

Developed for the SNP Primer
Cal-Pro-NET Center at San Jose State University
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Glossary

This glossary is divided into sections according to the Training Topics to assist you in easily finding the terms and definitions. Training Topics include: [Certification and Benefit Issuance](#), [Civil Rights](#), [Food Safety](#), [Meal Counting and Claiming](#), [Menu Planning](#), [Menu Production Records](#), [Procurement Basics](#), [Professional Standards](#), [Resource Management](#), [SNP Application Process](#), [Special Dietary Needs](#), [Vended Meals](#), and [Verification](#).

Certification and Benefit Issuance Glossary

Adverse Action – A written notice sent to households for whom benefits are to be reduced or terminated; there must be 10 calendar days of advance notice of the change to the households, which begins the date the notice is sent.

Assistance Programs – Encompasses the following programs: CalFresh (federally known as Supplemental Nutrition Assistance Program (SNAP)); CalWORKS (federally known as Temporary Assistance for Needy Families (TANF)); Food Distribution Program on Indian Reservations (FDPIR); and KinGAP (Kinship Guardian Assistance Program). Receipt of benefits by any household member from these programs conveys categorical (automatic) eligibility for free school meals to all children in the household. The determination is made through an application with appropriate case numbers or through direct certification methods.

Benefit Issuance – The link in the accountability system between the eligibility determination and the benefit delivery; at the Point of Service (POS).

CalFresh – Formerly known as the Food Stamp Program and now known as the Supplemental Nutrition Assistance Program (SNAP), the CalFresh Program is a federally funded program that helps low-income people buy the food they need for good health. Benefits are generally issued through an electronic benefit transfer card. A CalFresh case number is assigned to families or individual eligible to receive benefits.

CalWORKS – Federally known as Temporary Assistance for Needy Families (TANF). This federal program, which replaces Aid to Families with Dependent Children (AFDC), provides monetary assistance to families in need. A CalWORKS case number is assigned to families or individuals eligible to receive benefits.

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Categorical Eligibility – Means any child automatically eligible for free meal benefits because they, or any household member, receive benefits under Assistance Programs (CalFresh (SNAP), CalWORKS (TANF), FDPIR, KinGAP or those children who qualify for free meals based on their eligibility under any of the Other Source Categorically Eligible Programs (Runaway, Homeless, Migrant, Foster, Head Start, Even Start).

Determining Official – The individual designated by the LEA to process school meal applications. The determining official must review each incoming application to ensure that the household has submitted a complete application. If the application is complete, the official must then determine whether the household is categorically eligible or income eligible for benefits based on the information provided on the application.

Direct Certification – Is the process to determine children’s eligibility for free meal benefits based on documentation obtained directly from the appropriate State or local agency or other authorized individual. In most situations, direct certification of a child’s eligibility status should not involve the household. The communication exchange should be between an appropriate agency and the LEA/school.

Economic Unit – An economic unit is a group of related or unrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit and who share housing and/or significant income and expenses. Generally, individuals residing in the same house are an economic unit. However, more than one economic unit may reside together in the same house. Separate economic units in the same house are characterized by prorating expenses and economic independence from one another.

Eligibility Certification – The process used to determine a child’s eligibility for benefits based on a free and reduced-price application submitted by a household or through other certification documentation.

Error Prone – Applications that indicate a total household income within \$100 below the free and reduced-price monthly income eligibility limits or \$1,200 below the annual free and reduced eligibility guidelines for that household size on the federal Income Eligibility Guidelines.

Food Distribution Program on Indian Reservations (FDPIR) – A nutrition assistance program administered by USDA Food and Nutrition Services that provides donated USDA Foods to needy families residing on Indian reservations.

Foster Child – A foster child is a child whose care and placement is the responsibility of a State or local welfare agency or who is placed by a court with a caretaker household. This applies only to foster children who are formally placed by the State or court, not informal arrangements outside of the State or court systems (e.g. caretaker arrangements, permanent guardianship). A child may still be considered a foster child if placed with

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relatives provided the State or local foster care system or courts make the placement.

Homeless Child – A child is considered homeless if he/she is identified as lacking a fixed, regular, or adequate nighttime residence under the McKinney-Vento Homeless Assistance Act by the local educational agency liaison, or by the director of a homeless shelter. This includes sharing housing with others due to a loss of housing, economic hardship, or similar reasons. Families or individuals who live in temporary housing including but not limited to hotels, motels, camps, shelters, parks, abandoned buildings, or cars, are defined as homeless.

Income Eligibility Guidelines (IEGs) – Are the household size and income levels prescribed annually by the Secretary of Agriculture for determining eligibility for free and reduced-price meals and for free milk. The free guidelines are at or below 130 percent of the Federal poverty guidelines and the reduced-price guidelines are between 130 and at or below 185 percent of the Federal poverty guidelines.

Local Educational Agency (LEA) – A public board of education or other public or private nonprofit authority (e.g., public school district, charter school, and county office of education) legally constituted within a state as having administrative control of schools.

Migrant Child – A child is considered categorically eligible if he/she is identified as meeting the definition of migrant in section 1309 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6399) by the State or local Migrant Education Program (MEP) coordinator or the local educational liaison. The basic definition of a migrant child for MEP is a child that has moved across school district lines within the last three years, in order to accompany or join a parent or guardian who has moved to seek or obtain temporary or seasonal work in agriculture or fishing.

