

# School Nutrition Team (SNT) Terms and Definitions

Use control/command + F to search for a term. Some terms are hyperlinked to webpages with more information.

Term	Definition
<a href="#">a la carte</a>	Any food or beverage sold by school foodservice that is not part of a reimbursable meal. All a la carte items must meet Smart Snacks standards. A la carte items are also referred to as non-program foods.
<a href="#">Administrative Review (AR)</a>	A USDA-mandated evaluation of SFA's school meals programs. This is done by DPI school nutrition team (SNT) and includes an onsite visit with technical assistance and a public, final report with required corrective action.
<a href="#">Afterschool Snack Program (ASP)</a>	SFAs operating the National School Lunch Program (NSLP) may receive reimbursement for snacks served to students attending adult-supervised afterschool enrichment activities.
<a href="#">agency code</a>	Each SFA in Wisconsin has a unique DPI-assigned 6-digit agency code. The first 2 digits represent the county code and the last 4 digits represent the Local Educational Agency (LEA) number.
<a href="#">aids banking</a>	The system used for direct deposit of all payments made by DPI to SFAs and other organizations.
<a href="#">allowable cost</a>	An expense to food service which is deemed necessary, reasonable, and allocable to charge to the non-profit school food service account (Fund 50).
<a href="#">alternate protein product (APP)</a>	Sources of creditable meat/meat alternate (protein) that does not come from dairy, cheese, eggs, meat, poultry, seafood, tofu, surimi, tempeh, nuts, or nut products. Some examples of APPs include soy flours, soy concentrates, soy isolates, whey protein concentrates, whey protein isolates, and casein.
<a href="#">"And Justice for All" poster</a>	Child Nutrition Program participants must be advised at the point of service (POS) of their right to file a civil rights complaint and the complaint procedure outlined on this poster. The poster must be placed in a prominent, visible location wherever meals or snacks are served, which may include cafeterias, food service areas, or classrooms.
<a href="#">Annual Financial Report (AFR)</a>	A revenue and expense ledger that reports all accrued and all incurred food service expenditures (from July 1st- June 30th), by program and expense category. This documents the SFAs non-profit status.
Authorized Representative (AR)	The SFA staff member who agrees to, and is responsible for, the administration of the Child Nutrition Programs approved in the SFA's contract, in accordance with federal regulations.
<a href="#">average daily attendance (ADA)</a>	The number of students attending school that have access to the National School Lunch Program (NSLP) during a particular time period and is used in claiming reimbursable meals. To calculate, divide the total number of students who attended school during the claiming month by the total number of school days in the claiming month.

Term	Definition
<a href="#">average daily participation (ADP)</a>	This figure is used by SFAs to accurately identify the percentage of students participating in meal service. To calculate, divide the total reimbursable meals for the month by the number of operating days.
<a href="#">benefit issuance (BI) list</a>	A list of students who qualify as eligible for free or reduced price meal benefits, either by direct certification, application, or another source which identifies the student as eligible for meal or milk benefits, such as Homeless, Migrant, Runaway or Head Start. The list should, at a minimum, contain the student's name, effective date of eligibility, and type of eligibility. The SFA maintains and updates the BI list with every new benefit determination. The list is then used for proper meal counting and claiming for reimbursements. The BI list is generated manually or from the software used at the point of service (POS). This list must be kept confidential.
<a href="#">breakfast after the bell (BAB)</a>	A breakfast service model which offers breakfast after instruction has begun, between classes, or during a break.
<a href="#">breakfast in the classroom (BIC)</a>	A breakfast service model that takes place in the classroom.
<a href="#">Buy American provision</a>	SFAs are required to purchase, to the maximum extent practicable, domestic commodities and products. Documentation must be kept for non-domestic food items procured.
<a href="#">carryover</a>	A child's free or reduced price eligibility status from the previous year will continue in the carryover period. The carryover period is defined as up to 30 operating days into the new school year, or until a new eligibility determination is made. The child's meals must be claimed at the paid rate when the carryover period ends, unless the household is notified that their child is directly certified or the household submits an application that is approved. Though encouraged to do so, the Local Educational Agency (LEA) is not required to send a reminder or a notice of expired eligibility.
<a href="#">categorical eligibility</a>	Automatic eligibility for free meals or milk due to a child or child's household member's receipt of benefits under an assistance program, or a child's designation as other source categorically eligible (see definition).
child	(a) A student of high school grade or under as determined by the State educational agency, who is enrolled in an educational unit of high school grade or under, including students who are mentally or physically disabled as defined by the State and who are participating in a school program established for the mentally or physically disabled; or (b) a person under 21 years of age who is enrolled in an institution or center.
<a href="#">Child and Adult Care Food Program (CACFP)</a>	A federal program that provides reimbursement for nutritious meals and snacks served to participants in childcare centers, afterschool programs, emergency shelters, family day care homes, and adult day care services. Guidance and oversight for this program is provided by the Community Nutrition Team (CNT).

