



Terms to Know

Idaho School Nutrition Reference Guide

GLOSSARY OF TERMS A THROUGH C

- A la carte – Food items that are priced and sold separately from a reimbursable meal.
- Accompaniments - Edible items, such as condiments, designed to supplement or complement a food or meal component. Any accompaniments to competitive foods must be included in the nutrient analysis of the food item served. The average amount of the accompaniment used per food item may be used in order to calculate the contribution of the accompaniment to the nutrient analysis of the food item served.
- Adult meal pricing – The price charged to adults who purchase a meal at a site participating in the National School Lunch Program and the School Breakfast Program.
- Adult visitors -The charge to adult visitors, at the discretion of the sponsor, may be higher than the charge paid by adult employees.
- Afterschool Snack Program (ASSP) – Offered under the National School Lunch Program to students after the school day.
- Afterschool Snack Program Review - A review to be completed twice during the school year: during the first four weeks of the snack program operation and again before the program ends (or June 30th in year round schools). A review form is completed as part of the process; this form is to be kept on file for administrative reviews or audits.
- Area eligible – A factor that determines if a school site is eligible to serve snacks to all students at the free rate when operating the Afterschool Snack Program; a school is eligible if March free/reduced eligibility is at least 50 percent in the preceding five years.
- Area eligibility in CACFP – A factor that determines if a center or site is eligible to participate in the At-Risk Afterschool Program in CACFP and serve free meals and/or snacks to the participants. Area eligibility determinations must be based on the total number of public school students approved for free and reduced-price school meals; a center or site is eligible if March free/reduced eligibility is at least 50 percent and determinations are valid for five years.
- Area Eligible Sites - The site is at a school or located within the attendance area of a school in which March free/reduced eligibility is at least 50 percent in the preceding five years. Snacks are served at no charge to all children, and reimbursed at the free rate.
- At-Risk Afterschool Care Centers or Sites – This is a place where children and teens participate in an afterschool program. They can be located in many types of places such as schools, libraries, child care centers or community centers. Centers may participate in CACFP At-Risk independently or under a sponsoring organization that manages multiple programs.

- Behavioral economics - The practice of altering the physical environment in order to affect purchasing and consumption behavior.
- Benefit issuance - Documentation of meal benefit status conveyed to certified children. A benefit issuance list or master roster of all students and their eligibility status must be maintained.
- Benefit issuance list - A continually updated document that lists each student enrolled in a school site and their school meal eligibility status (free, reduced, or paid). It shows the source of the student's free meal status (i.e., free because of direct certification (DC), household extended, foster status, household free/reduced income application, or due to being certified as homeless, migrant, or runaway by the designated liaison). A benefit issuance list of all students and their eligibility status must be maintained / updated and must document dates when benefits changed. This document must be kept confidential. Accurate maintenance of this document is a requirement of USDA School Meal Programs.
- Bonus USDA Foods – The food products that USDA purchases in addition to the entitlement food value. When School Food Authorities (SFAs) order bonus USDA Foods, their entitlement is not reduced.
- Capital expenditure request – A purchase of any single piece of equipment or software valued at \$5,000 or more requires the entry into the system under Applications – Capital Equipment Request, with three comparable quotes uploaded. Approval by the State agency is required prior to purchase.
- Categorical eligibility (Special Milk Program) - Those children approved without an application to receive free milk through the Special Milk Program. A child is categorically eligible for free milk if they are: in foster care; enrolled in Head Start; homeless or migrant; living in a household receiving SNAP, Food Distribution Program on Indian Reservations (FDPIR), and/or TAFI benefits and they are certified by the Homeless or Migrant Liaison or are a match on the Direct Certification list.
- Categorical eligibility (School Meals Program) – Those children approved without an application to receive free school meals. A child is categorically eligible for free school meals if they are: on the direct certification state match list, living in a household receiving SNAP (Supplemental Nutrition Assistance Program), FDPIR (Food Distribution Program on Indian Reservations), and/or TAFI (Temporary Assistance for Families in Idaho) benefits, on a signed homeless/migrant/runaway list certified by the appropriate liaison, enrolled in Head Start, or in foster care where the court has legal responsibility for the child.
- Certification/determination- Process used in determining the eligibility status of each student, which includes approving or denying Free and Reduced applications, matching children on the direct certification list, and using certified lists from the school district's homeless, migrant, runaway liaison.