Other Source Categorically Eligible Programs – Are those programs which make children automatically eligible for free meal benefits, either through direct certification or application, because the child(ren) are documented as runaway, homeless, migrant, foster, or enrolled in Head Start or Even Start.

Residential Child Care Institution (RCCI) – Is generally any distinct part of a public or nonprofit private institution that (1) maintains children in residence; (2) operates principally for the care of children; and (3) if private, is licensed by the State or local government to provide residential child-care services under the appropriate licensing code.

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Runaway Child – A child is identified as a runaway child when he/she is receiving assistance through a program under the Runaway and Homeless Youth Act (RHYA) by the local educational liaison.

Verification – Confirmation of eligibility for free and reduced-price meals under the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

Civil Rights Glossary

Civil Rights—are the nonpolitical rights of a citizen; the rights of personal liberty guaranteed to United States (U.S.) citizens by the 13th and 14th Amendments to the U.S. Constitution and the acts of Congress.

Complaint—a written or verbal statement alleging a violation of a federal or state law or regulation, which may include an allegation of unlawful discrimination.

Disability—a condition in which a person has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

Discrimination—the act of distinction of one person or a group of persons from others; either intentionally, by neglect, or by actions or lack of actions based on their protected classes.

Limited English Proficiency—are individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English.

Local Educational agency (LEA)—a public board of education or other public or private nonprofit authority (e.g., public school district, charter school, and county office of education) legally constituted within a state as having administrative control of schools.

Medical Statement—a document that identifies the specific medical conditions and appropriate dietary accommodations for children with special dietary needs.

Protected Classes—are race, color, national origin, sex, age, disability.

Residential Child Care Institution (RCCI)—is generally any distinct part of a public or nonprofit private institution that (1) maintains children in residence; (2) operates principally for the care of children; and (3) if private, is licensed by the state or local government to provide residential child-care services under the appropriate licensing code.

Food Safety Glossary

Child Nutrition Information Payment System (CNIPS) – is the California Department of Education’s Web-based system for administering the federal and state Nutrition Programs, including the National School Lunch Program (NSLP) and Breakfast (SBP), Food Distribution, Special Milk, Child and Adult Care Food (CACFP), Summer Food Service (SFSP), and Seamless Summer Feeding Option (SSFO) programs. This system enables sponsors to easily submit online reimbursement, view status of applications and meal reimbursement claims, and access site and sponsor information across programs.

Control Measure – any action or activity that can be used to prevent, eliminate, or reduce an identified hazard. Control measures determined to be essential for food safety are applied at critical control points in the flow of food.

Corrective Action – an activity that is taken by a person whenever a critical limit is not met.

Critical Control Point (CCP) – an operational step in a food preparation process at which control can be applied and is essential to prevent or eliminate a hazard or reduce it to an acceptable level.

Danger Zone – the temperature range between 5 C (41 F) and 57 C (135 F) that favors the growth of pathogenic micro-organisms.

HACCP Plan – a written document that is based on the principles of HACCP and describes the procedures to be followed to ensure the control of a specific process or procedure.

Hazard Analysis Critical Control Point (HACCP) – a prevention-based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food products.

Local Educational agency (LEA) – means a public board of education or other public or private nonprofit authority legally constituted within a state having administrative control of schools.

Monitoring – the act of observing and making measurements to help determine if critical limits are being met and maintained.

Process Approach – a method of categorizing food operations into one of three categories:

- Process 1: Food preparation with no cook step, wherein ready-to-eat food is received, stored, prepared, held and served.
- Process 2: Food preparation for same day service wherein food is received, stored, prepared, cooked, held and served; or

- Process 3: Complex food preparation wherein food is received, stored, prepared, cooked, cooled, reheated, hot held, and served.

Standard Operating Procedure (SOP) – a written method of controlling a practice in accordance with predetermined specifications to obtain a desired outcome.

Temperature Controlled for Safety (TCS) Food – a food that requires time and temperature control for safety to limit microorganism growth.

Meal Counting and Claiming Glossary

Administrative Review – Is the comprehensive on-site evaluation of all Local Educational Agency (LEA) s participating in the Program. The term “Administrative Review” is used to reflect a review of both critical and General Areas, and includes other areas of program operations determined by the State Agency to be important to Program performance.

Annual Attendance Factor – Is a percentage developed no less than once each school year, which accounts for the difference between enrollment and attendance. It is the average percentage of enrolled students typically attending school on a given day.

Benefit Issuance – The link in the accountability system between the eligibility determination and the benefit delivery (at the Point of Service [POS]).

Claim for Reimbursement – Is the claim submitted to the State Agency (California Department of Education) on a monthly basis by a LEA for reimbursement for meals served under the Child Nutrition Programs.

Edit Check – The procedure used by the LEA to compare each school’s daily counts of free, reduced-price, and paid lunches against the product of the number of children in that school currently eligible for free, reduced-price, and paid lunches, respectively, times an attendance factor.

Eligibility Certification – The process used to determine a child’s eligibility for benefits based on a free and reduced-price application submitted by a household or through other certification documentation.

