

# Definitions & Acronyms

# Update Guide

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**February 14, 2025** Updated definitions of:

- Equipment
- Excess Net Cash Resources.

May 19,2023 Created Definitions & Acronyms Section to replace the definitions listed at the beginning of each subsequent section.

Added definitions for the following terms.

- Consumer Price Index (CPI)
- Generally Accepted Accounting Principles (GAAP)

## Acronyms

<b>Acronym</b>	<b>Term</b>
ADA	Average Daily Attendance
ADP	Average Daily Participation
AE	Area Eligible
AR	Administrative Review
C & C	Counting and claiming
CACFP	Child and Adult Care Food Program
CAD	Corrective Action Document
C & BI / CBI	Certification and Benefit Issuance
CCC	Child Care Center
CE	Contracting Entity
CEP	Community Eligibility Provision
CFR	(U.S.) Code of Federal Regulations
CMS	Centers for Medicare and Medicaid Services
CN	Child Nutrition
CNP	Child Nutrition Program
CRE	Coordinated Review Effort
DC	Direct Certification
DCM-F	Direct Certification Medicaid with Free
DCM-RP	Direct Certification Medicaid with Reduced-Price
DFPS	Texas Department of Family and Protective Services
DOR	Day of Review
DV	Direct Verification
EHSP	Early Head Start Program
ESP	Even Start Program
FDA	Food and Drug Administration
FDP	Food Distribution Program
F&N	Food and Nutrition (Food and Nutrition division of TDA)
FND	Food and Nutrition Division
FNS	USDA Food and Nutrition Service
FNSRO	FNS Regional Office
FPR	Food Production Record
FSMC	Food Service Management Company
FY	Fiscal Year
GAO	Government Accountability Office
GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Accounting Services
HACCP	Hazard Analysis Critical Control Point
HHSC	Texas Health and Human Services Commission
HSP	Head Start Program
HUB	Historically Underutilized Business
IFB	Invitation for Bid

ISP	Identified Student Percentage
LEA	Local Education Agency
MOR	Month of Review
NDL	National Disqualified List
NGO	Non-Governmental Organization
NOI	Net of Invoice
NPO	Nonprofit Organization
NSLP	National School Lunch Program
OMB	Office of Management and Budget
P2	Provision 2
PAL	Planned Assistance Level
PEIMS	Public Education Information Management System
PIR	Public Information Request
PIN	Payee Identification Number
PK	Pre-Kindergarten
PY	Program Year
RA	Recipient Agency
RCCI	Residential Child Care Institution
RDN	Registered Dietitian Nutritionist
RDA	Recommended Dietary Allowance
RFP	Request for Proposal
SA	State Agency
SAE	State Administrative Expense
SAO	State Auditor's Office
SBP	School Breakfast Program
SFA	School Food Authority
SFMNP	Senior Farmers' Market Nutrition Program
SFSP	Summer Food Service Program
SMP	Special Milk Program
SNAP	Supplemental Nutrition Assistance Program
SNP	School Nutrition Programs
SOAH	State Office of Administrative Hearings
SPO	Special Provision Option
SSI	Supplemental Security Income
SSN	Social Security Number
SY	School Year
TA	Technical Assistance
TAC	Texas Administrative Code
TANF	Temporary Assistance for Needy Families
TDA	Texas Department of Agriculture
TDD	Telecommunications Display Device
TEA	Texas Education Agency
TEFAP	The Emergency Food Assistance Program
TEXCAP	Texas Commodity Assistance Program

<b>TEXSL</b>	Texas Excluded SFSP List
<b>TX-UNPS</b>	Texas Unified Nutrition Programs System
<b>USDA</b>	United States Department of Agriculture
<b>USPS</b>	United States Postal Service
<b>WIC</b>	Special Supplemental Food Program for Women, Infants and Children
<b>WOR</b>	Week of Review

## Definitions

<b>Term</b>	<b>Definition</b>	<b>Section(s)</b>
<b>A La Carte Sales</b>	Individually priced food and/or beverage items sold during the meal service by the school nutrition program. These items may or may not be included in a reimbursable meal.	14, 22
<b>Acting on Behalf of CE, or Acting on Behalf of Recipient Agency</b>	Entity or person who has been given the responsibility to act for the CE/RA.	14, 15, 16, 17, 18
<b>Administrative Financial Review (AFR)</b>	Standardized review process that includes a comprehensive review of the CE's financial management system, including, but not limited to, accounting methods for tracking income and costs; allowable and unallowable costs; credits, discounts, and rebates; grant funds; paid lunch equity; methods to promote program integrity and internal controls; proportion of nonprogram and program food revenues and costs; and written financial procedures, policies, and processes.	31
<b>Administrative Review (AR)</b>	Standardized review process that includes comprehensive offsite and onsite evaluations of a contracting entity (CE) participating in the School Nutrition Programs (SNP). The review includes both critical and general areas of review, as well as areas the state agency deems as important.	31
<b>Adopted Child</b>	An (adopted) child is considered to be a member of a household when the household has accepted legal responsibility for the child.  The household's size and total income are considered in the eligibility determination. Adoption subsidies must be included as income. A child who was previously a foster child is not categorically eligible for free meals unless the child is eligible based on income or participation in another categorically eligible program.	4
<b>Adult</b>	Any individual age 18 and older.  Therefore, an individual younger than 18 years of age cannot complete and/or sign her or his household application unless (1) the signer is an emancipated minor child or (2) the parent of the student is under 18. The signature of a parent, who is under the age of 18, is considered to be an adult signature in this case.	4
<b>Advance Notice Period</b>	Notice given to households when there is a decrease in benefits.  Households have 10 calendar days to request an appeal of the decision. The 10 calendar days begin the day the household is sent the notification of decreased benefits.	4
<b>Afterschool Meal Program</b>	One of two nutrition programs sponsored by the USDA and administered by TDA—ASCP and CACFP At-Risk.	10
<b>Age/Grade Groups for Breakfast Service</b>	One of the four age/grade spans approved by USDA for breakfast service: K–5, 6–8, 9–12, or K–12.	2
<b>Age/Grade Groups for Lunch Service</b>	One of the four age/grade spans approved by USDA for lunch service: K–5, 6–8, K–8, or 9–12.	2
<b>Agent</b>	A person or business that is procured to act on behalf of the CE. This includes procuring on behalf of the CE.	15, 16, 17, 18