- Charge for reduced-price meals - Reduced meal prices cannot exceed 40 cents for lunch, 30 cents for breakfast, or 15 cents for snacks.
- Child Nutrition and WIC Reauthorization Act of 2004 - Law signed on June 30, 2004, by President Bush which required that all LEAs participating in the National School Lunch Program or other child nutrition programs create local school wellness policies by school year 2006. The legislation places the responsibility of developing a wellness policy at the local level so the individual needs of each LEA can be addressed.
- Child and Adult Care Food Program (CACFP) – A federally-funded program that provides payments for eligible meals served to participants who meet age and income requirements. Meals served by participating institutions and facilities must meet minimum guidelines set by the United States Department of Agriculture (USDA). The CACFP helps institutions and facilities serve well-balanced, nutritious meals to the participants in their care. Serving nutritious meals helps improve and maintain the health and nutritional status of participants in a day care environment and can help them develop and maintain good eating habits.
- Children visitors – Non-enrolled customers who are charged the same price as adult visitors to cover the cost of the meal, USDA Foods, and sales tax.
- Civil Rights - Includes processes that ensure program recipients are being treated without discrimination while participating in Child Nutrition Programs; the benefits of Child Nutrition Programs must be made available to all eligible people in a non-discriminatory manner. Includes the annual civil rights training, complaint process, non-discrimination statements, and accommodations to ensure all students have equal access to the meal program, regardless of race, color, national origin, age, sex, or disability.
- Claim due date – The final date a claim may be accepted for consideration of payment; it is sixty days past the last day of the claim month (not to be mistaken for “two months” past the last day of the claim month).
- Claim for reimbursement – A request for reimbursement submitted by an SFA to the State agency through MyIdahoCNP for payment of reimbursable meals served.
- Claim month – The month during which meals were served for which the SFA is claiming reimbursement.
- Claim submission – The monthly entering of the meals served within the regulatory 60-day time frame.
- Code of Conduct – A document required of all sponsors that outlines allowable and unallowable practices in the procurement of goods and services.
- Combination food - A product containing two or more components representing two or more recommended food groups: fruit, vegetable, dairy, protein, or grain. Combination foods must meet the specific nutrient requirements described in the Smart Snacks standards.

- Community Eligibility Provision (CEP) – A method of approving students for free meal benefits based on at least 40 percent of students in a school or school district qualifying for free meals through direct certification as of April 1 of the year prior to participating in CEP. All students at the school site receive meals at no charge. LEAs (local education agency) must ensure non-Federal funding sources are used to cover any excess meal costs. CEP improves access to free school meals in eligible high poverty LEAs and schools. CEP is only available to LEAs and schools with an identified student percentage greater than or equal to 40 percent.
- Competitive foods - All food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day which include snacks sold in vending machines, a la carte lunch lines, fundraisers, and in student stores.
- Complaint procedure - USDA defined procedure for handling discrimination complaints. A copy of the **procedure**, complaint **log** and complaint **forms** must be on file at all sites operating Child Nutrition Programs.
- Compliant fundraiser – Funds raised for school-related purposes by selling competitive food and/or beverage items during the school day that meet the Smart Snacks in Schools nutrition standards.
- Confirming official – The school district staff member who is charged with confirming that Free and Reduced Income applications, submitted by households and selected for verification, are determined correctly; confirmation is done prior to the sending of a letter notifying the household of their selection for verification.
- Contract monitoring (contract administration/performance management process) – The ongoing process of making sure the terms and conditions of the contract are being followed once the contract has been awarded.
- Corrective action – Actions required to correct any violation identified under the administrative review and applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised system wide.
- Corrective Action Plan (CAP) for Once-In-Three-Year Exception – A form which must be submitted by LEAs detailing the steps to be taken to ensure that the same errors or actions that led to a late claim will not occur again. This form is submitted by the SFA to the State agency when requesting a Once-in-Three-Year Exception for payment of a late claim.
- Customer – Any person who chooses to participate in any school meal programs.
- Cycle menu- A menu developed for a certain length of time and repeated on a periodic basis. The menu is different for each day during the cycle.