Local Educational Agency (LEA) – A public board of education or other public or private nonprofit authority (e.g., public school district, charter school, and county office of education) legally constituted within a state as having administrative control of schools.

Medium of Exchange – Cash or any type of ticket, token, ID, name, or number which eligible students exchange to obtain a meal.

Offer versus Serve (OVS) – A concept that applies to menu planning and the determination of reimbursable school meals in the NSLP and SBP. All required meal components must be offered to each student. OVS allows students to take a certain number of food components or items in the meal.

Operating Days – Are those days when lunches are served under the National School Lunch Program.

Overt Identification – Any action that may result in a child being recognized as potentially eligible to receive, or certified, for free or reduced-price school meals.

Point of Service Meal Counts – Meals are counted at the point in the food service operation where it can be accurately determined that a reimbursable free, reduced-price, or paid meal has been served to an eligible student.

Reimbursable Meal – A meal meeting the U.S. Department of Agriculture (USDA) meal pattern requirements, served to an eligible student, and priced as an entire meal rather than based on individual items. Such a meal qualifies for reimbursement with Federal funds.

Residential Child Care Institution (RCCI) – Is generally any distinct part of a public or nonprofit private institution that (1) maintains children in residence; (2) operates principally for the care of children; and (3) if private, is licensed by the State or local government to provide residential child-care services under the appropriate licensing code.

Menu Planning Glossary

Child Nutrition (CN) Label – A statement that clearly identifies the contribution of a food product toward the meal pattern requirements, based on the USDA's evaluation of the product's formulation. Products eligible for CN labeling include main dish entrees that contribute to the meat/meat alternates component of the meal pattern requirements. The CN label will also indicate the contribution of other meal components that are part of these products.

Cycle Menu – A series of menus planned for a specific period of time, with a different menu for each day. Cycle menus can help schools to increase variety, control food costs, and save time.

Dietary Guidelines for Americans – A federal document that provides science-based advice for Americans ages two and older to promote health and to reduce risk for chronic disease through diet and physical activity. The Dietary Guidelines for Americans is published jointly every five years by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture, and forms the basis of federal food, nutrition education, and information programs.

Dietary Specification – The USDA’s nutrition standards for meals in the NSLP and SBP. The dietary specifications include weekly average of calorie ranges, zero trans-fat, and limits for saturated fat and sodium.

Enriched Grains – Refined grains (such as wheat, rice, corn) and grain products (such as cereal, pasta and bread) that have vitamins and minerals added to replace some of the nutrients lost during processing.

Food Based Menu Planning – A type of menu planning for the USDA School Nutrition Programs that uses a meal pattern with specific food components in certain amounts based on specific age/grade groups.

Food Component – The five food groups that comprise reimbursable meals in the NSLP (milk, fruits, vegetables, grains and meat/meat alternates) and three food groups that comprise reimbursable breakfasts in the SBP (grains with optional meat/meat alternate as grain substitution, Juice/fruit/vegetable and milk).

Food Item – A specific food offered within the food components that comprise reimbursable meals in the USDA school nutrition programs. A food item may contain one or more food components or more than one serving of a single component.

Grade Groups – The three grade groupings (K–5, 6–8, 9–12) of the USDA meal patterns for breakfast and lunch. The classification of grade groups is based on the nutritional needs of children and the ages that typically correspond with these grade levels.

Local Educational Agency (LEA) – A public board of education or other public or private nonprofit authority (e.g., public school district, charter school, and county office of education) legally constituted within a state as having administrative control of schools.

Meal Pattern – The required food components and minimum serving sizes that schools and institutions participating in the USDA Child Nutrition Programs must provide to receive federal reimbursement for meals and snacks served to children.

Meat Alternates – Foods that provide similar protein content to meat. Meat alternates include alternated protein products (APP) such as vegetarian burgers that use soy isolates, cheese, eggs, cooked dry beans or peas, nuts and seeds and their butters (except for acorn, chestnut and coconut), yogurt, soy yogurt and commercial tofu containing at least 5 grams of protein in a ¼ cup (2.2 ounces) serving.

Menu Item – Any planned main dish, vegetable, fruit, grain or milk that is part of the reimbursable meal. Menu item consist of food items.

Offer versus Serve (OVS) – A concept that applies to menu planning and the determination of reimbursable school meals in the NSLP and SBP. All required meal components must be offered to each student. OVS allows students to take a certain number of food components or items in the meal.

Ounce Equivalents – The amount of food that meets the USDA serving size requirement for 1 ounce of lean meat/meat alternate or 1 ounce of grain in the meal patterns for the NSLP and the SBP.

Product Formulation Statement – An information statement obtained from the manufacturer that provides specific information about how the product credits toward the USDA meal pattern requirements and documents how this information is obtained citing Child Nutrition Program resources or regulations. Unlike a CN label, a product formulation statement does not provide any warranty against audit claims. If these foods will be used in a reimbursable meal, the LEA must check the manufacturer's crediting information for accuracy.

Residential Child Care Institution (RCCI) – RCCI's are generally any distinct part of a public or nonprofit private institution that (1) maintains children in residence; (2) operates principally for the care of children; and (3) if private, is licensed by the State or local government to provide residential child-care services under the appropriate licensing code.