<b>Aggregate Purchase Amount</b>	The total cost of all products and services in a single procurement transaction.	15, 16, 17, 18
<b>Agreement</b>	Written legal document summarizing contractual obligations between two or more entities. This includes intergovernmental and interlocal agreement.	15, 16, 17, 18
<b>Allocable</b>	Assigning a cost, or group of costs, to one or more cost objectives, in reasonable and realistic proportion to the benefit provided or other equitable relationship—the cost meets one of the following principles: <ul style="list-style-type: none"> <li>- is incurred specifically for the award/program or</li> <li>- benefits both the award/program and necessary work and can be distributed in reasonable proportion to the benefits received or</li> <li>- is necessary to the overall operation of the organization, although a direct relationship to any particular cost objective cannot be shown.</li> </ul>	15, 16, 17, 18
<b>Allocation</b>	Quantity of USDA Foods allocated (or assigned) to CEs/recipient agencies by TDA. CEs/RAs place requests for specific USDA Foods in TX-UNPS based on their total entitlement.	14
<b>Allowable</b>	Direct or indirect costs that may be paid by SNP funds.	15, 16, 17, 18
<b>Americans with Disabilities Act (ADA)</b>	Comprehensive legislation signed into law on July 26, 1990, that creates new rights and extends existing rights for Americans with disabilities. Title II of the Act is especially significant for the school nutrition programs, as it requires equal availability and accessibility in state and local government programs and services, including public schools.	25
<b>AMS</b>	Agricultural Marketing Service, United States Department of Agriculture (USDA) agency that administers the CN Labeling Program.	23
<b>Anaphylaxis, or Anaphylactic Reaction</b>	Rare but potentially fatal condition in which several different parts of the body experience food-allergic reactions at the same time. Symptoms may progress rapidly and include severe itching, hives, sweating, swelling of the throat, breathing difficulties, lowered blood pressure, unconsciousness, and even death.	25
<b>Annualized Income</b>	Process for calculating household income when income comes into the household at different frequencies—weekly, bi-monthly, or monthly. A conversion factor is used for this process.	4
<b>Approved Supplier List</b>	List of suppliers or potential contractors who have demonstrated the ability to perform successfully under the terms and conditions of a proposed procurement, consideration being given to contractor integrity, compliance with applicable policy or regulations, record of past performance, and financial and technical resources.	15, 16, 17, 18
<b>Area Eligible Site</b>	Designated geographic area within an attendance zone where 50 percent of the children living in the area qualify for free or reduced-price meals under NSLP or SBP or census data from a United States Department of Agriculture (USDA) approved sources.	11
<b>Arms-Length Transaction</b>	Transaction in which the parties are dealing from equal bargaining positions—neither party is subject to the other’s control or dominant influence, and the transaction is treated with fairness, integrity, and legality.	15, 16, 17, 18

<b>Attendance Area</b>	Designated geographic area that determines where a student goes to school. CEs use the data from attendance areas to determine eligible sites for afterschool meal programs.	10
<b>Attendance Zone</b>	Designated geographic area that determines where a child goes to school. Approved Attendance Zones have been identified by TDA as eligible for SSO services.	11
<b>Audit</b>	Independent examination of accounting and financial records for accuracy, efficiency, and consistency. This is also called the annual audit or single audit.	15, 16, 17, 18
<b>Audit Corrective Action Plan</b>	Plan in which the CE describes the strategies or actions the CE will adopt to address each finding reported in the audit report.	15, 16, 17, 18
<b>Audit Report</b>	Final summary of audit findings provided by a financial auditor.	15, 16, 17, 18
<b>Audit Summary Schedule or Work Plan</b>	Document that contains a cumulative list of audit findings by year and explanations of the strategies and actions the CE plans to take or has taken to resolve each audit finding.  This summary allows the CE, auditor, or TDA staff member to review the actions planned or taken from year to year to maintain an accurate, efficient, and consistent accounting and financial system.	15, 16, 17, 18
<b>Authorized Representative</b>	Person who is authorized to make decisions and sign legally binding documents on behalf of the CE.	2, 31
<b>Automated Data Matching Technique (NSLP/SBP Only)</b>	Process that allows CEs to match student enrollment records and appropriate state or local agency program benefit recipient records for categorical programs through automated data matching. There are two common automated data matching processes:  - CE-Level—The CE works with the state agency (or regional office if appropriate) to obtain the necessary data to match the student enrollment records with the program’s benefit recipient records.  i.e., The child nutrition director arranges for the Head Start director to provide a list of participants the first week in August of each year and to provide an updated list when new students are added.  - State-Level—The state establishes a method for CEs to match a student enrollment list to benefit recipient records.  i.e., The CE uses the Direct Certification component of the Texas Unified Nutrition Programs System (TX-UNPS)—Texas Eligibility List Management System (Texas-ELMS)—to identify SNAP, TANF, Medicaid Free, and Medicaid Reduced eligible participation.	4
<b>Average Price for Lunch</b>	The average of paid lunch prices across the CE. This price is used in the calculation of paid lunch equity.  <i>For Example: \$1.50 (Ash Elementary School) + \$1.75 (Elm Middle School) + \$2.00 (Oak High School) = \$5.25</i> $\$5.25 \div 3 = \$1.75$ , \$1.75 is the average price for lunch	19
<b>Award, or Grant Award</b>	Term used when a CE is approved to receive funds to implement an SNP	4