Terms D through F

- Day student – A child attending an RCCI for part of the day and receives meals, but does not reside in an RCCI.
- Determining official – The school district staff member who is charged with determining Free and Reduced Income applications submitted by households for school meal benefit qualification.
- *Dietary Guidelines for Americans* – Written guidelines intended for ages 2 years and over, jointly issued and updated every 5 years since 1980 by the USDA and the Department of Health and Human Services. The *Guidelines* encourage Americans to consume a nutritious diet, focusing on foods and beverages that help achieve and maintain a healthy weight, promote health, and prevent disease.
- Dietary specifications and nutrient analysis - Assessing the menu for compliance with USDA guidelines for calories, saturated fat, trans fat, and sodium.
- Direct certification (DC) – A method in which a child is eligible for free meals based on documentation obtained directly from the appropriate State or local agency authorized to certify that the child is a member of a household receiving assistance under SNAP, FDPIR, TAFI or foster programs. This also includes Head Start children or children certified by the proper liaison to be a homeless, migrant, or runaway child.
- Direct verification – Process of checking the direct certification status of a student prior to application confirmation when conducting verification.
- Director – The person responsible for the day to day management of a school food authority (SFA).
- Disability - A person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. “Physical or mental” impairment includes many diseases and conditions.
- Discrimination - Different treatment of one person or a group of persons either intentionally, by neglect or by the effect of actions or lack of actions based on race, color, national origin, age, sex, or disability. This includes **denied** benefits or services that others receive, **delayed** benefits or services that others receive, or being treated **differently** than others to their disadvantage.
- Download forms – A list of documents that can be downloaded for sponsor use. These documents can be found under Applications – Download Forms in MyIdahoCNP.
- Edit checks – The process that is required to be completed prior to submitting a claim for reimbursement; the process may be automated or manual. This process ensures the meal claim is accurate prior to submittal for payment.
- Eligibility status – A student’s free, reduced, or paid status as determined by submission of a Free and Reduced Application, living in a household that is receiving Program

Assistance benefits (SNAP, TANF/TAFI, FDPIR), identified as a foster child, enrolled in Head Start, or certified by the proper liaison as a homeless, migrant, or runaway child.

- Entrée item - A main dish food item within one of these categories: 1) A combination food of meat or meat alternate and whole grain-rich food; 2) A combination food of vegetable or fruit and meat or meat alternate; or 3) A meat or meat alternate alone, with the exception of yogurt, low-fat or reduced fat cheese, nuts, seeds and nut or seed butters, and meat snacks (such as dried beef jerky).
- Error prone – Applications that are within \$100 per month of the applicable Income Eligibility Guidelines (for free or reduced-price meals).
- Especially needy lunch (two cent differential) - The two cent differential is based on the percent of free and reduced-price lunches served two years prior to the current year. The free and reduced lunches served must be equal to or greater than 60% of the total lunches served that year. If a sponsor meets the 60% requirement, an additional \$.02 is reimbursed for all lunches claimed by that sponsor. The eligibility for the two cent differential is determined by the State agency based on the claims submitted during the appropriate year by district. Notification will be sent to sponsors that qualify for the two cent differential at the beginning of each fiscal year.
- Ethnic categories - ‘Not Hispanic or Latino’ or ‘Hispanic or Latino’.
- Exempt foods - Certain nutrient dense foods that are not required to meet all of the specific nutrient requirements of the Smart Snacks standards in order to encourage students to consume more of these foods. Examples include fresh, frozen, and canned fruits and vegetables that contain no additional ingredients and nut butters that primarily consist of healthier fats.
- Exempted fundraiser - Funds raised for school-related purposes under a special exemption that allows for the occasional sale of food and/or beverages during the school day that do not meet the Smart Snacks in Schools nutrition standards. Exempted fundraiser limitations are established under fundraiser restrictions defined by the State agency.
- Extra – Food that does not credit toward meeting USDA meal pattern requirements; “extra” food does not count as a component or as an item in a reimbursable meal. “Extra” food is simply additional food that is counted in the nutrient analysis with regard to the dietary specifications for calories, saturated fat, and sodium. “Extra” food may impact the budget.
- Facility – A sponsored center or day care home.
- Fees for lunch services - Children enrolled in school must not be charged any additional fees for supervisory or other services provided in conjunction with the meal programs.
- Food and Nutrition Service (FNS) – A branch under USDA that administers the food and nutrition assistance programs, providing regulations and guidance materials.