Serving Size or Portion – The weight, measure or number of pieces or slices of a food or beverage. Schools must provide the minimum serving sizes specified in the USDA meal patterns for meals and snacks to claim reimbursement.

Standardized Recipe – A recipe that a given food service operation has tested and adapted for use. The recipe produces the same good results and yield every time when the exact procedures are used with the same type of equipment, and the same quantity and quality of ingredients. Standardized recipes include specific information such as ingredients, weights and measures, preparation directions, serving directions, yield and portion size.

USDA Foods – Foods that are available to the USDA Child Nutrition Programs through the California Department of Education (CDE) Food Distribution Program.

Whole Grains – Grains that consist of the entire kernel, including the starchy endosperm, the fiber-rich bran and the germ. All grains start out as whole grains, but many are processed to remove the bran and germ, which also removes many of the nutrients.

Whole Grain-rich – Whole grain-rich product must contain at least 50 percent whole grains, and the remainder of the grains must be enriched. While 100 percent whole grain products qualify as whole grain-rich, schools are not required to serve 100 percent whole grain products to meet the grain component requirements.

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Menu Production Records Glossary

Grade Groups – The three grade groupings (K–5, 6–8, 9–12) of the USDA meal patterns for breakfast and lunch. The classification of grade groups is based on the nutritional needs of children and the ages that typically correspond with these grade levels.

Child Nutrition (CN) Label – A statement that clearly identifies the contribution of a food product toward the meal pattern requirements, based on the USDA’s evaluation of the product’s formulation. Products eligible for CN labeling include main dish entrees that contribute to the meat/meat alternates component of the meal pattern requirements. The CN label will also indicate the contribution of other meal components that are part of these products.

Food Buying Guide – A manual produced by the USDA that has current information for LEAs to calculate the correct amount of food to purchase and prepare, and to determine the specific contribution each food makes toward the meal pattern requirements.

Food Component – The five food groups that comprise reimbursable meals in the NSLP (milk, fruits, vegetables, grains and meat/meat alternates) and three food groups that comprise reimbursable breakfasts in the SBP (grains with optional meat/meat alternate as grain substitution, Juice/fruit/vegetable and milk).

Food Item – A specific food offered within the food components that comprise reimbursable meals in the USDA school nutrition programs. A food item may contain one or more food components or more than one serving of a single component.

Local Educational Agency (LEA) – A public board of education or other public or private nonprofit authority (e.g., public school district, charter school, and county office of education) legally constituted within a state as having administrative control of schools.

Menu Item – Any planned main dish, vegetable, fruit, grain or milk that is part of the reimbursable meal. Menu item consist of food items.

Menu Production Record – A working tool that outlines the type and quantity of foods used to prepare school meals. Production records must demonstrate how meals contribute to the required food components, food items or menu items for each day of operation. In addition, these records must provide sufficient documentation to determine how school meals contribute to meeting the weekly dietary specifications.

Nutrition Facts Label – A label required on most packaged food which lists serving sizes, number of servings contained in the package, amounts of certain nutrients and the percentages of nutrients present in the serving based on a 2,000 calorie diet.

Product Formulation Statement – An information statement obtained from the manufacturer that provides specific information about how the product credits toward the USDA meal pattern requirements and documents how this information is obtained citing Child Nutrition Program resources or regulations. Unlike a CN label, a product formulation statement does not provide any warranty against audit claims. If these foods will be used in a reimbursable meal, the LEA must check the manufacturer’s crediting information for accuracy.

Production Specification Sheet – Manufacturer sales literature that provides various information about the company’s products. These materials do not provide the specific crediting information that is required on a product formulation statement and cannot be used to determine a product’s contribution toward the USDA meal pattern components.

Serving Size or Portion – The weight, measure or number of pieces or slices of a food or beverage. Schools must provide the minimum serving sizes specified in the USDA meal patterns for meals and snacks to claim reimbursement.

Standardized Recipe – A recipe that a given food service operation has tested and adapted for use. The recipe produces the same good results and yield every time when the exact procedures are used with the same type of equipment, and the same quantity and quality of ingredients. Standardized recipes include specific information such as ingredients, weights and measures, preparation directions, serving directions, yield and portion size.

Procurement Basics Glossary

Buy American – The buy American provision [in section 12(n) of the National School Lunch Act] requires schools to purchase, to the maximum extent practicable, domestic commodities and products. A domestic commodity or product means an agricultural commodity that is processed in the United States, and/or a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

Competitive Proposals – A competitive proposal, also known as a request for proposal (RFP), solicit a technical proposal that explains how the prospective vendor will meet the objectives of the solicitation and a cost element that identifies the costs to accomplish the technical proposal. While price alone is not the sole basis for award, price remains the primary consideration when awarding a contract under the competitive proposal method.

Competitive Sealed Bidding – A competitive sealed bid is a formal method of procurement in which sealed bids are publicly solicited through an Invitation for Bid (IFB). The IFB results in the award of a fixed-price contract to the responsible vendor/bidder whose solicitation is responsive to the IFB, conforms to all the material terms and conditions of the IFB, and is lowest in price.

Conflict of Interest – A conflict of interest is any action that allows a person to benefit at the expense of the public interest or the expense of their employer.