Term	Definition
<a href="#">Child Nutrition label (CN-label)</a>	A label on a commercially prepared food product that is approved by FNS and USDA, and indicates the product's contribution toward meal pattern requirements.
<a href="#">Child Nutrition Program</a>	An umbrella term for programs that provide healthy food to children including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Child and Adult Care Food Program (CACFP), the Summer Food Service Program (SFSP), the Fresh Fruit and Vegetable Program (FFVP), and the Special Milk Program (SMP).
<a href="#">civil rights</a>	All SFAs participating in the Child Nutrition Programs must comply with Federal civil rights requirements and regulations. These regulations are intended to ensure that all Child Nutrition Programs are made available to all eligible people in a nondiscriminatory manner.
<a href="#">Code of Federal Regulations (CFR)</a>	General and permanent rules and regulations published in the Federal Register by the Federal Government.
<a href="#">commodities</a>	The USDA purchases foods through direct appropriations from Congress, surplus-removal, and price-support activities. The foods are distributed to State agencies for use by various programs.
<a href="#">Commodity Allocation Receipt Summary (CARS)</a>	Summary of USDA Foods received by each SFA, value of the items, and percentage of entitlement received.
<a href="#">Community Eligibility Provision (CEP)</a>	Non-pricing meal service option for schools and school districts in low-income areas. This provision allows high-poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. To qualify, schools and school districts must have at least 40% of their enrolled students directly certified to receive free meals without the use of a household application.
<a href="#">Community Nutrition Team (CNT)</a>	Provides guidance and oversight for programs participating in the Child and Adult Care Food Program (CACFP), Non-School Special Milk Program, and Summer Food Service Program (SFSP).
<a href="#">competitive food</a>	Food or beverages sold in competition with the school lunch and breakfast meals.
Confirming Official (CO)	SFA-designated person who reviews, for accuracy and completion, applications selected for verification.
<a href="#">Cooperative Educational Service Agency (CESA)</a>	Agencies created by the Wisconsin legislature to serve as a link between school districts and the state. There are twelve CESAs across the state that offer resources and support to schools and learning opportunities for students.
corrective action (CA)	A written plan that defines action required to be taken to correct areas in which the SFA is out of compliance with USDA regulations. Corrective action must be completed and approved to close an Administrative Review (AR).

Term	Definition
<a href="#">counting and claiming</a>	The method for counting reimbursable meals that must be in compliance with the approved point of service (POS) requirement. Meal counts must be taken at the location where complete meals are served to children. Each school site must ensure the school's claim is based on the approved counting system and yields the actual number of reimbursable free, reduced price, and paid meals, respectively, and served eligible participants for each day of operation.
<a href="#">cycle menus</a>	A set of established menus repeated on a periodic basis.
<a href="#">Data Universal Numbering System (DUNS) Number</a>	A unique, nine-digit series of numbers that identify a business. Dun & Bradstreet (D&B) create the number and generate a business profile in their database that retains the company or organization's name, phone number, address, number of workers and line of business, along with other relevant corporate information. The Federal Government requires organizations to provide a DUNS number as part of Federal grant applications. All programs, new to the Federal child nutrition programs, must have a DUNS number. This is provided by DPI during the online contract approval process.
<a href="#">day students</a>	A child who attends, but does not reside in, a Residential Child Care Institution (RCCI).
<a href="#">Department of Agriculture, Trade and Consumer Protection (DATCP)</a>	The state agency that partners with all citizens of Wisconsin to grow the economy through the promotion of quality food, healthy plants and animals, sound use of land and water resources, and a fair marketplace. The Food and Recreational Safety Division of DATCP regulates the entire food chain, from the agricultural producer to consumer. This permits a comprehensive approach to food safety issues affecting producers, processors, distributors, retailers, and consumers. DATCP and the DPI have a Memorandum of Understanding that was established to coordinate food safety inspections of schools participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) and to assist these schools in complying with Wisconsin Food Code.
<a href="#">Department of Defense (DoD) Fresh Fruit and Vegetable Program</a>	This program allows schools to use USDA Foods entitlement funds to buy fresh produce. The program is operated by the Defense Logistics Agency (DLA) at the Department of Defense (DoD). This is not the same as the Fresh Fruit and Vegetable Program (FFVP) grant.
<a href="#">Department of Public Instruction (DPI)</a>	The DPI is the State agency that advances public education and libraries in Wisconsin. The agency's goal is to ensure every child graduates college and career ready.
Determining Official (DO)	A SFA staff member who is responsible for approving applications, maintaining eligibility, and notifying households of their eligibility status. The DO may be responsible for creating and updating the benefit issuance (BI) list. In addition, the DO may be responsible for completing the Direct Certification (DC) process.
<a href="#">Dietary Guidelines for Americans (DGA)</a>	A set of evidenced-based food and beverage recommendations for Americans across the lifespan, that aim to promote health and prevent chronic disease. The DGAs are used to form the basis of Federal nutrition policy and programs.

Term	Definition
<a href="#">dietary specifications</a>	The amount of calories, saturated fat, sodium, and trans-fat that are allowed in reimbursable school meals. Calories and sodium are assessed as a daily average over a five-day week. Saturated fat must be less than 10% of total calories over the course of a five-day week. School meals must contain 0 grams (or less than 0.5 grams) of trans fat.
Dietary Specifications Assessment Tool (DSAT)	A tool that screens for risk for noncompliance with dietary specifications. The sum of the answers can be an indicator as to whether the SFA is at risk for menus that are too high in calories, sodium, or saturated fat. A low-risk outcome will be validated through onsite observations and conversations with school nutrition staff during the onsite review. A high-risk outcome on this tool will trigger a nutrient analysis for the targeted menu review site.
<a href="#">Direct Certification (DC)</a>	A State database maintained by the Department of Children and Families (DCF) that is used to match student enrollment lists to benefit lists of individuals enrolled in FoodShare (SNAP), W-2 (TANF) cash benefits, Food Distribution Programs on Indian Reservations (FDPIR), the foster care system, and some Medicaid programs.
<a href="#">Direct Diversion</a>	The process of sending selected bulk raw USDA foods directly to selected processors to process into finished end-products. SFAs who participate in this program may not order State Processed Products (c-codes).
direct verification	This process is used for applications included in the verification sample or those verified for cause. Direct verification involves the use of public records from public agencies as a means to verify household income or household participation in an eligible program as proof of eligibility for free and reduced-price benefits. Direct verification may be conducted with assistance program agencies or appropriate officials of Other Source Categorically Eligible Programs to confirm eligibility for free meals.
disclosure	Information obtained through the free and reduced price eligibility process, for a purpose other than the purpose for which the information was obtained must be kept confidential and private. Please note that the disclosure of children's free and reduced price eligibility status to determine eligibility for free textbooks or reduced fees for summer school (local initiatives rather than State or Federal programs) requires consent of the household.
<a href="#">early care and education (ECE)</a>	Educational settings for children who do not yet attend five-year-old kindergarten. These programs include preschools, childcare centers, family child care homes, Head Start/Early Head Start, and programs in K-12 school districts. These programs may participate in Child Nutrition Programs.
<a href="#">edit check</a>	This process is used to review meal count data to ensure the monthly claims report includes the correct number of free, reduced, and paid meals served to eligible children on any day of operation during the claiming period.
<a href="#">Elderly Nutrition (EN)</a>	A state assisted program to serve nutritionally balanced low-cost lunches to eligible seniors in school settings each school day.