- Food component (meal component) - One of the required food groups that comprise a USDA reimbursable meal: meat/meat alternate; grain; fruit; vegetable; and fluid milk. Schools must offer the specified food components in at least the minimum required quantities. The menu planner decides how to count (credit) certain foods that have more than one component option (e.g., legumes may count as either a meat/meat alternate or as a vegetable).
- Food item - A specific food offered within the three food components required at breakfast. Depending on the planned menu, the student may need to select more than one food item to have the minimum quantity needed for a component to be credited. The menu planner decides how to count/credit food items.
- Food service employees - Meals served to cafeteria employees directly involved in the operation and administration of the breakfast and lunch program (managers, cooks, servers, etc.). These meals may be served at no charge and considered as a fringe benefit attributable to program costs. Therefore, the cost of such meals may be paid from program funds. Charging food service employees for meals is left to the discretion of the sponsor.
- Free and reduced-price school meals application- An application completed by a household and turned into the school district, providing household and income information to determine qualification for free or reduced price meal benefit.
- Fresh Fruit and Vegetable Program (FFVP) reimbursement – Schools submit a monthly claim for all fresh fruits and vegetables served to children free during the school day in this program.
- Full priced meals – The maximum amount that enrolled children pay for their meals. The charge for a full price meal may be more in high schools than in grade schools. Schools may offer enrolled students a choice of reimbursable lunches. One lunch line may be more expensive because of the cost of producing special meal items; however, reduced and free children may choose this line at no added cost.
- Fundraiser - Event or activity which raises funds for a school or school-related activity that includes the exchange of currency, tokens, tickets, or other such items, for the acquisition of a product. Suggesting a donation for any product is also considered to be a fundraiser as is the use of a vending machine if the profits benefit a school-related club or activity. For further guidance, see compliant fundraiser, exempted fundraiser, and fundraiser restrictions.
- Fundraiser restrictions - Per Idaho state policy, up to ten (10) exempted fundraisers, for a maximum of four (4) consecutive school days, per school may be approved by the school administrator. All exempted fundraisers beyond the ten (10) locally approved exempted fundraisers must be pre-approved by the State agency. **All fundraisers**, both compliant and exempted, **must be tracked**. No exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.

Terms G through M

- Geographic preference – The allowance granted by the USDA to a school food authority that gives preference for local products when procuring food items to use in school meals. Geographic preference may be applied to unprocessed and minimally processed items only. It is not a specification.
- Hazard Analysis Critical Control Points (HACCP) - A management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement and handling, to manufacturing, distribution and consumption of the finished product. Please see the HACCP-Based Standard Operating Procedures available in Download Forms in MyIdahoCNP.
- Healthy, Hunger-Free Kids Act of 2010 – Bill signed on December 13, 2010, added new provisions for local school wellness policies related to implementation, evaluation, and publicly reporting on progress of local school wellness policies.
- Homeless/migrant/runaway list – A list of students from the appropriate school district liaison who are certified to be homeless, migrant, or runaway, and, therefore, qualify to receive free meal benefits. The list(s) must be signed and dated by the designated liaison and retained on file. Homeless, migrant, and runaway status does not convey free meal status to other students in the household.
- Identified student percentage (ISP) – The percentage of students who are directly certified at a particular school site; ISP is calculated by dividing the number of directly certified students in a school by the school's total enrolled students. The sponsor must have documentation (as of **April 1 of the year prior** to participating in CEP) on file to support these numbers. The required documentation includes a **list of student names** to support the enrollment number and **list of student names and DC information and dates** to support the direct certification data.
- Indirect costs – Costs that cannot be directly allocated because the amount is prorated across several programs (e.g., cost of utilities being charged to a school). Allowable indirect costs are based on total expenses for the current year minus food and milk, capital outlay, and prior indirect cost paid on a previous year. This is calculated at the Idaho Department of Education, Finance Department, and an approved Indirect Cost Rate is given to an SFA. This rate must be requested annually.
- Institution – A sponsoring organization, child care center, At-Risk afterschool care center, outside-school-hours care center, emergency shelter or adult day care center which enters into an agreement with the Idaho State Department of Education (SDE) to operate the CACFP in Idaho.
- Institutionalized child - A child residing in an RCCI, and not living with his/her actual family as an economic unit, considered to be a household of one.