Contract – A contract is a formal, legally enforceable agreement between a buyer (client) and seller (vendor) that establishes a legally binding obligation for the seller to furnish goods and/or services and for the buyer to compensate the seller. A contract must clearly and accurately describe the goods, products and/or services to be delivered or performed and the terms and conditions of the agreement.

Fixed Price – A fixed price is an agreed upon amount of money that is fixed at the inception of a contract. A cost-reimbursable contract may include a fixed fee that includes the vendor's direct and indirect administrative costs and profit allocable to the contract.

Food Service Management Company (FSMC) – A food service management company is defined as any organization, whether commercial or nonprofit, that contracts with a school food authority to manage any aspect of a school nutrition program.

Forecasting – Forecasting is a process of analyzing current and historical meal data to determine future food production trends. Forecasting involves predicting and estimating the goods, works, and services needed in specified areas for the coming year, and/or assessing needs by reviewing current procurement activities. Forecasting allows for procurement plans to evolve each fiscal year.

Full and Open Competition – Full and open competition means that all potential vendors/bidders are playing on a level field and have the same opportunity to compete for a contract. Procurement procedures may never unduly restrict or eliminate competition.

Invitation for Bid (IFB) – An Invitation for Bid (IFB) is a type of solicitation document used in competitive sealed bidding in which the primary consideration is cost; the expectation is that competitive bids will be received and an acceptance will be made to the responsive and responsible vendor/bidder whose bid is lowest in price. An IFB is a formal method of procurement that uses sealed bidding and results in a fixed-price contract with or without adjustment factors.

Local Educational Agency (LEA) – A public board of education or other public or private nonprofit authority (e.g., public school district, charter school, and county office of education) legally constituted within a state as having administrative control of schools.

Respondent – A respondent, also referred to as a vendor/bidder, is a commercial enterprise, a public or nonprofit private organization, or an individual that responds to a solicitation and potentially enters into a contract with the LEA.

Responsive and Responsible Respondent (Vendor/Bidder) – To be considered responsive, a respondent must submit a response to the IFB or RFP that conforms to all material terms

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and conditions of the solicitation. To be considered responsible, a respondent must be capable of performing successfully under the terms and conditions of the contract. In order to be awarded a contract, a respondent must be both responsive and responsible.

Request for Proposal (RFP) – An RFP is a type of solicitation document used for the formal procurement method of competitive proposals. The RFP identifies the goods, products, and/or services needed, and all significant evaluation factors. The RFP is publicized and is used to solicit proposals from a number of sources. Competitive proposals may be used if conditions are not appropriate for the use of competitive sealed bids.

Solicitation – A solicitation is a document used by the LEA to acquire goods, products, and/or services. Solicitations must incorporate a clear and accurate description of the technical requirements for the material, product, and/or service procured. Solicitations must also identify all the requirements that the respondent must fulfill and all other factors used in evaluating the solicitations or proposals.

Specification – A specification is a concise statement of requirements to be satisfied by a product, material, and/or service.

Velocity Report – A velocity report provides the quantity, the date of purchase, and other valuable information. The report can serve as a tool for the LEA staff when forecasting the needs of the district and documenting solicitation integrity. Upon request, the distributor can generate a velocity report for products purchased during a specific time period.

Vendor/Bidder – A vendor/bidder, also referred to as a respondent, is a commercial enterprise, public or non-profit private organization, or individual that may enter into a contract with an LEA.

Professional Standards Glossary

Administrative Review (AR)—The comprehensive evaluation of school meal programs by state agencies of school food authorities (SFA) participating in the National School Lunch Program and School Breakfast Program. The AR includes both critical and general areas of review.

Key Areas—Suggested training categories developed by the U.S. Department of Agriculture (USDA) to organize sections of training. The four key areas are Nutrition, Operations, Administration, and Communications/Marketing. Each key area has several key topics and specific learning objectives.

Learning Objectives—Describes what participants should know or be able to do at the end of the training.

Local Educational Agency—A public board of education or other public or private nonprofit authority (e.g., public school district, charter school, and county office of education) legally

constituted within a state as having administrative control of schools.

Part-time Staff—Although as related to professional standards, part-time staff means staff working less than 20 hours per week. Part-time staff must have at least 4 hours of training annually. Staff working less than 40 hours weekly may be considered part-time by the SFA. Staff regularly working 20 hours or more weekly must complete at least 6 hours of training annually.

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SFA—An administering entity for the operation of a school feeding program. It can receive federal meal reimbursements for administering the meal programs and is responsible for ensuring that meal counts and eligibility criteria are met. An SFA may be a school district, several school districts, or individual schools.

School Nutrition Program (SNP) Director—Plans, administers, implements, monitors, and evaluates **all** district-wide aspects of a SNP. Regardless of its size, an SFA typically only has one director.

SNP Manager—Directly responsible for the day-to-day operations of SNPs for **one or more**, but not all participating school or group of schools within a larger SFA.

SNP Staff—Involved in the operation of the meal program for a participating school, but does not have managerial responsibilities, such as planning and supervision.

School Year—Pertains to the academic year, typically July 1–June 30.

Instructional Minutes—Time spent on discussing or learning about subjects that align with the Learning Topics located on the USDA School Meals Professional Standards Web page at <http://www.fns.usda.gov/school-meals/professional-standards>. Trainings must be at least 15 minutes long to count toward the professional standard training requirement.

