

**YADKIN VALLEY ECONOMIC DEVELOPMENT DISTRICT, INC.
P. O. BOX 309, BOONVILLE, NC 27011**

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
DHH	Duke Helping Hands
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	Knowledgement 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
NCDAAS	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
SHIP	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