- Invitation for bid (IFB) - A solicitation to prospective vendors containing contract requirements and product or service specifications. Contracts are awarded to the lowest responsive, responsible bidder.
- Key area – A unit encompassing several topics and specific training subjects to assist those who are planning training or receiving training to cover specific objectives.
- Late claim – A claim submitted past the claim due date; requires a CAP.
- Learning objectives – A list of training topics in the four key areas of Nutrition, Operations, Administration, and Communications/Marketing.
- Local education agency (LEA) – A term established by the USDA that refers to school district level management, sometimes called school food authority (SFA).
- Local purchasing - There are many options for defining “local,” and definitions vary widely depending on the unique geography and climate where a sponsor and its meal sites are located. Sponsors can define local as within a certain number of miles, within the county, state, or region of the country.
- Local wellness policy (LWP) - A district policy that addresses the health and well-being of students and the school environment.
- Long-term care facility – A hospital, skilled nursing facility, intermediate care facility, or distinct part thereof, which is intended for the care of children confined for 30 days or more.
- Marketing – Activities that promote, advertise, distribute, and sell goods and services to customers.
- Meal counting and claiming - The daily process for counting and claiming reimbursable meals based on a student’s eligibility category.
- Meals for all – Enrolled free and reduced price recipients must be able to choose any meal offered with no additional charge.
- Micro purchase – A government **purchase** of supplies and/or services under the dollar value of \$3,500.00; a purchase below \$3,500 may be made without obtaining price quotes as long as the price is reasonable and purchases are distributed equitably among qualified suppliers. For example, a sponsor may not make all purchases from one source; rather, the sponsor must make purchases from all qualified sources equally to the extent practicable. Maintain evidence of the reasonableness with records of all micro purchases.
- MyIdahoCNP – The online database used by SFAs.

Terms N through R

- National School Lunch Program (NSLP) – The largest student nutrition program in the United States and the first such mandated by Congress.
- Non Area Eligible Sites - Snacks are served at free, reduced price, and paid rates based on approved eligibility documentation.
- Non-discrimination statement – The USDA statement that must be present on all publications, websites, and media announcements mentioning USDA Child Nutrition Programs. The non-discrimination statement must be listed on all printed material.
- Non-pricing program - A program that provides, but does not sell, milk or meals to children.
- Non-program adults – Adults that do not work in any direct way with the meal service. Meals served to non-program adults must be charged at least the full cost of the meal (including food and non-food supplies, labor and the value of commodities) or use other non-program funds to cover the cost of these meals.
- Non-program foods – All food and beverages sold through food service that are not part of a reimbursable meal. Non-program foods include a la carte items (e.g., milk, entrée items, chips, etc.), adult meals, vending items, and catering.
- Non-response rate – The percentage of households selected for verification that did not respond appropriately to the attempts to obtain income information.
- Non-systemic - Refers to factors in the meal counting process that are unusual, and not part of the normal operating procedure, that resulted in an error occurring in the process. The entire system does not require a change to achieve accurate results when an error is non-systemic.
- Nutrition education - The process of teaching students how to choose and enjoy healthy foods along with the benefits that healthy foods have for one's body and mind.
- Nutrition promotion - The process of sharing healthy nutrition messages and encouraging healthy nutrition activities both in and out of the classroom. Examples include signage, food tastings, presentations by nutrition experts, nutrition newsletters, etc.
- Offer versus serve (OVS) - A menu planning and meal service concept that allows students to decline some of the food offered in a reimbursable meal, permitting students to choose the foods they want while reducing food waste. OVS is optional at breakfast for all age-grade groups. OVS is optional at lunch for grades K-5 and 6-8, but is required for senior high school grades 9-12. For identifying a reimbursable meal under OVS, food components are counted at lunch, whereas food items are counted at breakfast.