Training Topics—Pertains to relevant program subject matter within each key area.

Resource Management Glossary

Allowable Costs – costs that meet the specific criteria of a granting agency.

Cafeteria Fund – a statutorily required and restricted account used to track the revenue and expenses related to the school nutrition program.

California School Accounting Manual (CSAM) – a manual that assists local government agencies to manage tax dollars invested in education and to account for those dollars. Section 41010 of the *Education Code (EC)* requires local educational agencies to follow the definitions,

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instructions, and procedures in this manual.

Child Nutrition Information and Payment System (CNIPS) – is the California Department of Education’s Web-based system for administering the federal and state nutrition programs including the National School Lunch Program (NSLP) and School Breakfast Program (SBP), Food Distribution, Special Milk, Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and Seamless Summer Feeding Option (SSFO) programs. This system enables sponsors to easily submit online reimbursement claims, view status of applications and meal reimbursement claims, and access site and sponsor information across programs.

Direct Cost – a cost incurred specifically for a program and that can be readily identified to a particular cost objective such as the school nutrition program.

Expenditures – are those allowable costs that can be identified specifically with the production and service of meals to school children.

Indirect Cost – a cost incurred for the benefit of multiple programs, functions or other cost objectives and cannot be identified readily and specifically with a particular program.

Indirect Cost Rate – a method for claiming reimbursement of indirect costs from federal and state categorical funds. It is the ratio (expressed as a percentage) of the indirect costs to direct base costs.

Local Educational Agency (LEA) – means a public board of education or other public or private nonprofit authority legally constituted within a state having administrative control of schools.

Net Cash Resources – all monies, as determined in accordance with the state agency’s established accounting system (*CSAM* Procedure 900 et.al.), that are available to or have accrued to a school food authority’s nonprofit school food service at any given time, less cash payable. Such monies may include, but are not limited to, cash on hand, cash receivable, earnings on investments, cash on deposit and the value of stocks, bonds, and other negotiable securities.

Nonprogram Foods – foods and beverages other than a reimbursable meal sold in a participating school that are purchased using funds from the nonprofit school food service account (i.e. the Cafeteria Fund). It includes a la carte items and adult meals.

Object – as used in an expenditure classification, *object* applies to the article purchased or to the service obtained.

Restricted Funds – money whose use is restricted by legal requirement. Once monies have been deposited into the cafeteria fund, they are considered part of the nonprofit food service and are governed, protected, and restricted by federal and state laws.

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Paid Lunch Equity (PLE) – the difference in dollar amount between the free reimbursement rate and paid reimbursement rate. The intent of the PLE provision is to ensure that sufficient funds are provided to the food service account from paid lunches.

School Food Authority (SFA) – the governing body which is responsible for the administration of one or more schools and has the legal authority to operate the Program therein *or* be otherwise approved by FNS to operate the Program.

Weighted Average Price (WAP) – the total school district paid lunch revenue for the month of October in the previous school year divided by the average price of paid lunches determined based on the total number of paid lunches claimed for the month of October in the previous school year, at each different price charged by the school food authority.

School Nutrition Programs Application Process Glossary

California Department of Education (CDE) – The state agency that oversees and administers school nutrition programs in California.

Child Nutrition Information and Payment System (CNIPS) – The CDE’s Web-based system for administering the federal and state school nutrition programs (SNP), including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Meals Supplements (AMS), Food Distribution Program (FDP), Special Milk Program (SMP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and Seamless Summer Feeding Option (SSFO) Program. This system enables program sponsors to easily submit online claims for reimbursement, view status of applications and meal reimbursement claims, and access site and sponsor information across programs.

Data Universal Numbering System (DUNS) Number – Is a unique nine-digit sequence identifier issued and maintained by Dun and Bradstreet (D&B), the **DUNS Request Service for the U.S. Federal Government Contractors and Grantees**. A DUNS number is not reused or reissued to another business entity. To comply with mandatory Federal Funding Accountability and Transparency Act (FFATA) requirements and report on federal Child Nutrition Program (CNP) funding, local educational agencies (LEAs) participating in the CNPs must obtain a DUNS number prior to participating in CNPs.

Local Educational Agency (LEA) – A public board of education or other public or private nonprofit authority (e.g., public school district, charter school, and county office of education) legally constituted within a state as having administrative control of schools.

National School Lunch Program (NSLP) – A federally funded school meal program that assists schools and other agencies in providing nutritious lunches to children at reasonable prices.

Residential Child Care Institution (RCCI) – Generally any distinct part of a public or nonprofit private institution that (1) maintains children in residence; (2) operates principally

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for the care of children; and (3) if private, is licensed by the state or local government to provide residential childcare services under the appropriate licensing code.

School Breakfast Program (SBP) – A federally funded school meal program that assists schools and other agencies in providing nutritious breakfasts to children at reasonable prices.

School Food Authority (SFA) – An administering entity for the operation of a school feeding program. It can receive federal meal reimbursements for administering the meal programs and is responsible for ensuring that meal counts and eligibility criteria are met. An SFA may be a school district, several school districts, or individual schools.

School Nutrition Program (SNP) – A federally assisted meal program operating in non-profit public and private schools and residential child care institutions throughout the United States.