Term	Definition
<a href="#">Electronic Benefit Transfer (EBT)</a>	An electronic system that allows a Supplemental Nutrition Assistance Program (SNAP) participant to pay for food using benefits. When a participant shops at a SNAP authorized retail store, their SNAP EBT account is debited to reimburse the store for food that was purchased.
electronic funds transfer	A method of computerized funds transfer between financial institutions. All funds paid and distributed by DPI are done so through EFT and the Aids Register.
<a href="#">entitlement</a>	The dollar value of commodities received based on the total number of reimbursable lunches served to eligible children in the previous school year.
<a href="#">entrée</a>	<p>The main course of a meal served as part of the National School Lunch Program (NSLP) or School Breakfast Program (SBP). Under the Smart Snacks rule, an entree is defined as the main course of a meal that meets one of the following definitions:</p> <ul style="list-style-type: none"> <li>- A combination food of meat/meat alternate and whole grain-rich grain</li> <li>- A combination food of meat/meat alternate and vegetable or fruit</li> <li>- A meat/meat alternate alone (excludes yogurt, cheese, nuts, seeds, nut/seed butters, and meat snacks [e.g., beef jerky])</li> <li>- A breakfast entrée defined by the menu planner and served as part of the SBP</li> </ul>
<a href="#">Exhibit A</a>	A USDA reference that is used to determine crediting for grain items and provides information regarding the grams or ounces per 1 ounce equivalent (oz eq). Commonly used grains are separated into groups A-I, based on how much grain they contain per serving.
<a href="#">extension of benefits</a>	A child or other household member's receipt of benefits from an assistance program automatically extends eligibility for free or reduced benefits to all children who are members of the household. Meal benefits from an approved income application extend to other children in the household.
<a href="#">family-style meal service</a>	A meal where sufficient quantities of all required components are placed on the table in serving dishes and full portions are offered to children. The supervising adult(s) is responsible for encouraging the child to take the full portion during the course of the meal.
<a href="#">Farm to School (F2S)</a>	A movement that promotes the use of locally and regionally grown foods in schools. F2S activities can include serving local foods in the cafeteria, nutrition education in the classroom, and school gardens.
fiscal action (FA)	The recovery of improperly paid funds and is assessed when errors are found in the Performance Standard I: Meal Access and Reimbursement section (excluding verification errors) and the Performance Standard II: Nutritional Quality and Meal Pattern section.
fiscal year (FY)	A 12-month reporting period of all revenues accrued and expenses incurred. The Wisconsin school district fiscal year runs July 1 - June 30 and the Federal fiscal year runs October 1 - September 30.

Term	Definition
<a href="#">FNS-10 Report</a>	A report required annually for all SFAs operating the National School Lunch Program (NSLP). SFAs must report enrollment data and the number of students that are approved for free and reduced-price meals as of the last day lunch was served in October. The portal for the report opens for submission in November and is due November 30 of each year. SFAs will not be able to submit their October reimbursement claim online until this report has been submitted.
<a href="#">Food and Nutrition Service (FNS)</a>	The Food and Nutrition Service (FNS) works to end hunger and obesity through the administration of 15 federal nutrition assistance programs including Women, Infants, and Children (WIC), Supplemental Nutrition Assistance Program (SNAP), and Child Nutrition Programs.
<a href="#">Food Buying Guide (FBG)</a>	An interactive, online resource created by the USDA to help a menu planner purchase the correct quantity of food and determine the contribution each menu item makes towards the meal pattern requirements.
<a href="#">food component</a>	A category or food group that comprises the parts of reimbursable meals. The five food components are: meat/meat alternate, grains, fruits, vegetables, and fluid milk.
<a href="#">Food Distribution Program on Indian Reservations (FDPIR)</a>	This program provides USDA Foods to income-eligible households living on Indian reservations and to Native American households residing in designated areas near reservations or in Oklahoma. USDA distributes both food and administrative funds to participating Indian Tribal Organizations and state agencies to operate FDPIR. Children from households that receive benefits from FDPIR are deemed categorically eligible for free school meals.
food item	Food items are only counted in the School Breakfast Program (SBP). A food item is defined as: 1 cup of milk, 1 oz eq of grain (or meat/meat alternative), or ½ cup of fruit and/or vegetable. Students must select as least three food items in order to have a reimbursable meal and must select at least ½ cup of fruit and/or vegetable as one of their three food items.
<a href="#">food safety plan</a>	A document required by the USDA for schools participating in the School Breakfast Program (SBP) and/or National School Lunch Program (NSLP). The food safety plan must be specific to each serving site and cover any facility or part of the facility where food is stored, prepared, or served. The plan must be based on Hazard Analysis Critical Control Point (HACCP) principles and should be reviewed and updated annually.
<a href="#">Food Service Director (FSD)</a>	The individual responsible for overseeing food service operations within school nutrition programs.
<a href="#">food service management company (FSMC)</a>	A commercial enterprise or nonprofit organization that provides meals and manages any or all aspects of school food service operations.