- Once-in-three-year exception – An exception which **may** be granted by the USDA for claims submitted past the claim due date; SFA’s must submit a request and provide a detailed corrective action plan in order to be considered for the exception.
- Other school-based wellness activities - Additional programs available for schools that include, but are not limited to: Farm to School, School Gardens, Chefs Move to Schools, Recognition and Award Programs, Mental Health Programs, Drug Free Initiatives, and CPR Training.
- Other source categorical eligibility – Those children approved without an application for free meals because they receive benefits under a specific assistance program (Foster, Migrant, Homeless, Runaway, Head Start, or Even Start). The eligibility does not extend to other household members.
- Other sponsor employees - If meals are included as a fringe benefit or offered as part of the salary arrangement for non-food service personnel, the sponsor must provide enough money from non-school food service funds to the food service fund to pay the cost of these adult meals.
- Ounce equivalent (oz eq) – The amount of food counted as equal to one grain component when crediting grain or one meat/meat alternate component when crediting meat/meat alternate.
- Overt identification - Any action that may result in a child being recognized as potentially eligible to receive or certified to receive free or reduced price school meals.
- Paid lunch equity provision (PLE) – A federal regulation that requires paid lunch prices be similar to free federal reimbursement rates minus the paid reimbursement rate.
- Paired exemptions - Items that have been designated as exempt from one or more of the nutrient requirements individually and packaged together without any additional ingredients. Paired exemptions retain their individually designated exemption for total fat, saturated fat, and/or sugar when packaged together and sold. However, they are still required to meet the calorie and sodium limits for Smart Snacks.
- Per student allocation – FFVP regulations require the state to award a per-student allocation of \$50-\$75 per year for the school to purchase fresh fruits and vegetables.
- Performance-based reimbursement – Additional funding (6 cents) for all lunches served in schools complying with the meal pattern.
- Physical activity - Any bodily movement produced by skeletal muscles that requires energy expenditure. Children should participate each day in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.
- Point of Service (POS) - The point in the food service operation where a determination can accurately be made that a reimbursable free, reduced price, or paid lunch has been served to an eligible child.

- Pricing program - A program that provides and sells meals and milk to children.
- Private, nonprofit institution – An RCCI which is not public and is tax-exempt.
- Procurement – Planning that goes into the buying of the right amount of products, at the right time, and at the price afforded. The act of obtaining goods or services in exchange for money or value, conducted with free and open competition on a level playing field. All USDA Child Nutrition Programs must have written procurement procedures.
- Procurement by competitive proposals – Competitive proposals are publicly solicited from a number of qualified sources with more than one source submitting an offer, and either a fixed-price or cost-reimbursable type contract is awarded. The solicitation must include a written method of conducting technical evaluations. Contracts are awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- Procurement by sealed bids (Formal advertising) - When purchases are estimated to exceed the most restrictive Small Purchase Threshold (State of Idaho is \$49,998 for public school districts), sponsors must conduct a cost or price analysis (2 CFR Part 200.323). Bids are publicly solicited from two or more responsible bidders and a firm, fixed-price contract (lump) sum or unit price is awarded to the responsible bidder whose bid conforms to all contract specifications, terms, conditions, and required provisions. Federal contract provisions found at 2 CFR Part 200, Appendix II.
- Production record – A forecasting document to be completed for reimbursable meal service. It must include the number of each menu item planned, prepared and served. This record also notes portion size, component crediting, temperatures, leftovers, and substitutions.
- Program adults – Adults who work directly with the preparation or service of meals. Meals may be served free to adults who meet this definition. These meals may not be claimed for reimbursement but may be counted as legitimate operating costs.
- Protected classes - The protected classes recognized by the USDA include race, color, national origin, sex, age, and disability.
- Provision – An alternative method of counting meals for reimbursement claims.
- Provision 2 – An alternative method of determining student eligibility for meal benefits and counting of meals for reimbursement claims. Provision 2 requires that the school serve meals to participating children at no charge, reduces application burdens to once every four years, and simplifies meal counting and claiming procedures by allowing a school to receive meal reimbursement based on claiming percentages. All students at the school site receive the Provision 2 meal at no charge. LEAs (local education agency) must ensure non-Federal funding sources are used to cover any excess meal costs.
- Public institution – An RCCI operated by and primarily responsible to any level of federal, state or local government.