School Nutrition Program Unit (SNPU) – A unit within the CDE that administers most school-based meal programs. The SNPU develops program policy, procedures, and guidance for over 1,500 school food authorities.

Seamless Summer Feeding Option (SSFO) – A school and community feeding program that encourages more Public School Districts and County Offices of Education (PSDs/COEs or sponsors) to provide meals to children in low income areas during summer and certain other school vacation periods.

Special Milk Program (SMP) – A federally funded child nutrition program that assists schools and other agencies in providing milk to children at reasonable prices.

State Meal Program (SMP) – A child nutrition program funded by the State of California. The program provides reimbursement to public school districts and county superintendents of schools that serve nutritious meals, free or at a reduced price, to needy children, in compliance with state law. The SMP is administered by the CDE, NSD.

United States Department of Agriculture (USDA) – The federal agency that oversees and administers food assistance programs including school meal programs.

Special Dietary Needs Glossary

Anaphylaxis – A sudden, severe allergic reaction occurring in allergic individuals after exposure to an allergen such as food, an insect sting, or latex. Anaphylaxis involves various areas of the body simultaneously or causes difficulty breathing and swelling of the throat and tongue. In extreme cases, anaphylaxis can cause death.

Disability – A condition in which a person has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

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Fluid Milk Substitutes – Nondairy beverages, such as soymilk, used as a substitute for fluid milk in the USDA Child Nutrition Programs. For meals and snacks to be reimbursable, these beverages must meet the USDA nutrition standards for milk substitutes.

Food Allergy – An exaggerated response by the immune system to a food that the body mistakenly identifies as being harmful. The body’s reaction to the allergy-causing food can affect the respiratory system, gastrointestinal tract, skin, and cardiovascular system. In some people, a food allergy can cause severe symptoms of even a life-threatening reaction known as anaphylaxis.

Food Intolerance – An adverse food-induced reaction that does not involve the body’s immune system, e.g., lactose intolerance.

Individual with Disabilities Education Act (IDEA) – A federal law ensuring services to children with disabilities that governs how states and public agencies provide early intervention, special education, and related services to eligible infants, toddlers, children, and youth with disabilities.

Local Educational Agency (LEA) – A public board of education or other public or private nonprofit authority (e.g., public school district, charter school, and county office of education) legally constituted within a state as having administrative control of schools.

Major Life Activities - Covered under Section 504 of the Rehabilitation Act of 1973, include caring for one's self, eating, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, and major bodily functions.

Medical Statement – A document that identifies the specific medical conditions and appropriate dietary accommodations for children with special dietary needs.

Vended Meals Glossary

Grade Groups—The three grade groupings (k–5, 6–8, 9–12) of the U.S. Department of Agriculture (USDA) meal patterns for breakfast and lunch is based on the nutritional needs of children and the ages that typically correspond with these grade levels.

Child Nutrition (CN) Label—A statement that clearly identifies the contribution of a food product toward the meal pattern requirements based on the USDA’s evaluation of the product’s formulation. Products eligible for CN labeling include main dish entrees that contribute to the meat/meat alternate (M/MA) component of the meal pattern requirements. The CN label will also indicate the contribution of other meal components that are part of these products.

Child Nutrition Information and Payment System (CNIPS)—The California Department of Education Web-based system for administering the federal and state nutrition programs,

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including the National School Lunch Program (NSLP) and School Breakfast Program (SBP), Food Distribution Program, Special Milk Program, Child and Adult Care Food, Summer Food Service Program, and Seamless Summer Option. This system enables sponsors to easily submit online for reimbursement, view status of applications and meal reimbursement claims, and access site and sponsor information across programs.

Contract—A contract is a formal, legally enforceable agreement between a buyer (sponsor) and seller (vendor) that establishes a legally binding obligation for the seller to furnish goods and/or services and for the buyer to compensate the seller. A contract must clearly and accurately describe the goods, products and/or services to be delivered or performed and the terms and conditions of the agreement.

Food Component—The five food groups that comprise reimbursable meals in the NSLP (milk, fruits, vegetables, grains, and M/MA) and three food groups that comprise reimbursable breakfasts in the SBP (grains with optional M/MA as grain substitution, juice/fruit/vegetable and milk).

Food Item—A specific food offered within the food components that comprise reimbursable meals in the USDA School Nutrition Programs (SNP). A food item may contain one or more food components or more than one serving of a single component.

Food Service Management Company (FSMC)—An FSMC is defined as any organization, whether commercial or nonprofit, that contracts with a school food authority (SFA) to manage any aspect of the SNP.

Hazard Analysis Critical Control Point (HACCP)—A prevention-based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food products.

HACCP Plan—A written document that is based on the principles of HACCP and describes the procedures to be followed to ensure the control of a specific process or procedure.

Invitation for Bid (IFB)—An IFB is a type of solicitation document used in competitive sealed bidding in which the primary consideration is cost; the expectation is that competitive bids will be received and an acceptance will be made to the responsive and responsible vendor/bidder whose bid is lowest in price. An IFB is a formal method of procurement that uses sealed bidding and results in a fixed-price contract with or without adjustment factors.

Meal Pattern—The required food components and minimum serving sizes that schools and institutions participating in the USDA child nutrition programs (CNP) must provide to receive federal reimbursement for meals and snacks served to children.