Term	Definition
<a href="#">formal method of procurement</a>	There are two types of formal procurement: sealed bids or invitation for bid (IFB) and competitive proposal or request for proposal (RFP). Formal procurement must be used when the estimated total value of the contract for goods or services is over \$250,000. The solicitation documents must be in writing and sent to a minimum of three vendors to create competition. A public notice is required to be published in the newspaper and/or on SFA's procurement webpage for both an IFB and RFP. IFBs must be opened publicly. RFPs do not require a public opening. Award under an IFB is based on the lowest bid and the contract type must be fixed price. Award under an RFP is based on the highest score, with cost being the heaviest weighted scoring criteria. The contract type for an RFP can either be fixed or cost reimbursable. Retain records supporting the process for 3 years plus the current school year.
<a href="#">foster child</a>	An "other source categorical eligibility" designation for a child who is formally placed by a court or a State child welfare agency. For a child to be eligible for this designation, the State must retain legal custody. This free meal benefit does not extend to other children in the household.
<a href="#">free meal</a>	A meal served in the School Breakfast Program (SBP) or National School Lunch Program (NSLP) at no cost to the child. The child nor any member of the child's household pays or is required to work in the school or in the school's food service to receive a free meal.
<a href="#">free milk</a>	Milk served in the Special Milk Program (SMP) to a child eligible for free milk. The child nor any member of the household pays or is required to work in the school or in the school's food service to receive free milk.
<a href="#">Fresh Fruit and Vegetable Program (FFVP)</a>	A program that introduces elementary school children to a variety of produce that they otherwise might not have the opportunity to sample. To be selected for the FFVP grant, a school must be an elementary school, represent the highest percentage of students certified for free and reduced-price benefits, participate in the National School Lunch Program (NSLP), and complete an annual application.
<a href="#">Fund 50</a>	The fund name for the nonprofit school food service account as defined by the Wisconsin Uniform Financial Accounting Requirements (WUFAR). It is the fund where all revenues and expenditures related to child and elderly food service activities are recorded and is required for all schools and districts participating in USDA Child Nutrition Programs.
<a href="#">Goal Oriented Achievement Learning Skills (GOALS)</a>	Certification curriculum developed by the DPI School Nutrition Team (SNT). Through completion of training requirements, school nutrition professionals can be awarded a GOALS Certificate of Excellence.
<a href="#">Great Beginnings Academy (GBA)</a>	A free training opportunity to help newly hired managers and directors begin their school nutrition careers and network with supportive peers. The School Nutrition Team (SNT) explains Child Nutrition Program requirements while sharing resources and best practices for running a successful food service program. Offered annually in the fall, attendance is limited to Food Service Directors/Managers hired within the previous 12 months.



Term	Definition
<a href="#">Hazard Analysis Critical Control Point (HACCP)</a>	A method to address food safety through the analysis and control of biological, chemical, and physical hazards from delivery, handling, distribution, and consumption of food. HACCP is based on seven principles including: conducting a hazard analysis; identifying the critical control points; establishing critical limits, monitoring procedures, corrective actions, verifications procedures; and record keeping and documentation.
<a href="#">Head Start</a>	A Federal education program for children under the age of 5 from low-income families. Participants in Head Start are categorically eligible to receive free meal benefits without further application or eligibility determination.
<a href="#">Healthy, Hunger-Free Kids Act (HHFKA)</a>	The legislation that authorizes funding and sets policy for USDA's core Child Nutrition Programs. The act increases the amounts of fruit and vegetables to be served; defines age-specific recommended serving sizes; requires low-fat or fat-free milk; and encourages whole grain-rich products. HHFKA also establishes standards for food and beverage products sold in schools outside of the breakfast and lunch programs (Smart Snacks), including á la carte offerings and snacks from vending machines or school stores.
Hearing Official (HO)	This person's role is to hear both sides in the event of an appeal (informal conference or formal hearing) by a household of their benefit determination or verification results. The HO should be a neutral party and is most often a person of higher authority. The HO may not also serve as the Determining (DO), Confirming (CO) or Verifying Official (VO).
<a href="#">homeless</a>	An other source categorically eligible designation for a child who is identified by the Local Education Agency's (LEA) homeless liaison or by an official of a homeless shelter as lacking a fixed, regular, and adequate nighttime residence.
household	A group of related or nonrelated individuals who live as one economic unit.
<a href="#">identified student percentage (ISP)</a>	The proportion of students (out of all enrolled students) who are directly certified for free school meals without the use of a school meal application and are not subject to verification. The ISP is used to determine if a school, district, or group of schools are eligible to participate in the Community Eligibility Provision (CEP). The ISP is also used to calculate the claiming percentages used by participants in CEP.
<a href="#">Income Eligibility Guidelines (IEG)</a>	Published by USDA annually and used for determining eligibility for free and reduced price meals and free milk. The free guidelines are at or below 130 percent of the Federal poverty level, and the reduced price guidelines are 130-185 percent of the Federal poverty level.
<a href="#">indirect costs</a>	Indirect costs are incurred for the benefit of multiple programs, functions, or other cost objectives that cannot be readily and specifically identified with a particular program or other cost objective, so they must be allocated via use of the indirect cost ratio to determine the portion of the charge to be allocated to each program. Wisconsin does not allow indirect costs to be charged to the school food service account. All food service costs must be converted to direct costs.

