Business Enterprise |
| Mgmt. | Management |
| Mgr. | Manager |
| MHD | Mental Health Department |
| MHS | Migrant Head Start |
| MIS | Management Information System |
| MLF | Marriage License Fee |
| MOA | Memorandum of Agreement |
| MoU | Memorandum of Understanding |
| MPG | Miles Per Gallon |
| MPLC | Motion Picture Licensing Corporation |
| MPR | Management Performance Review |
| MSPB | Migrant and Seasonal Program Branch |
| MTAP | Medical Transportation Assistance Program |
| Mtg. | Meeting |
| | |
| N | |
| N. | North |
| N/A | Not applicable |
| NAACP | National Association for the Advancement of Colored People |
| NB | Notebook |
| NCAE | North Carolina Association of Education |
| NCAoA | North Carolina Association on Aging |
| NCCAA | North Carolina Community Action Association |
| NCCBI | North Carolina Citizens for Business and Industry |
| NCCW | North Carolina Council for Women |
| NCDAAAS | North Carolina Division of Aging and Adult Services |
| NCEDA | North Carolina Economic Development Association |
| NCHSA | North Carolina Head Start Association |
| NCLB | No Child Left Behind Act |
| NCSCA | North Carolina Senior Center Alliance |
| NEA | National Education Association |
| NH | New Hope |
| NHSA | National Head Start Association |

| | |
|----------|---|
| NHTSA | National Highway Transportation & Safety Administration |
| Not. | Notice |
| NPRM | Notice of Proposed Rule Making |
| Nut. | Nutrition |
| NWCDC | Northwest Child Development Council |
| NWJTC | Northwest Job Training Consortium |
| NWPCOG | Northwest Piedmont Council of Governments |
| O | |
| OAA | Older Americans Act |
| OEO | Office of Economic Opportunity |
| OFA | Office of Family Assistance |
| Off. | Office/Officer |
| OHS | Office of Head Start |
| OMB | Office of Management and Budget |
| OPRE | Office of Planning, Research & Evaluation |
| OSHA | Occupational Safety and Health Administration/Act |
| OT | Overtime |
| P | |
| P & E | Planning and Evaluation |
| P. S. | Postscript |
| P.L. | Public Law |
| PA | Personnel Action/Payroll Account/Program Account |
| PAC | Policy/Program Advisory Council/Committee |
| PBE | Private Business Enterprise |
| PC | Policy Council/Personal Computer |
| PD | Program Director |
| Pd. | Paid |
| Pens. | Pension |
| Perf. | Performance |
| Pers. | Personal/Personnel |
| PI | Program Income |
| PI | Parent Involvement/Program Instruction |
| PIC | Private Industry Council |
| PIR | Program Information Report |
| PMS | Payment Management System |
| PO | Purchase Order/Property Officer/Post Office |
| Post. | Postage |
| PP&P | Personnel Policies and Procedures |

| | |
|--------------|--|
| PPR | Program Progress Report |
| PR | Public Relations/Postage Requisition |
| Pres. | President |
| PRI | Public Relations and Information |
| PRISM | Program Review Instrument for Systems Monitoring |
| Prog. | Program |
| Prog. Coord. | Program Coordinator |
| Prog. Dir. | Program Director |
| Prog. Spec. | Program Specialist |
| Proj. | Project |
| Proj. Coord. | Project Coordinator |
| Proj. Spec. | Project Specialist |
| PROMIS | Program Resources & Outcomes Management Information System |
| Prop. | Property |
| PSA | Public Service Announcement |
| PT | Part-Time/Person Trips |
| PTD | Public Transportation Division |
| PTP | Piedmont Triad Partnership |
| PTP | Piedmont Triad Partnership |
| PVM | Per Vehicle Mile |
| PYB | Program Year Beginning |
| PYE | Program Year Ending |
| | |
| Q | |
| | |
| QIP | Quality Improvement Plan |
| QTD | Quarter to Date |
| Qtr. | Quarter |
| | |
| R | |
| | |
| RAM | Risk Assessment Meeting |
| Re: | Regarding |
| Rec. | Receipt/Record/Received |
| Reg. | Regular/Register/Registration/Regulations |
| Reimb. | Reimbursement |
| Rep. | Report/Representative/Reprimand |
| Req. | Requisition/Request |
| Ret. | Retirement/Return |
| RFB | Request for Bids |
| RFCQ | Request for Cost Quote |
| RFP | Request for Proposal |