Vended Meal Company—A company providing meals to SFAs, and nothing more. In this capacity, a meal vendor may also develop menus and menu production records. Meal vendors may not have access to individual student meal eligibility, may not collect meal payments, conduct point of service counts, provide program oversight, collect claim data, or act as an employee of the SFA.

Offer versus Serve (OVS)—A concept that applies to menu planning and the determination of reimbursable school meals in the NSLP and SBP. All required meal components must be offered to each student. OVS allows students to decline a certain number of food components or items in the meal.

Product Formulation Statement (PFS)—An statement obtained from the manufacturer that provides specific information about how the product credits toward the USDA meal pattern requirements and documents how this information is obtained citing CNP resources or regulations. Unlike a CN label, a PFS does not provide any warranty against audit claims. If these foods are used in a reimbursable meal, the local educational agency must check the manufacturer’s crediting information for accuracy.

Standardized Recipe—A recipe that a food service operation has tested and adapted for use. The recipe produces the same good results and yield every time when the exact procedures are used with the same type of equipment, and the same quantity and quality of ingredients. Standardized recipes include specific information such as ingredients, weights and measures, preparation directions, serving directions, yield, and portion size.

USDA Foods—USDA Foods include a wide variety of high quality vegetables, fruits, dairy products, whole grains, lean meats, and other protein options. USDA Foods support the Dietary Guidelines for Americans and the school meal pattern requirements to make it easier for schools to prepare healthy meals. USDA Foods are available to any school that participates in a USDA SNP. USDA Foods account for 15 percent to 20 percent of the foods in SNPs and are 100 percent American grown.

Verification Glossary

Adverse Action – A written notice sent to households for whom benefits are to be reduced or terminated; there must be 10 calendar days of advance notice of the change to the households, which begins the date the notice is sent.

Assistance Programs – Encompasses the following programs: CalFresh (federally known as Supplemental Nutrition Assistance Program (SNAP)); CalWORKS (federally known as Temporary Assistance for Needy Families (TANF)); Food Distribution Program on Indian Reservations (FDPIR); and Kinship Guardianship Assistance Payment Program (KinGAP). Receipt of benefits by any household member from these programs conveys categorical (automatic) eligibility for free school meals to all children in the household. The determination is made through an application with appropriate case numbers or through

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direct certification methods.

Categorical eligibility – Means any child automatically eligible for free meal benefits because they, or any household member, receive benefits under Assistance Programs (CalFresh (SNAP), CalWORKS (TANF), FDPIR, KinGAP or those children who qualify for free meals based on their eligibility under any of the Other Source Categorically Eligible Programs (Runaway, Homeless, Migrant, Foster, Head Start, Even Start)

Collateral Contact – Is a person outside of the household who is knowledgeable about the household's circumstances and can give confirmation of a household's income participation in Assistance Programs or Other Source Categorical Eligibility Program sources

Confirmation Reviews – Means the process of reviewing each application selected for Verification to ensure that the initial eligibility determination was accurate.

Confirming Official – Is the person, other than the official who made the initial eligibility determination, who conducts the confirmation reviews.

Direct Verification – Means using records from public agencies to verify income and/or program participation. Direct verification may be completed at the State or local level or through a joint effort at both levels. Local Educational Agency (LEA)s are not required to conduct direct verification. However, any LEA that wishes to conduct direct verification must contact their State agency (SA) for assistance with establishing a direct verification method.

Error Prone – Applications that indicate a total household income within \$100 below the free and reduced-price monthly income eligibility limits or \$1,200 below the annual free and reduced eligibility guidelines for that household size on the federal Income Eligibility Guidelines.

Income Eligibility Guidelines (IEGS) – Are the household size and income levels prescribed annually by the Secretary of Agriculture for determining eligibility for free and reduced-price meals and for free milk. The free guidelines are at or below 130 percent of the Federal poverty guidelines and the reduced price guidelines are between 130 and at or below 185 percent of the Federal poverty guidelines.

Local Educational Agency (LEA) – A public board of education or other public or private nonprofit authority (e.g., public school district, charter school, and county office of education) legally constituted within a state as having administrative control of schools.

Other Source Categorically Eligible Programs – Are those programs which make children automatically eligible for free meal benefits, either through direct certification or application, because the child(ren) are documented as runaway, homeless, migrant, foster, or enrolled in Head Start or Even Start.

Residential Child Care Institution (RCCI) – Is generally any distinct part of a public or

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nonprofit private institution that (1) maintains children in residence; (2) operates principally for the care of children; and (3) if private, is licensed by the State or local government to provide residential child-care services under the appropriate licensing code.

Sample Pool – The total number of applications approved as of October 1. The sample pool depends on the number of applications (paper or electronic) and is not based on the number of children eligible for free and reduced priced meals

Sample Size – Is the number of applications subject to verification. LEAs must not verify more than or less than the standard sample size or, when used, the alternate sample size.

Student Count – The number students eligible for free and reduced-priced meals as of the close of business on the last operating day in October.

Verification – Confirmation of eligibility for free and reduced price meals under the National School Lunch Program (NSLP) and School Breakfast Program (SBP)

Verification Report – Annual report that sponsors of the NSLP and SBP must submit to the State that summarizes the verification results of their free and reduced-price (F/RP) application process.