<b>Backhauling</b>	The delivery of donated foods to a processor for processing from a distributing agency or CE/RA's storage facility.	14
<b>Benefit Issuance List</b>	<p>List of students that may be served meals. The list must contain the following information:</p> <ul style="list-style-type: none"> <li>- Student's name</li> <li>- Eligibility status, including specific categorical program if eligibility is based on categorical program participation</li> <li>- Date and notation of any changes in eligibility status.</li> </ul> <p>There are commonly two types of lists used by CEs: <u>master list</u> and <u>roster</u>. Generally, the difference between a master list and a roster is the amount of information recorded on the list. Lists may be paper or electronic.</p>	20, 28
<b>Beverage Standards for Competitive Foods</b>	<p>Set of criteria that establish beverage types, sizes, and nutrient values for competitive foods in NSLP and SBP to ensure that students are able to purchase healthy beverages.</p> <p>These standards apply to sites operating NSLP and SBP. These standards do not apply to the dietary specifications required for a reimbursable meal.</p>	22
<b>Bid Guarantee</b>	Guaranteed percentage of bid price provided by the offeror at the time the offer is submitted. The CE must return all bid guarantees to all unsuccessful offerors when the contract is awarded and to the winning offeror as soon as the contract is signed.	15, 16, 17, 18
<b>Blended Reimbursement Rate</b>	Free, reduced-price, and/or paid reimbursement rates applied according to a predetermined percentage.	5
<b>Boarding School Students</b>	<p>Students in boarding school are considered a member of the household in which he or she normally resides.</p> <p>Therefore, household size and total household income are considered in the eligibility determination.</p>	4
<b>Bond</b>	<p>Insurance agreement pledging surety for financial loss caused in connection with the contract.</p> <p>For school nutrition programs, if a loss occurs in connection with a contract related to program operations, the loss will be covered to the extent agreed upon in the bond.</p>	15, 16, 17, 18
<b>Bonus Foods</b>	USDA Foods that are purchased under surplus removal or price support authority and then provided to TDA in addition to legislatively authorized levels of assistance. Bonus foods are not charged against a CE's food entitlement amount. A CE may request as many bonus foods as it can use without waste.	14
<b>Bran</b>	Seed husk or outer coating of cereal grains such as wheat, rye, and oats.	7, 8
<b>Breach of Ethics</b>	Attempt to realize personal gain through public employment with a CE by any conduct inconsistent with the proper discharge of the employee's duties.	15, 16, 17, 18
<b>Breakfast Cereal</b>	Any cereal grain served in a cold and dry form. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.	7, 8

<b>Brokers</b>	Independent sales agents who negotiate sales for manufacturers by working with food distributors and/or school nutrition operations.	15, 16, 17, 18
<b>Buy American</b>	Requirement for schools to purchase, to the maximum extent practicable, domestic commodities and products. A domestic commodity or product means an agricultural commodity that is grown in the United States and: <ol style="list-style-type: none"> <li>1. That is processed in the United States, or</li> <li>2. That is processed in the United States substantially using agricultural commodities that are produced in the United States.</li> </ol>	14, 15, 16, 17, 18
<b>Calendar Year</b>	January 1 through December 31 of each year.	14
<b>Capital Assets</b>	Land, buildings (facilities), and equipment that have a useful life of more than one year which are capitalized in accordance with Generally Accepted Accounting Principles (GAAP).	15, 16, 17, 18
<b>Capital Expenditures</b>	Direct cost expenses to acquire capital assets or to make additions, improvements, modifications, replacements, reinstallations, renovations, or alterations to capital assets to be used for general purposes for multiple years and which materially increase the value or useful life of the asset.	15, 16, 17, 18
<b>Carrier</b>	Commercial enterprise that transports USDA Foods from one location to another but does not store USDA Foods.	14
<b>Carryover Inventory</b>	USDA Foods from the previous school year left with the processor.	14
<b>Categorical Eligibility Programs</b>	<p>A program used to determine a student’s eligibility based on the student’s participation in a specific program, or any household member for some programs, that conveys categorical or direct certification of eligibility for free or reduced-price school meals.</p> <p>The following programs are classified as Categorical Eligibility Programs:</p> <ul style="list-style-type: none"> <li>- Supplemental Nutritional Assistance Program (SNAP)</li> <li>- Temporary Assistance for Needy Families (TANF)</li> <li>- Food Distribution Program on Indian Reservations (FDPIR)</li> </ul> <p>NOTE: In Texas, there is a small population of students who may qualify under FDPIR. To directly certify an FDPIR eligible student, the CE must reach out to the tribal governing organization or appropriate tribal official to get a list of eligible students.</p>	4, 6
<b>Categorical Eligibility, or Automatic Eligibility</b>	<p>Eligibility status for free meals or free milk, as applicable, based on documentation that a child is a member of a household, and one or more children in that family are receiving assistance under SNAP, FDPIR or the TANF program.</p> <p>A Foster child, Homeless child, a Migrant child, a Head Start child and a Runaway child, are also categorically eligible. Categorical eligibility and automatic eligibility may be used synonymously.</p>	4
<b>Categorical Eligibility: TANF</b>	Any student in a household where an individual or group of individuals currently certified to receive assistance under the Temporary Assistance for Needy Families (TANF) Program is categorically eligible for free meals.	4, 6
<b>Categorical Eligibility: Head Start</b>	Students who participate in a federally funded Head Start Program are categorically eligible for free meals.	4

<b>Categorical Eligibility: Homeless</b>	Student who is identified as lacking a fixed, regular, and adequate nighttime residence by the CE homeless liaison, by the director of a homeless shelter, or other appropriate official is categorically eligible.	4
<b>Categorical Eligibility: Homeless, Displaced because of a Declared Disaster</b>	Homeless student is considered displaced when the student is under 21 years of age and (1) has been displaced from her or his habitual residence as a result of a declared event or (2) her or his pre-disaster primary residence is rendered uninhabitable or inaccessible as a result of damage caused by a major disaster. These students are categorically eligible for free meals.	4
<b>Categorical Eligibility: Medicaid Free</b>	Eligibility determination made in Texas ELMS whose households match as Medicaid Free are eligible for free meals.  NOTE: Each state uses different criteria to establish eligibility for the Medicaid programs offered in the state. If a household receives Medicaid and does not match for Medicaid Free or Medicaid Reduced in the Texas-ELMS, the specific Medicaid program does not meet income-derived eligibility criteria as specified by USDA for NSLP and SBP.	4, 5, 6
<b>Categorical Eligibility: Medicaid Reduced</b>	Eligibility determination made in Texas-ELMS. Students whose households match Medicaid Reduced are eligible for reduced-price meals.  NOTE: Each state uses different criteria to establish eligibility for the Medicaid programs offered in the state. If a household receives Medicaid and does not match for Medicaid Free or Medicaid Reduced in Texas-ELMS, the specific Medicaid program does not meet income-derived eligibility criteria as specified by USDA for NSLP and SBP.	4, 5, 6
<b>Categorical Eligibility: Migrant</b>	Migrant students enrolled in the Migrant Education Program (MEP) as determined by the state or local MEP coordinator. These students are categorically eligible for free meals.	4
<b>Categorical Eligibility: Runaway</b>	Student identified and receiving assistance from a program under the Runaway and Homeless Youth Act who are categorically eligible for free meals.  The LEA's homeless coordinator or other appropriate official certifies eligibility for these students.	4
<b>Categorical Eligibility: SNAP</b>	Any student in a household where an individual or group of individuals currently certified to receive program benefits under the Supplemental Nutrition Assistance Program (SNAP) is categorically eligible for free meals.	4, 6
<b>Catering or Vended Meals</b>	An agreement or contract with a food service management company (FSMC) to provide meals.	14
<b>CE Employee (Specific to Program Integrity)</b>	Term used to represent a CE employee or official; family member of CE employee or official; or business partner of a CE employee or official.	15, 16, 17, 18
<b>CEP Claiming Percentage</b>	The percentage of student meals that are claimed at the free rate.  This percentage is calculated by dividing the number of directly certified students by the total enrollment and multiplying the result by the Multiplier Factor. This rate is capped at 100%.	5
<b>Cereal Grain</b>	Edible part of a whole grain that has been processed for consumption.	7, 8