Term	Definition
<a href="#">informal method of procurement</a>	Micro-purchase (<\$10,000) and small purchase (<\$250,000, also known as "3 Bids and a Buy") are informal methods of procurements and may be used when the estimated value of the contract is less than the prescribed limit. The solicitation and contract award can be done verbally or in writing. SFAs must reach out to at least three vendors for bids. The contract award must be made to the lowest priced, responsive, and responsible vendor. The public notice and public opening are not required. Retain records supporting the process for three years plus the current school year.
<a href="#">Institute of Child Nutrition (ICN)</a>	A research-based education and training resource to help school nutrition professionals meet the challenges of operating a successful school nutrition program.
<a href="#">internal controls</a>	System of self-monitoring required to maintain effective oversight of Federal funds and ensure all charges to the nonprofit school food service account are allowable.
<a href="#">invitation for bid (IFB)</a>	A formal procurement method used when the estimated value of a contract is more than \$250,000. An IFB document is used to solicit offers and award a contract to make a purchase. IFBs must be written, sealed, and result in a fixed price contract awarded to the lowest, responsive, and responsible bidder. Public notice and public opening are also required.
<a href="#">Joint Agreement</a>	A contract between a SFA (purchasing SFA) and another SFA (selling SFA) for the sole purpose of providing meals. Also known as a joint prep agreement.
Local Education Agency (LEA)	A public board of education or other public or private nonprofit authority legally constituted within a State for the administrative control of public or private nonprofit schools in a political subdivision of a State; an administrative agency or combination of school districts recognized by the State; any other public or private nonprofit agency with administrative control and direction of public or private nonprofit schools or residential child care institutions (RCCI); or the State educational agency that, in any State or territory, serves as the sole educational agency for all public or private nonprofit schools the governing body responsible for activities related to but not directly under the school food service.
<a href="#">Local Wellness Policy (LWP)</a>	A tool required for all SFAs that participate in the National School Lunch Program (NSLP) or other specific Child Nutrition Programs, to promote healthy school environments.
Meal Compliance Risk Assessment Tool (MCRAT)	A questionnaire completed by the State agency for each of the review sites selected for Administrative Review (AR). The scores of each site determine the scope and detail of the AR.
<a href="#">meal service area</a>	The location, defined by the SFA, where breakfast and/or lunch meals are served in schools.

Term	Definition
<a href="#">medical statement</a>	A form signed by a licensed medical practitioner that supports a student's need for meal modifications related to a special dietary need.
Memorandum of Understanding (MOU)	A nonbinding agreement between two or more parties outlining the responsibilities of each of the parties in the sharing or working together for a mutually beneficial goal or program. An MOU is often used by federal, state, and SFAs where a formal agreement is not necessary, but an outline of responsibilities is needed.
menu item	Any single food or combination of foods served in a meal. One menu item may count towards multiple components.
<a href="#">migrant</a>	An other source categorical eligibility designation for a child who is enrolled in the Migrant Education Program as determined by the State Migrant Education Program recruiter.
<a href="#">National School Lunch Program (NSLP)</a>	A federally-assisted meal program operating in public and nonprofit private schools and residential childcare institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day.
<a href="#">nondiscrimination statement</a>	All materials and resources, including websites, that are used to inform the public about Child Nutrition Programs must contain the current USDA nondiscrimination statement. There are two nondiscrimination statements: the full, statement and the shortened statement of "This institution is an equal opportunity provider."
non-pricing program	<p>A meal service program in which all students are served reimbursable meals without charge, but meals are claimed by eligibility category.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• Universal Free Breakfast meals are claimed for reimbursement according to each child's eligibility category</li> <li>• Community Eligibility Provision (CEP) meals are claimed by the school's free (and paid, if applicable) claiming percentage</li> <li>• Milk is claimed at the paid reimbursement rate in the non-pricing Special Milk Program (SMP)</li> </ul>
<a href="#">non-program foods</a>	SFAs are required to ensure that all revenue from the sale of non-program foods accrues to the non-profit school food service account. Non-program foods include any non-reimbursable foods and beverages (adult meals, a la carte, vending, catering, etc.) purchased using funds from the non-profit school food service account. Revenue available to support the production of reimbursable meals cannot subsidize the sale of non-program foods.
<a href="#">non-reimbursable meal</a>	A meal that is served but cannot be claimed for reimbursement in the School Breakfast Program (SBP) or National School Lunch Program (NSLP). Examples include adult meals, a la carte meals, incomplete meals and second meals served to students.
<a href="#">nonprofit school food service account (NSFSA)</a>	All SFAs must maintain a separate, dedicated revenue and expense ledger or account that reports all accrued food service revenues and expenditures from July 1- June 30.