- Public notification systems - The means by which sponsors make public, via public announcement, their program availability. This is a USDA requirement.
- Racial categories - Include 'Black or African American,' 'White,' 'Asian,' 'Native Hawaiian or Other Pacific Islander,' and 'American Indian or Alaskan Native.'
- Random sampling – Each application has an equal chance of being selected for verification.
- Reimbursable meal - A meal that meets mandatory federal meal requirements and can be claimed to receive reimbursement.
- Reimbursement claim – A meal, snack, or milk that was served per USDA regulations and submitted for federal reimbursement.
- Reimbursement rates – The amount of funding paid by the USDA per meal type; rates are updated and published on the Federal Register each year.
- Renewal – The annual process requiring a sponsor to update information in MyIdahoCNP. This information is used in determining reviewed sites, claiming months, civil rights compliance, and includes many documents that the sponsor is required to upload. These documents will be used as proof of program compliance.
- Request for proposal (RFP) – A document to solicit proposals for goods and/or services that describes in a general way the needed items and requests that vendors submit a proposal for serving the needs of the district. Contracts are awarded based on criteria defined in the solicitations document.
- Request for Special Meal Accommodation due to Medical Condition (aka Medical Statement Form) – A form completed and signed by a recognized medical authority, used to accommodate dietary needs for conditions that impair major life activities.
- Residential Child Care Institutions (RCCI) - Any distinct part of a public or nonprofit private institution that maintains children in residence, operates principally for the care of children, and, if private, is licensed by the State or local government to provide residential child-care services under the appropriate licensing code by the State or a subordinate level of government. Does not include residential summer camps which participate in the Summer Food Service Program for children, Job Corps centers funded by the Department of Labor, and private foster homes.
- Resource management - Review of the financial situation of the food service account. The district audit and detailed food service account (revenue and expenditures) are reviewed by the SA. The questions in this module are to be completed by the SFA four weeks prior to the on-site review.
- Revised claim – an updated or more accurate claim submitted after the original claim was submitted and paid.

Terms S through W

- Sample pool – The total number of income and other source categorical eligible applications approved as of October 1.
- Sample size – The number of applications subject to verification.
- School application (FFVP) – Each school must complete a FFVP application annually to be considered for participation in the program. States must solicit applications from elementary schools representing the highest need within the state.
- School breakfast and summer food service program outreach - Refers to how families are made aware of the school breakfast and summer food program benefits, if offered at that school.
- School Breakfast Program (SBP) – A federal program that provides meals to children, at/close to the beginning of the school day, which meets nutritional requirements.
- School campus - For the purpose of the Smart Snacks in School nutrition standards, school campus encompasses all areas of the property under the jurisdiction of the school that are accessible to students during the school day.
- School day - For the purpose of the Smart Snacks in School nutrition standards, school day is the period from the midnight before, to 30 minutes after the end of the instructional day.
- School food authority (SFA) – The school district’s governing body, as denoted by USDA and State agencies, to be held responsible for carrying out the federal regulations of federally subsidized meal programs.
- School year (SY) – The months of the year during which school is in session.
- Severe need breakfast reimbursement – Higher rate of reimbursement paid for each free and reduced-price breakfast served in a school where at least 40 percent of the lunches were served to free and reduced-price eligible students (in the second preceding year).
- SFA on-site monitoring – Process to ensure that all schools are meeting program requirements; includes Point of Service (POS) counting reviews. Reviews are performed by February 1 of each year.
- Site selection (FFVP) – Schools participating in the National School Lunch Program (NSLP) with the highest free and reduced price enrollment must be given priority for participation in the FFVP. This is the key selection criterion, which ensures that the program benefits low-income children that generally have fewer opportunities to consume fresh fruits and vegetables on a regular basis.
- Site-level claiming – The process of claims submissions broken out by the school site location where meals were served.

- Sites (SFSP) – Locations in the community where children receive meals in a safe and supervised environment. Sites may be located in a variety of settings including schools, parks, community centers, churches, and migrant centers. Sites work directly with sponsors.
- Small purchase threshold – The federal small purchase threshold, as it relates to all Food and Nutrition Services (FNS) program procurements, is set at \$150,000. This regulation is now found in 2 CFR 200.320(b). The State of Idaho small purchase threshold for public schools is set at \$25,000. Purchases may be subject to required federal contract provisions found at 2 CFR Part 200, Appendix II.
- Smart Snacks - Regulations affecting all food sold in school that is not served as part of the reimbursable meal.
- SNAP – Supplemental Nutrition Assistance Program; in Idaho this may be referred to as Food Stamps.
- SNAP letter method – A letter submitted by the family that originates from the issuing SNAP agency. The letter extends eligibility to any children in the household who are enrolled in the school/district.
- Special provisions options - Operation of Provision 2 or CEP (Community Eligibility Provision) in school meal programs.
- Split-session - An educational program operating for approximately one-half of a normal school day.
- Sponsors (SFSP) – Entities which run the program and communicate with the State agency. Schools, local government agencies, camps, faith-based and other non-profit community organizations that have the ability to manage a food service program may be SFSP sponsors. Sponsors attend the State agency's training; locate eligible sites; hire, train and supervise staff; arrange for meals to be prepared and delivered; monitor sites; and prepare claims for reimbursement.
- Sponsors (CACFP) – Organizations that oversee afterschool care centers. Schools, local government agencies, camps, faith-based and other non-profit community organizations may be sponsors. Sponsors communicate with the State agency and get reimbursement for meals and snacks served in their afterschool programs.
- Standard operating procedure (SOP) – A set of written instructions that establish a procedure used to perform a job properly and facilitate consistency.
- Standardized recipe – A recipe that has been tried, adapted, and retried several times for use by a food service operation and has been found to produce the same good results and yield every time when the exact procedures are followed with the same type of equipment and the same quantity and quality of ingredients.
- Student - A child assigned a student ID (e.g., EDUID or Student ID for Private Parochial schools), included in the Student Information System, and enrolled in a Local Educational Agency (LEA) with a board approved educational unit. A home-schooled