<b>Certificate of Authority (COA)</b>	Process for assigning a person to be an authorized representative for a contracting entity (CE).	2
<b>Certification of Benefit Issuance, or Determining Eligibility</b>	Designation of eligibility for free or reduced-price meals. CEs in Texas commonly refer to this as determining eligibility.	4
<b>Charge Period</b>	Span of time during which a cost is paid. This payment process includes spreading payments over a period of weeks or months or establishing milestones that are linked to payments.	15, 16, 17, 18
<b>CN Label, or Child Nutrition Label</b>	Product label that contains a statement that clearly identifies the crediting contribution that the product makes toward the meal pattern. CN labels also provide ingredient information needed to assess whether items meet the Competitive Food Nutrition Standards.	22, 23
<b>CN Labeling Program</b>	USDA program working directly with commercial food processing firms and in cooperation with USDA and the U.S. Department of Commerce (USDC) to provide standardized food crediting statements on product labels.	22, 23
<b>Code of Conduct</b>	Set of written standards the CE must develop that outline the responsibilities of, or proper practices for, an individual or organization and which governs the following: <ol style="list-style-type: none"> <li>1. Performance of the officers, employees, or agents engaged in contract awards and administration when the contract is funded in whole or in part by Food and Nutrition Service (FNS) program funds.</li> <li>2. Methods of procurement, including the requirement that the CE perform a cost or price analysis for every procurement (including contract modifications) and determination of which contract clauses and certifications are required in the CE's contracts.</li> </ol>	15, 16, 17, 18
<b>Cognizant Agency Related to Indirect Costs</b>	Agency that has primary responsibility for negotiating the indirect cost methodologies for non-federal entities.	15
<b>Collaborative Compliance</b>	Approach to a compliance review that incorporates both monitoring activities and technical assistance.	31
<b>Combination</b>	Products that contain two or more components representing two or more of the recommended food groups: fruit, vegetable, dairy, protein, or grains.	22
<b>Commercial Equivalent</b>	Product of the same generic identity, of United States origin, and of equal or better quality substituted for a USDA Foods product. This definition is specific to USDA Foods. For other purposes, the same definition may not apply.	14
<b>Commingling</b>	Storage of USDA Foods together with commercially purchased foods.	14
<b>Competitive Food Nutrition Standards</b>	Standards established by USDA to ensure that students are able to purchase healthy meals and snacks.  There are four types of Competitive Food Nutritional Standards: beverage standards, exempt entrée criteria, general competitive food standards, and Nutrient Standards for food and beverage items.	22, 23

These standards apply to food sold at any sites operating NSLP and SBP. These standards do not apply to the dietary specifications required for a reimbursable meal.

<b>Competitive Food Rule</b>	Another term used in reference to the Competitive Food Nutrition Standards for foods sold during the school day on the school campus that are not part of the reimbursable meal.  The Competitive Food Nutrition Standards are based on the Recommended Dietary Allowance (RDA) which is designed to help consumers use food label information to plan a healthy diet.	22
<b>Competitive Foods</b>	Foods and/or beverages sold to students that compete with the school's operation of the NSLP and/or SBP. This definition includes, but is not limited to, food and/or beverages sold in a meal service line, in vending machines, in school stores, or as part of fundraisers.	22
<b>Comprehensive Review</b>	In-depth investigation of operational practices or documentation in response to high risk factors	31
<b>Confidential Information</b>	Information that contains personal information on program participants and the families of program participants, including, but not limited to, eligibility status, financial information, and personal identification numbers such as social security numbers.	3
<b>Confirmation Review</b>	Process used to ensure that the initial eligibility determination was accurate for all household applications selected for verification.	6
<b>Conflict of Interest</b>	Any action that allows a person to benefit at the expense of the public interest or the expense of an employer. A conflict of interest may be a real or apparent conflict of interest.	15, 16, 17, 18
<b>Consultant</b>	Consultant that provides <u>temporary</u> support to the CE in areas where the CE lacks the necessary resources, skills, and/or abilities in order to assist the CE in gaining the necessary resources, skills, and/or abilities to operate an effective and compliant program.	15, 16, 17, 18
<b>Consumer Price Index (CPI)</b>	A measure of the average change in prices over time in a fixed market.  Annual adjustments to the federal reimbursement rate for lunches, afterschool snacks, and breakfasts served to children participating in the NSLP and SBP reflect changes in the Food Away From Home series of the Consumer Price Index for All Urban Consumers.	15, 16, 17, 18
<b>Continuing Education/ Training</b>	Events that provide information and build skills to improve school nutrition employee effectiveness and efficiency. This includes, but is not limited to, workshops, conferences, onsite training, webinars, and classroom style learning.	27
<b>Contract</b>	Formal, legally enforceable agreement (terms and conditions) between a buyer (the CE) and a seller (contractor) that clearly and accurately describes the products and/or services to be delivered or performed and sets forth the method and the compensations the contractor receives when products and/or services are provided.	14
<b>Contracting Entity (CE), see also Recipient Agency</b>	Entity that has a formal agreement with TDA to administer an SNP.	2