Term	Definition
<a href="#">Non-school Special Milk Program</a>	A program that provides reimbursement for milk served in non-school programs that do not participate in other Child Nutrition Programs. Guidance and oversight for this program is provided by the Community Nutrition Team (CNT).
nutrient analysis	If the results of the Dietary Specifications Assessment Tool (DSAT) are high risk, a nutrient analysis is required. The Public Health Nutritionist (PHN) will work with the school to bring the menu into compliance, and then will conduct a nutrient analysis based on the updated, compliant menu. Standardized recipes, food labels, and complete production records will be required to conduct this.
<a href="#">nutrient standards</a>	The required amount of calories, calories from fat, and key nutrients for a specific grade or age group for breakfast and lunch.
<a href="#">Nutrition Program Consultant (NPC)</a>	A member of the DPI School Nutrition Team (SNT) charged with evaluating school nutrition programs, providing technical assistance to SFA's compliance with state and federal regulations, and training for school nutrition program operators. Each SFA is assigned a NPC.
<a href="#">offer versus serve (OVS)</a>	A method of serving that allows students to decline some of the food offered in a reimbursable lunch or breakfast. A student must select at least three full components at lunch (or three items at breakfast), one of which must be at least ½ cup fruit, vegetable, or combination of both to be claimed as a reimbursable meal. OVS is required for high school students at lunch service.
<a href="#">onsite monitoring</a>	Self-assessment of the counting and claiming system and general areas to ensure program integrity and accountability. On-site monitoring is required for all SFAs with more than one school site operating the School Breakfast Program (SBP) and/or National School Lunch Program (NSLP). It is also required for all SFAs operating the Afterschool Snack Program (ASP), regardless of operating at only one site.
<a href="#">Online Services</a>	Online Services, also known as the Food and Nutrition Services (FNS), is the online services portal for SFAs to view and make changes to their contracts and enter reimbursement claims.
operating days	The days on which reimbursable meals or milk are provided. Programs must be operated every day that school is in session.
other source categorically eligible	A student that is Homeless, Runaway, Migrant, Foster, or enrolled in a Head Start or Even Start Pre-K program. A child's eligibility for free benefits under other source categorical eligibility does not extend to any other child in the household.
overt identification	Any action that may result in a child being recognized as eligible to receive free or reduced price meals, which is unallowable in Child Nutrition Programs.

Term	Definition
<a href="#">Paid Lunch Equity (PLE)</a>	SFAs participating in the National School Lunch Program (NSLP) are required to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals. The requirement can be met through ensuring prices charged for paid student lunches cover costs or a transfer of non-Federal funds is made to Fund 50.
<a href="#">Permanent Agreement/Policy Statement</a>	This agreement is renewed annually between DPI and the SFA. The SFA agrees to administer the Child Nutrition Programs approved in its contract, in accordance with Federal regulations. This including policies and instructions issued by the USDA and DPI.
point of service (POS)	The point in the foodservice operation where a determination can accurately be made that a reimbursable free, reduced price, or paid meal has been served to an eligible child, usually at the end of the serving line. May also be referred to as the Point of Sale.
pricing program	A meal service program in which children pay for meals according to their eligibility category (paid, reduced, or free).
<a href="#">Procurement Review (PR)</a>	DPI ensures that SFAs comply with approved methods to competitively procure goods and services for Child Nutrition Programs.
<a href="#">product formulation statement (PFS)</a>	A signed document on manufacturers' letterhead that demonstrates how a processed product contributes to meal pattern requirements. A PFS should contain all the following items: manufacturer's name and letterhead, product name, portion size, description of creditable ingredients, weight of product (as purchased and cooked weights), total creditable amount of product per portion, crediting claim, signature, date.
<a href="#">production records</a>	Documentation that records reimbursable meals were planned and served. All schools participating in the Child Nutrition Programs must keep production records.
<a href="#">professional standards</a>	USDA established minimum professional standards for school nutrition staff who manage and operate the School Breakfast Program (SBP) and/or National School Lunch Program (NSLP). This rule requires hiring standards for Food Service Directors (FSD) and training requirements for all school nutrition staff.
<a href="#">Public Health Nutritionist (PHN)</a>	A professional who specializes in menu planning, nutritional quality, meal pattern compliance, meal service models, and Smart Snacks. A PHN is part of the Administrative Review (AR) team.
<a href="#">reduced price meal</a>	A meal served in the School Breakfast Program (SBP) and/or National School Lunch Program (NSLP) to a child eligible for such benefits. Neither the child nor any member of the household pays or is required to work in the school or in the school's food service to receive a reduced price meal.

Term	Definition
<a href="#">Registered Dietitian Nutritionist (RDN)</a>	A food and nutrition expert who has met academic and professional requirements, including earned a bachelor’s degree with course work approved by the Academy of Nutrition and Dietetics’ Accreditation Council for Education in Nutrition and Dietetics (ACEND), completed a supervised practice program, passed a national examination administered by the Commission on Dietetic Registration (CDR), and completes continuing professional educational requirements to maintain registration.
<a href="#">reimbursable meal</a>	A school meal meeting the USDA meal requirements and nutrition standards, served to an eligible student, and priced as an entire meal rather than based on individual items. Such meals qualify for reimbursement with Federal funds.
<a href="#">reimbursement</a>	Federal or State money received for each meal served that meets Federal meal requirements. Amounts vary depending on which child nutrition program the meal is served under and the eligibility category (free, reduced, or paid) of the recipient of the meal.
<a href="#">request for proposal (RFP)</a>	A formal procurement method used when the estimated value of a contract is more than \$250,000. An RFP document is used to solicit at least three offers and awards a contract to make a purchase. RFPs must be written, sealed, and result in a fixed price or cost reimbursable contract. The award must be made to a responsive and responsible bidder with the highest scoring proposal. When establishing scoring criteria, cost must be most heavily weighted. A public notice is required. A public opening is optional. This method is often called a competitive proposal or negotiation.
<a href="#">residential childcare institution (RCCI)</a>	Includes, but is not limited to homes for the mentally, emotionally or physically impaired; unmarried mothers and their infants; group homes; halfway houses; orphanages; temporary shelters for abused children and for runaway children; long-term care facilities for chronically ill children; and juvenile detention centers. RCCIs are eligible to participate in Child Nutrition Programs.
<a href="#">resource management</a>	The process of maintaining effective oversight of Federal funds to ensure all charges to the nonprofit school food service account are allowable. A separate revenue and expense ledger that reports all accrued food service revenues and incurred food service expenditures from July 1 through June 30 must be maintained.
revenue	All monies received by or accruing to the nonprofit food service account, including but not limited to, student and adult payments for meals sold, nonprogram food sales, Federal reimbursement, earnings on investments, local revenue, State revenue and USDA Foods entitlement value.
<a href="#">runaway</a>	An other source categorical eligibility designation for a child who is identified by the Local Education Agency’s (LEA) homeless liaison or a program official as receiving assistance from a program under the Runaway and Homeless Youth Act.
<a href="#">Schedule A</a>	The section of the school nutrition online contract that contains each school site name, school code, and site information for all schools within the SFA. Information on Schedule A should match what is listed in the current Wisconsin School Directory published by DPI.