| | |
|----------|---|
| RH | Richmond Hill |
| RIF | Reduction in Force/Reading is Fundamental |
| RIWH | Reduction in Work Hours |
| RO | Regional Office |
| RPT | Rural Public Transportation |
| Rpt. | Report |
| RSVP | Retired and Senior Volunteer Program |
| | |
| S | |
| S. | South |
| SBA | Small Business Administration |
| SC | Senior Center |
| SCC | Surry Community College |
| Sch. | Schedule/School |
| SCO | State Collaboration Office |
| SDA | Service Delivery Area |
| SEA | State Education Agency |
| SEACAA | Southeastern Association of Community Action Agencies |
| Sec. | Secretary |
| Sen. | Senior/Senate/Senator |
| SF-269 | Standard Form 269 Financial Report |
| SF-272 | Standard Form 272 Financial Report |
| SHIIP | Senior's Health Insurance Information Program |
| SL | Sick Leave |
| SO | Safety Officer |
| SOP | Standard Operating Procedures |
| SOW | Statement of Work |
| Spec. | Specialist |
| SS | Social Security/Smart Start |
| SSA | Social Security Administration |
| SSBG | Social Services Block Grant |
| SSI | Supplemental Security Income |
| SSM | Senior Staff Meeting |
| St. | State/Stokes County |
| StDVP | Stokes Domestic Violence Program |
| Su. | Surry County |
| SuDVP | Surry Domestic Violence Program |
| SYE | School Year Ending |
| SYEMC | Surry-Yadkin Electric Membership Corporation |
| | |

| T | |
|-------------|---|
| T&TA | Training and Technical Assistance |
| TA | Technical Assistance |
| TANF | Temporary Assistance to Needy Families |
| TDD | Telecommunications Device for the Deaf |
| TDP | Transportation Development Plan |
| Tech. | Technical/Technician |
| Temp. | Temporary |
| Transp. | Transportation |
| | |
| U | |
| UW | United Way |
| UF | United Fund |
| USDA | United States Department of Agriculture |
| UI | Unemployment Insurance |
| USPO | United States Post Office |
| USPS | United States Postal Service |
| UPS | United Parcel Service |
| Unob. | Unobligated |
| URL | Uniform Resource Locator |
| | |
| V | |
| VA | Veterans Administration |
| Veh. | Vehicle |
| Voc. Rehab. | Vocational Rehabilitation |
| Vol. | Volunteer |
| VR | Vocational Rehabilitation |
| | |
| W | |
| W. | West |
| WAP | Weatherization Assistance Program |
| WC | Workers Compensation |
| Wea. | Weatherization |
| WIC | Women, Infants, and Children |
| WO | Work Order |
| WOP | Without Pay |
| Work. Comp. | Workers Compensation |
| WP | Word Processing |

| | |
|----------|---|
| W-S | Winston-Salem |
| www | Worldwide Web |
| | |
| X | |
| | |
| Y | |
| Ya. | Yadkin |
| YAC | Yadkin Arts Council |
| YBE | Yadkin Board of Education |
| YCAP | Yadkin Community Action Program |
| YCCOC | Yadkin County Chamber of Commerce |
| YCCP | Yadkin County Commerce Program |
| YCCSC | Yadkin County Community Service Center |
| YCEDC | Yadkin County Economic Development Council |
| YCSC | Yadkin County Senior Center |
| YCUF | Yadkin County United Fund |
| YDVP | Yadkin County Domestic Violence Program |
| YV | Yadkin Valley |
| YVEDDI | Yadkin Valley Economic Development District, Inc. |
| YVSC | Yadkin Valley Senior Center |
| YVTMC | Yadkin Valley Telephone Membership Corporation |
| YVUF | Yadkin Valley United Fund |
| | |
| Z | |
| ZSRF | Z. Smith Reynolds Foundation |
| | |