<b>Conversion Factor</b>	Calculation used when income comes into the household at different frequencies—weekly, bi-monthly, or monthly, a conversion factor is applied to convert household income into annualized or annual income.	4
<b>Cooperative Purchasing</b>	Group of entities who join together to purchase products and/or services with the intention of reducing costs and improving the quality of products and/or services available to members of a group. In this reference, a purchasing cooperative consists of a group of CEs.	15, 16, 17, 18
<b>Corn</b>	Product labeled as whole corn (or other whole corn designations, such as whole-grain corn, whole ground corn, whole cornmeal, whole corn flour, etc.) or enriched corn (or other enriched corn designations, such as enriched yellow cornmeal, enriched corn flour, enriched corn grits, etc.).	7,8
<b>Corrective Action</b>	Action the CE takes to achieve compliance for areas of noncompliance.	31
<b>Corrective Action Document (CAD), or Corrective Action Plan (CAP)</b>	Documentation that demonstrates that the CE has implemented corrective action to achieve compliance.	31
<b>Cost Analysis</b>	Review and evaluation of each element of cost to determine reasonableness, allocability, and allowability for products and/or services to be procured. A cost analysis will include the total projected cost for the products and/or services to be procured.	15, 16, 17, 18
<b>Cost Index</b>	Tool designed to show the impact of an economic measure on the price of purchasing a specific type of item. TDA has approved the use of the Consumer Price Index (CPI) Food Away from Home for this purpose.	15, 16, 17, 18
<b>Cost Objective</b>	Program function or activity for which cost data and for which specification is made to accumulate and measure the cost of processes, products, jobs, or other expenses.	15, 16, 17, 18
<b>Cost Plus Percentage Cost</b>	Method of pricing where the contract or agreement creates a pricing structure that charges the cost of the product or service plus a percentage of the cost.  This pricing structure is not allowable for any purchase under USDA regulations. Any costs charged from this type of pricing structure are unallowable costs to a Child Nutrition Program (CNP).	15, 16, 17, 18
<b>Cost-Reimbursable Contract</b>	Reimbursable contract that is a formal, legally enforceable contract that reimburses the contractor for costs incurred under the contract but does not provide for any other payment to the contractor with a fixed fee or with a cost-reimbursement fee.  In a cost-reimbursable contract, allowable costs will be paid from the nonprofit school nutrition account to the contractor net of all discounts, rebates, and other applicable credits accruing to or received by the contractor.  In a cost-reimbursable contract, the fixed price (fee) includes the contractor's direct and indirect administrative costs and profit allocable to the contract.	14, 15, 16, 17, 18
<b>Credits, Rebates, and Discounts and USDA Foods Values</b>	Amounts given to a CE by contractors, cooperatives, foods service management companies, processors, and vendors that receive credits, rebates, and/or discounts for purchasing products and/or services and USDA Foods values for school nutrition programs (SNPs).	14



The contract between the CE and the processor must specify the way that all credits, rebates, and discounts and USDA Foods Values will be returned to the CE.

<b>Current Income</b>	Gross income received by a household, before deductions, for the current month, or the amount projected for the first month for which the application is filled out, or for the month prior to application.  If this income is higher or lower than usual and does not fairly or accurately represent the household’s actual circumstances, the household may, in conjunction with determining officials, project its annual rate of income based on the circumstance of the situation.	4, 6
<b>Daily Value (DV)</b>	Percentage of a nutrient provided in a food product based on the recommended dietary allowance (RDA).	22
<b>Day Children/Students</b>	Non-residential children/students enrolled at a school operated by the RCCI.	28
<b>DC List, Texas Eligibility List Management System (Texas-ELMS)</b> <i>(NSLP/SBP Only)</i>	List of students that have been directly certified using the Texas Eligibility List Management System (Texas-ELMS) in TX-UNPS for NSLP or SBP.  Texas CEs match the names of enrolled students’ households that qualify for SNAP, TANF, Medicaid Free, and Medicaid Reduced eligibility.  NOTE: Disaster SNAP (D-SNAP) data is included in the SNAP data provided in Texas-ELMS.  CEs must securely maintain this list onsite with their eligibility determination documentation. See the Records Retention for additional information on retention of eligibility documentation. CEs will also use this information on the School Food Authority (SFA) Verification Collection Report (FNS-742) which is submitted in TX-UNPS each year.	4, 5, 6
<b>Debarment</b>	Action taken by a debarring official to exclude a person from participating in covered transactions. A person so excluded is debarred, that is, unable to participate.	15, 16, 17, 18
<b>Dietary Guidelines for Americans (DGA)</b>	A set of science-based recommendations for Americans two years and older that have been used by USDA to establish dietary specifications, nutrition standards and policies for breakfast, lunch, snacks, and competitive foods under NSLP and SBP.	22
<b>Dietary Specifications</b>	Specifications for calories, sodium, and saturated and trans fat for each age/grade group.	7, 8
<b>Direct Certification</b> <i>(NSLP/SBP Only)</i>	Determination of eligibility for free or reduced-price meals based on documentation obtained directly from a state or local agency or authorized program representative.  When a student is directly certified, the household does not need to submit a school meal application.  Direct Certification for Categorical Assistance Eligible Programs <ul style="list-style-type: none"> <li>- SNAP/TANF (Free Meals)—CEs match the names of enrolled students whose households qualify for SNAP or TANF in the TX-UNPS, Texas Eligibility List Management System (Texas-ELMS).</li> <li>- FDPIR (Free Meals)—In Texas, Direct Certification for FDPIR is accomplished when the CE reaches out to the local tribal</li> </ul>	4, 5, 6

organization or appropriate tribal official to get a list of eligible students.

- Medicaid Free (Free Meals)—Direct Certification for Medicaid Free must be based on a match in Texas-ELMS.
- Medicaid Reduced (Reduced-Price Meals)—Direct Certification for Medicaid Reduced must be based on a match in the Texas ELMS.

#### Direct Certification for Other Source Categorical Eligible Programs

- Head Start and Early Head Start pre-kindergarten programs;
- Homeless, including runaways and individuals displaced by declared disasters; migrant; and
- SNAP, TANF, or FDPIR eligible students who are not directly certified
- The CE works with an authorized program representative to obtain information so the CE can match student enrollment list to a program participant list. Students who are directly certified for Other Source Categorical Programs receive free or reduced-price school meals.

CEs must maintain a direct certification list that indicates the program which initiates direct certification—Categorical Assistance Eligible program and/or Other Source Categorical Eligible programs. CEs will use this information on the School Food Authority (SFA) Verification Collection Report (FNS-742) which is submitted in TX-UNPS each year.

#### **Direct Certification List, CE Maintained**

Direct certification list with the names of all enrolled students who are directly certified. This list, which is commonly maintained in a CE's point of service (POS) system, must delineate by type of direct certification:

##### Categorical Assistance Eligible Program:

- SNAP
- TANF
- FDPIR
- Medicaid Free
- Medicaid Reduced

##### Other Source Categorical Eligible Program:

- Head Start and Early Head Start pre-kindergarten programs
- Foster
- Homeless, including runaways and individuals displaced by declared disasters
- Migrant
- SNAP, TANF, or FDPIR eligible students who are not directly certified

4, 6

All CEs must maintain this list with appropriate documentation onsite. All NSLP/SBP CEs must use this information on the School Food Authority (SFA) Verification Collection Report (FNS-742) which is submitted in TX-UNPS each year.