Term	Definition
school	An educational unit of high school grade or under, recognized as part of the educational system in the State and operating under public or nonprofit private ownership in a single building or complex of buildings; any public or nonprofit private class of pre-primary grade when they are conducted in the aforementioned schools; or any public or nonprofit private Residential Child Care Institution (RCCI).
<a href="#">School Breakfast Program (SBP)</a>	A Child Nutrition Program operating in public and nonprofit private schools and Residential Child Care Institutions (RCCI) that provides nutritionally balanced, low-cost or free breakfasts to children each school day.
school campus	Any part of the school that students have access to during the school day. All Smart Snacks rules apply on the school campus during the school day.
<a href="#">school day</a>	Begins at midnight and ends 30 minutes after instruction ends. All Smart Snacks rules apply on the school campus during the school day.
school food authority (SFA)	The governing body that is responsible for the administration of one or more schools and has the legal authority to operate the child nutrition programs therein or is otherwise approved by Food and Nutrition Service (FNS) to operate the Child Nutrition Programs.
<a href="#">School Nutrition Accountability Software (SNACS)</a>	A web based and free of charge software system designed to help schools manage their school nutrition programs. Required to use for the Administrative Review (AR).
<a href="#">School Nutrition Association (SNA)</a>	A national, nonprofit professional organization that is recognized as the authority on school nutrition. The SNA works to ensure all children have access to healthful school meals and nutrition education. The SNA has 49 state affiliates that work together to support and strengthen membership to further engage school nutrition professionals in the association's mission.
<a href="#">School Nutrition Skills Development Courses (SNSDC)</a>	Annual summer training provided by DPI School Nutrition Team (SNT) staff on a variety of administrative and food service related topics relevant to participating in the Child Nutrition Programs.
<a href="#">School Nutrition Specialist (SNS)</a>	A credential earned by a person who passes the SNS exam. The SNS credentialing program was established by the School Nutrition Association (SNA) to enhance the professional image of school nutrition professionals, elevate professional standards, and enhance individual performance. Professionals that have earned this credential have demonstrated the knowledge and competencies necessary to manage school nutrition programs and are dedicated to continuing their professional development.
<a href="#">School Nutrition Team (SNT)</a>	The State agency team at the DPI that administers Child Nutrition Programs in Wisconsin. The team consists of Public Health Nutritionists (PHN), Nutrition Program Consultants (NPC), USDA Foods and Procurement Specialists, and Team Nutrition Education Consultants who strive to ensure a strong nutritional foundation in Wisconsin schools through leadership, guidance, partnership and advocacy.

Term	Definition
school year	The period from July 1 of any year to June 30 of the following year (also known as the academic year).
<a href="#">Seamless Summer Option (SSO)</a>	A Federally-funded program that allows schools to provide free summer meals to all children 18 years old and younger in low income areas during the traditional summer vacation periods and, for year-round schools, during school vacation periods longer than ten school days. Under normal circumstances, meals must be served in locations where at least 50 percent of the children are certified eligible for free or reduced price school meals based on school or census data.
<a href="#">Severe Need Breakfast (SNB)</a>	An additional reimbursement for SFAs participating in the School Breakfast Program (SBP) available to SFAs who claimed forty percent or more of student lunches served in the second proceeding school year were served to free or reduced price eligible students.
<a href="#">Small Victories</a>	A training designed to recognize the unique environment that is specific to schools with small student enrollments in Wisconsin.
<a href="#">Smart Snacks</a>	Rules that apply to all food and beverages sold to students (outside of the reimbursable meal) on the school campus during the school day. This includes a la carte items, fundraisers, vending machines, and school stores.
<a href="#">special dietary needs</a>	Children with special dietary needs have an equal opportunity to participate in and benefit from child nutrition programs. A signed medical statement is needed to document this need.
<a href="#">Special Milk Program (SMP)</a>	A program that provides milk to children in schools and childcare institutions who do not participate in other Federal meal service programs. The program reimburses schools for the milk they serve. Schools in the School Breakfast Program (SBP) and/or National School Lunch Program (NSLP) may also participate in the SMP to provide milk to children in half-day pre-kindergarten and kindergarten programs where children do not have access to the meals at school.
<a href="#">standard operating procedures (SOP)</a>	A set of specific written instructions for a food service task that reduces food safety hazards and is based on the Food Code. Each SOP should include specific policies and procedures, monitoring and recording instructions, and corrective action procedures. SOPs should cover all aspects of the food service operation, from purchasing and receiving to serving food. SOPs should be kept in each school's site-specific food safety plan and should be routinely updated.
<a href="#">standardized recipe</a>	A recipe that has been tested in the school using the same ingredients, equipment, and preparation methods that will provide an established yield and a consistent quality product. Standardized recipes are required for anything made in-house with two or more ingredients.
<a href="#">State agency</a>	The state educational agency; in Wisconsin this is the DPI, which administers the School Breakfast Program (SBP) and National School Lunch Program (NSLP) and other Child Nutrition Programs through agreements with SFAs.