student assigned a student ID with the LEA may receive meals and be claimed as long as they attend class immediately prior to or after the lunch period.

- Student meal pricing - Program regulations require that each lunch and breakfast be priced as a unit. In addition, regulations state that the Offer versus Serve provision is not to affect the selling price for a lunch or breakfast established by the district. Regardless of which items a student chooses, he/she must pay the established full or reduced price meal charge, as appropriate. Students eligible for free meals pay nothing.
- Summer Food Service Program (SFSP) – A summer meal program option that allows school food authorities (SFAs), local government agencies, private non-profit organizations, universities/colleges, and community/faith-based organizations to provide free meals to children 18 and younger in low-income areas during summer months. The SFSP has unique meal pattern requirements and reimbursement rates.
- Systemic - Refers to factors built into the meal counting process that would likely recur if not changed, and result in continued errors.
- Targeted school selection – States must conduct outreach to their neediest schools before they select any school for participation in the program.
- Three month operating balances - The amount equal to the total net cash resources minus annual expenditure equals the net fund balance; should not be greater than the amount needed to operate for three months.
- Tracking spreadsheet – A tool used to track and identify specific USDA Professional Standards topics that have been covered in training. Documentation is required at the SFA level as well as the State agency level and must be kept on file for the current year plus three past years.
- Two cent differential – Additional two cents paid for each lunch (free, reduced, and paid eligibility) in a district where at least 60 percent of the lunches were served to free and reduced-price eligible students (in the second preceding year).
- Unprocessed – Refers to foods that are eligible to be purchased using geographic preference. Unprocessed or minimally processed means the food retains its inherent character. It does not include: cooling; refrigerating; freezing; peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk.
- USDA Foods - Food products purchased by the USDA and distributed to the NSLP to help reduce food costs for food service operations, as well as remove surplus domestic food from the marketplace.

- Vegetable subgroup – A subgroup of vegetable that falls within the following five categories: dark green, red/orange, beans or peas, starchy, or other. Required portions of each of these subgroups must be offered on every line over the course of the week.
- Verification – Confirmation of eligibility for free or reduced-price meals; requires a household to submit proof of income to the school or institution operating the NSLP or SBP, or proof of eligibility in SNAP, FDPIR, or TAFI. All SFAs participating in the NSLP or SBP must complete the verification process and report no later than November 15. Schools participating in Provision 2 lunch and breakfast or the Community Eligibility Provision, as well as RCCIs need only complete the report, not the verification process. Schools participating only in the SMP are exempt from verification requirements.
- Verification for cause – Confirmation of eligibility for free or reduced-price meals based on questionable applications (these application verifications are not a part of the verification sample/process).
- Web-Based Supply Chain Management (WBSCM) - A fully integrated, web-based ordering and procurement system for USDA Foods. All federal food and commodity orders, solicitations, offers, awards, deliveries, invoices, and payments occur in WBSCM, and all business partners in the commodity program are required to use this system.
- Whole grain-rich (WGR) – Whole grain-rich products must contain at least 50-percent whole-grains and the remaining grain, if any, must be enriched. To qualify as WGR, the item must: meet portion size requirements for the grains component; have at least 50 percent of the grains in the product as whole grains; have all the grains in the product be whole or enriched; have whole grain as the primary ingredient by weight (non-mixed dishes) or as the primary *grain* ingredient by weight (mixed dishes). For further information, see the Whole Grain Resource link listed under Additional Resources.

For Questions Contact

Child Nutrition Programs
Idaho State Department of Education
650 W State Street, Boise, ID 83702
208 332 6820 | www.sde.idaho.gov

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U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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