NOTE: The School Food Authority (SFA) Verification Collection Report (FNS-742) requires that CEs report direct certification for SNAP, TANF, and Other Source Categorical Eligible programs in different answer fields. CEs will need to be diligent to ensure that the correct numbers are recorded in each answer field. CEs will also report Medicaid Free and Medicaid Reduced.

All NSLP/SBP CEs must also report their direct certification numbers for Categorical Assistance Eligible programs and Other Source Categorical



Eligible programs in the Community Eligibility Provision (CEP) report each year.

NOTE: The CEP report requires that CEs report a combined total for all programs.

<b>Direct Cost</b>	Expenses that can be identified specifically with a particular cost objective used to meet a specific program goal or goals.	15, 16, 17, 18
<b>Direct Delivery, or Direct Diversion</b>	Requests by the CE or recipient agency to directly deliver or divert USDA Foods to a commercial processor to create finished end products.	14
<b>Direct-Ship CEs, or Direct Delivery CEs</b>	CEs or school cooperatives that are large enough to handle a truckload—about 40,000 pounds or an estimated 912 cases of USDA Foods. Shipments go to CEs’ storage facilities. Direct-ship storage facilities must be approved by TDA.	14
<b>Disaster, or Emergency Situation</b>	<p>Natural occurrence such as hurricanes, tornadoes, and floods or an exceptional emergency or man-made disaster. There are two types of disasters for which child nutrition resources may be used:</p> <ul style="list-style-type: none"> <li>- Presidentially declared disaster (declared disaster) or</li> <li>- Situation of distress (other disaster).</li> </ul> <p>For both types of disasters, the CE must contact TDA as soon as possible to obtain permission to use child nutrition program resources and/or alter normal operational practices to assist and supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.</p> <p>As part of the Federal Emergency Response Plan, USDA’s Food and Nutrition Service’s (FNS) Food Distribution Division has the primary responsibility of supplying food to disaster relief organizations such as the Red Cross and the Salvation Army for mass feeding or household distribution during a presidentially declared disaster. Disaster organizations request food assistance through State agencies that run USDA’s nutrition assistance programs. State agencies notify USDA of the types and quantities of food that relief organizations need for emergency feeding operations.</p>	14, 24
<b>Distributing Agency</b>	State agency authorized to distribute USDA Foods in the state. For Texas, the distributing agency is the Texas Department of Agriculture (TDA).	14
<b>Distribution Charge</b>	Cumulative charge imposed by state agencies (TDA), CEs, or recipient agencies to help cover the cost of storing and distributing USDA Foods and administrative costs related to this activity.	14

<b>Distributor</b>	Commercial food company or handler who is independent of a processor and both sells and bills for the finished end products delivered to CEs/RAs for goods and/or services provided. A CE/RA may choose to have the same distributor manage both commercial finished end products and USDA Foods finished end products.  NOTE: There are companies that serve dual functions: distributor and state-contracted warehouse. If this is the case, the regulations must be applied based on the function the company is fulfilling for transaction.	14
<b>Diverted Products</b>	USDA Foods procured by USDA and shipped to a commercial processor in response to a recipient agency request.	14
<b>Double Claim</b>	Claiming more than one snack or meal for the same student at the same time. This practice is <u>not allowed</u> .	10
<b>Drop Delivery</b>	Delivery to one location within the CE, such as a central warehouse.	15, 16, 17, 18
<b>Dunnage Platforms</b>	Structures that allow users to store food off the floor, away from walls, and at different height levels which increases ventilation and helps prevent spoilage and contamination.	14
<b>Early Head Start: Categorical Eligibility</b>	Early childhood program designed to provide support to children’s development from birth to three years of age. Pregnant participants in Early Head Start are also eligible to receive free meals.	4
<b>Economic Unit</b>	Group of related or unrelated people who share housing and/or all significant income and expenses of its members to make up an economic unit. Generally, individuals residing in the same house are an economic unit. However, more than one economic unit may reside in the same house.  <ul style="list-style-type: none"> <li>- Separate economic units in the same house are characterized by prorated expenses and economic independence from one another.</li> <li>- If more than one economic unit resides in the same household, each unit is considered individually when determining a student’s eligibility for free or reduced-price meals.</li> </ul>	4
<b>Economies of Scale</b>	Purchase of large quantities of a product and/or service in order to obtain a better price.	15, 16, 17, 18
<b>Educational and Enrichment Activities</b>	Requirement for afterschool programs to provide students with regularly scheduled activities in an organized, structured, and supervised environment that includes educational or enrichment activities (or expanded learning opportunities). Educational and enrichment activities include, but are not limited to, academic enrichment, arts and crafts, computer skills, homework assistance, life skills, music, tutoring, and sports activities.  NOTE: Competitive sport team events cannot be designated as educational and enrichment activities; however, students involved in competitive sports programs may participate in afterschool meal programs as described in the Program Participants subsection.	10
<b>Electronic Signature</b>	Sound, symbol, or process attached to or associated with a record that, when executed or adopted, is an intentional act to provide a signature for the record.	4

There are different types of electronic signatures including, but not limited to, digitized signatures, passwords, personal identification numbers, and *I Agree* buttons in combination with other methods.