Term	Definition
<a href="#">state processed products (C-codes)</a>	In this processing program, bulk USDA Foods are ordered by the DPI School Nutrition Team (SNT) and shipped directly from USDA vendors to a processor. The bulk USDA Foods are further processed into finished end-products, which have been determined through a state-wide request for bid (RFB) process. The finished end-products are shipped from the processor to the state contracted warehouses and are distributed to the SFAs along with the Direct Delivery (Brown Box) USDA Foods. Finished end-products available through the state processing program are assigned a four-digit product code that begins with the letter "C". Each case of finished end-product has an out-of-pocket processing and handling fee.
<a href="#">statement of fact</a>	A written statement or other type of documentation to support the policy or condition within the Residential Child Care Institution (RCCI) which causes all children (not including day students) to be eligible for free meal benefits. This statement is in lieu of having free/reduced price meal application. For example, "all children are wards of the court and placed at this facility. They do not earn, receive or retain any money while in our care"
<a href="#">Summer Food Service Program (SFSP)</a>	Provides free nutritious meals and snacks to children and teens in low-income areas during the summer months and when school is not in session. Guidance and oversight for this program is provided by the Community Nutrition Team (CNT).
<a href="#">Supplemental Nutrition Assistance Program (SNAP)</a>	This program provides nutrition benefits to supplement the food budget of food-insecure families so they may purchase healthy food and move towards self-sufficiency.
<a href="#">Team Nutrition (TN)</a>	An initiative of the USDA Food and Nutrition Service (FNS) that supports national efforts to promote lifelong healthy food choices and physical activity by improving the nutrition practices of school meal programs.
technical assistance (TA)	Assistance provided by DPI during an Administrative Review (AR) and does not require any follow-up action. It may include suggestions, resources, additional information, helpful links, etc.
<a href="#">Temporary Assistance to Needy Families (TANF)</a>	This program provides states and territories with flexibility in operating programs designed to help low-income families with children achieve economic self-sufficiency. Categorical eligibility for free benefits is limited to beneficiaries. In Wisconsin, TANF is called W-2 Cash Benefits.
<a href="#">The Emergency Food Assistance Program (TEFAP)</a>	Federal program that supplements the diets of low-income Americans by providing them with emergency food assistance at no cost. USDA provides 100% American-grown USDA Foods and administrative funds to states to operate TEFAP.
<a href="#">Time as a Public Health Control (TPHC)</a>	A set of procedures used to hold time/temperature control for safety foods without temperature control for a specific amount of time if certain conditions are met. When an operation is planning to utilize TPHC, written procedures must be in place prior to implementation.
<a href="#">Triennial Assessment</a>	SFAs must complete an assessment of their Local Wellness Policy (LWP), at minimum, once every three years to measure compliance and scope.

Term	Definition
<a href="#">United State Department of Agriculture (USDA)</a>	The USDA administers the School Breakfast Program (SBP) and National School Lunch Program (NSLP) and other Child Nutrition Programs by establishing nationwide regulations and providing Federal reimbursement for meals.
<a href="#">Universal Free Breakfast (UFB)</a>	A financial model of the School Breakfast Program (SBP) that offers breakfast at no charge to all students regardless of their eligibility. This model increases student participation.
<a href="#">unpaid meal charge policy</a>	Charges to individual students' meal accounts which remain unpaid or outstanding. SFAs operating the Child Nutrition Programs are required to have a written and clearly communicated policy to address unpaid meal charges. Bad debt is an unallowable cost to the nonprofit food service account.
<a href="#">vended meal agreement</a>	A contract between a SFA and a private company (also referred to as a vendor) for the purpose of providing meals. The vendor is not involved in any aspect of managing Child Nutrition Programs.
<a href="#">verification</a>	The process of confirming the eligibility for free and reduced price meals under the School Breakfast Program (SBP) and/or National School Lunch Program (NSLP) SFAs must annually verify student eligibility from a sample of household applications approved for free and reduced price meals from the current school year.
<a href="#">Verification Collection Report (VCR)</a>	A process that documents the results of the verification process that is usually due February 1.
Verifying Official (VO)	The VO conducts the verification process, which includes notifying the selected household(s), reviewing eligibility documentation, and completing the Verification Collection Report (VCR).
<a href="#">whole grain-rich</a>	Foods that meet the whole grain-rich criteria for the school meal programs contain 100 percent whole grain or a blend of whole grain meal and/or flour and enriched meal and/or flour of which at least 50 percent is whole grain. The remaining 50 percent or less of grains, if any, must be enriched.
<a href="#">Wisconsin School Day Milk Program (WSDMP)</a>	A program created by the Wisconsin Legislature to reimburse schools for a portion of their costs for serving milk at a milk break to pre-kindergarten through grade 5 students who are eligible for free or reduced price meals.
<a href="#">Wisconsin Uniform Financial Accounting Requirements (WUFAR)</a>	Account codes for uniform financial and accounting for public elementary and secondary schools in the state of Wisconsin.
<a href="#">withholding</a>	The process DPI takes to block a SFA from submitting claims online through the electronic online claims portal. This can be required for instances of late claim submission, corrective action nonresponse, online contract non-submissions, etc. During this period, claims must be submitted manually via paper claim. To submit a paper claim, email the original or modified site-based claim Excel template as an attachment to DPI accounting.
<a href="#">Wisconsin Works (W-2)</a>	A program that provides employment preparation services, case management, and cash assistance to eligible families. Children in families enrolled in W-2 may be identified via Direct Certification (DC) and are eligible for free meals.