Eligibility Determination Group Number (EDG#)	Identification number provided by Texas Health and Human Services for households receiving Supplemental Nutrition Assistance Program (SNAP which includes Disaster SNAP or D-SNAP) or Temporary Assistance for Needy Families (TANF) benefits.	6
Eligible Site	Site eligible to operate SSO based on area eligibility or standard eligibility determinations	11
Eligible SSO Program Participant	All children enrolled in a school of high school grade and under as determined by the Texas Education Agency (TEA) including persons enrolled in a school program for the mentally or physically disabled, and person under 21 enrolled in an RCCI.  See the <i>Administrator's Reference Manual (ARM), Section 4, Eligibility Determination</i> for additional information on the state's definition for enrolled student.	11
Emancipated Minor Child	Minor child living alone or as a separate economic unit is considered to be a household of one. Age is not a factor in defining an emancipated minor child. A student living at home who contributes toward room and board is not considered to be an emancipated minor.	4
End of Regular Instructional School Day	Identified time when the regular instructional day ends and an afterschool program may begin. CEs identify the end of the regular instructional day based on the type of afterschool program they operate.  <u>Regular Instructional Day</u> – Schools operating a regular instructional day have a school year schedule approved by the Texas Education Agency that ensures that students receive the yearly minimum minutes of instruction (75,600).  <u>Extended/Expanded Instructional Day</u> – Schools operating an extended/expanded instructional day have a school year schedule approved by the Texas Education Agency that significantly increases the number of instructional days and/or the length of each instructional day to ensure that student instructional time significantly exceeds the yearly required amount of instructional time of 75,600 minutes per year.  For these schools, the instructional day is purposefully designed to include additional time for extended/expanded learning activities:  <ul style="list-style-type: none"> <li>- Rigorous coursework</li> <li>- Mentoring</li> <li>- Tutoring</li> <li>- Physical activity</li> <li>- Academic support</li> <li>- Educational enrichment in one or more subjects, including fine arts, civic engagement, science, technology, engineering, and mathematics</li> </ul>	10
End Product Data Schedule (EPDS)	Detailed processor form that includes product formulation, USDA Foods ingredients and quantity and value of USDA Foods ingredients credited for each case of finished end product sold to CEs. EPDS are submitted by processors to USDA, but not publicly available.	14
Enriched	Product conforms to the Food and Drug Administration's Standard of Identity for levels of iron, thiamin, riboflavin, and niacin. The terms enriched means nutrients that were lost during food processing have been	7, 8, 9

added back into the product, such as adding back certain vitamins lost in processing wheat to make white flour.

<b>Enrolled Student</b>	Student enrolled in a participating NSLP and/or SBP school. A student's eligibility to participate in NSLP and SBP is based on a student's enrollment status as defined in Texas Education Code (TEC), Title 2, Subtitle E, Chapter 25, Subchapter A, Section 25.001. <i>See the Eligible Participants</i> for additional information on enrolled students.	4, 5, 6
<b>Enrollment That Is Certified for CEP</b>	Enrollment that is certified without a household application as of April 1 of the prior school year for students <ol style="list-style-type: none"> <li>1. who participate in a categorically eligible program, or</li> <li>2. who live in a household where a household member participates in a program that extends eligibility to other household members (extended eligibility)</li> </ol>	5
<b>Entitlement</b>	<u>State Entitlement</u> —Value of USDA Foods that USDA authorizes TDA to receive in a specific program in accordance with program legislation. <u>CE/RA Entitlement</u> —Value of USDA Foods that TDA authorizes the CE to receive based on historical counting and claiming data for lunches served through NSLP.	14
<b>Entrée Item</b>	Item that is intended to be a main dish and is either: <ol style="list-style-type: none"> <li>1. A combination food of meat/meat alternate and whole grain, or</li> <li>2. A combination food of vegetable or fruit and meat/ meat alternate, or</li> <li>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), or</li> <li>4. A grain only, whole-grain rich entrée that is served as the main dish of the SBP reimbursable meal.</li> </ol>	22
<b>Equal Access</b>	Requirement that every student, no matter the eligibility, have equal access to a reimbursable meal in a line that does not overtly identify the student's eligibility status—If any line is not made available to all students, meals served on that line may not be claimed for reimbursement.	20
<b>Equipment, or Property</b>	Items which have been purchased and are nonexpendable; items have a useful life of more than one year. Equipment purchases of \$10,000 or more are capital expenses and require prior approval.	15, 16, 17, 18
<b>Equivalent Educational Experience</b>	College credits completed by an individual who does not possess a bachelor's or an associate degree. To meet the hiring standards using this criterion, a new director for a school nutrition program would be expected to have a least 60 college credits (number of hours typically required for an associate degree).	27
<b>Error Prone Household Application</b>	Household application that includes an income amount that is within \$100 per month (\$1200 per year) of the applicable Income Eligibility Guidelines (IEG).  <u>Error prone</u> replaces the term <u>focused sample</u> in the verification process. Error prone household applications do not include SNAP, TANF, or FDPIR household applications that are directly certified.	6

<b>Escalator/De-escalator Clause or Market-based Pricing</b>	Predetermined provisions in a contract stipulating specific conditions for an increase or decrease in price.	15, 16, 17, 18
<b>Ethics</b>	Principles of conduct governing and guiding decisions for an individual or a group in their personal and professional lives. School nutrition professionals have a responsibility to act ethically in accordance with all federal, state, and local guidelines.	3, 15, 16, 17, 18
<b>Excess Net Cash Resources, or Excess Fund Balance</b>	Net cash resources that exceed <b>six</b> months of operating expenses. For NSLP and SBP an excessive fund balance refers to net cash resources.	15, 16, 17, 18
<b>Exclusive Contract (Including Exclusive Beverage Contracts)</b>	Contract between an entity or organization and a distributor/vendor that prevents the entity or organization from buying or selling similar products from other distributors/vendors. The distributor/vendor may offer the entity or organization financial, product, or service incentives for signing an exclusive contract.	15, 16, 17, 18
<b>Exempt Entrée Criteria for Competitive Foods</b>	Set of criteria used to identify exempt entrée items under the Competitive Food Nutrition Standards: <ul style="list-style-type: none"> <li>- served a la carte on the same day that an entrée item served as a main dish is included on the planned menu as part of reimbursable meal, or</li> <li>- the next operating day after the entrée item served as a main dish is included on the planned menu as part of reimbursable meal.</li> </ul> An exempt entrée item must be in the same serving size or smaller than the entrée item offered in the NSLP or SBP reimbursable meal.	22
<b>Exempt Fundraiser</b>	Fundraising event where the Competitive Food Nutrition Standards do not apply. Each campus may have up to six exempt fundraising days per year. Food and beverage items sold for exempt fundraisers cannot be sold in competition with school meals in the food service area during the school meal service.	22
<b>Expanded Learning Time</b>	Common term used in the education arena to describe efforts by schools to significantly expand the regular instructional school day to improve academic achievement.	10
<b>Expenditures (Costs)</b>	Amount of money that is spent on an item or service.	15, 16, 17, 18
<b>Extended Eligibility, or Extension of Categorical Eligibility</b>	Student who is categorically eligible because the student lives in a household where a household member participates in a program that extends eligibility to other household members.  All students in the household are categorically eligible for free or reduced-price meals if any member of the household, including adults, receives SNAP and TANF and, starting October of 2017 for NSLP and SBP, Medicaid Free and Medicaid Reduced program benefits is a member of that household. Adults in the household include parents, adult siblings, aunts, uncles, cousins, or adults that are not relatives who are part of the household.	4, 5, 6

<b>Extra Item</b>	<p>A beverage or food item offered to a student in the one or more of the following circumstances:</p> <ul style="list-style-type: none"> <li>- A beverage or food item that is not menued as part of the reimbursable meal and is located before or after the point of service (POS) that a student may take, such as salad dressing or condiments.</li> <li>- Additional serving of a food or beverage item that is menued as part of a reimbursable meal that a student may take such as crackers or chips</li> </ul> <p>Extra items must be included in the weekly dietary specifications.</p>	7, 8
<b>Family Members Living Apart</b>	<p>Members of a household who are temporarily not living with the household are still considered to be members for eligibility purposes.</p> <p>Their income must be included with any other household income when making an eligibility determination. Members of the household who are not living with the household for an extended period are not included as members of the household for eligibility purposes. Only that portion of income made available by them, or on their behalf, should be counted as income for eligibility determination purposes.</p>	4
<b>Fee for Service</b>	Type of crediting method for USDA Foods. The processor charges the CE/RA a fee for creating finished end products by the pound or case using USDA Foods. The processor does not charge for the price of the product itself.	14
<b>Finished or Processed End Products</b>	Product containing USDA Foods processed by a commercial processor. A finished end product is not a food provided by USDA in a processed form (such as chicken fajita strips or turkey taco filling). When a finished end product is created, the processor (or distributor, if applicable) sells the product to the CE for a price that is less the value of the USDA Foods included in the product.	14
<b>Firm Fixed-Price Contract</b>	<p>Contracts that provide products and/or services for a price not subject to adjustment other than increases or decreases tied to an economic indicator stipulated by the contract.</p> <p>Firm fixed-price contracts are usually negotiated where reasonably finite specifications and/or technical requirements are available, and costs can be estimated with reasonable accuracy.</p> <p>A fixed-price contract places minimum administrative burden on contracting parties but subjects a contractor to maximum risk arising from full responsibility for all cost escalations.</p>	14, 15, 17
<b>Fiscal Action</b>	<p>Recovery of overpayment through direct assessment or offset of future claims, disallowance of overclaims as reflected in unpaid claims for reimbursement, submission of a revised claim for reimbursement, and correction of records to ensure that unfiled claims for reimbursement are corrected when filed.</p> <p>In addition to fiscal action, an AR may also require the CE to reimburse the nonprofit food service account for unallowable costs and may result in placing the CE's funds on financial hold if noncompliance continues.</p>	31
<b>Fixed Fee</b>	Agreed upon amount of money that is fixed at the inception of the contract. In a cost reimbursable contract, the fixed fee includes the contractor's direct and indirect administrative costs and profit allocable to the contract.	14
<b>Fixed-Price</b>	An agreed-upon amount of money that is fixed at the inception of a contract and is guaranteed for a specific period of time.	15, 16, 17, 18

A fixed-price contract may also contain an economic cost adjustment provision tied to the Consumer Price Index (CPI) Food Away from Home.

<b>Flour</b>	Product derived by finely grinding and bolting (sifting) wheat or other grains. Flour includes all grains (wheat, rye, corn, etc.).	7, 8
<b>Follow-up Review, or Follow-up AR, AFR, or PR</b>	Targeted review process or desk audit that focuses on verifying corrective action for findings from any review conducted in the current review cycle.  This review is initiated when a CE receives repeated or systemic critical area or general area findings that are not corrected systemically; has not submitted adequate CAD/CAP in response to the AR findings; is found to be willfully and egregiously non-compliant; or has been placed on financial hold.	31
<b>Food Alert</b>	Notice from TDA and USDA Foods about holds and recalls.	14
<b>Food Allergy</b>	Hypersensitivity from an abnormal response of the body’s immune system to food or food additives that would otherwise be considered harmless.  Many of the true food allergy symptoms often resemble allergic reactions to other substances, such as penicillin, drugs, bee stings, hives, and itching.	25
<b>Food &amp; Nutrition Agreement, or Permanent Agreement</b>	Commonly called the <i>Permanent Agreement</i> , a document signed by the CE and TDA that outlines the roles and responsibilities for the program(s).	2
<b>Food Buying Guide (FBG) for Child Meal Programs</b>	USDA resource which contains information to assist CEs in determining (1) the number of serving portions for specific products and (2) whether a product fulfills the requirements for a designated food component.	22, 23
<b>Food Component (Breakfast)</b>	One of the three food groups—fruit (or vegetable), grain, and fluid milk—that make up a reimbursable breakfast meal.	7
<b>Food Component (Lunch)</b>	One of the five food groups—fruit, vegetable, grain, meat/meat alternate, and milk—that make up a reimbursable lunch meal.	7
<b>Food Establishment</b>	Definition used by Texas Department of State Health Services (DSHS) to describe an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption. All entities that perform these tasks must meet all applicable requirements.	26
<b>Food Intolerance</b>	Adverse food-induced reaction that does not involve the body’s immune system. Lactose intolerance is one example of food intolerance.	25
<b>Food Items (Breakfast)</b>	Specific food items offered for a breakfast meal that contain one or more of the three food components. For breakfast, the CE must offer 4 food items.	7, 8
<b>Food Items (Lunch)</b>	Specific food items offered for a lunch meal that contain one or more of the five food components.	7, 8
<b>Food Recall</b>	Action to remove food products from commerce when there is reason to believe the products may be unsafe, adulterated, or mislabeled. This action is taken to protect the public from products that may cause health problems or possible death.	14



<b>Food Safety Inspection</b>	Inspection of food preparation, service, and storage facilities to ensure that proper food safety procedures are followed.	26
<b>Food Service Management Company (FSMC)</b>	Any organization, whether commercial enterprise or a nonprofit organization, that is or may be contracted by the CE to manage any aspect of the school food service. CEs must use an FSMC from TDA’s list of approved FSMCs.	14, 15, 16, 17, 18
<b>Food Service Management Company (FSMC) Solicitation/ Contract</b>	TDA term used to <u>reference the TDA prototype combined solicitation and contract.</u>	15, 16, 17, 18
<b>Forecasting</b>	<p>Process of analyzing current and historical data to determine procurement needs.</p> <p>In the case of school nutrition programs, forecasting involves predicting and estimating the goods, works, and services needed in specified areas for the coming year, and/or assessing needs by reviewing current procurement activities. Forecasting allows for procurement timelines and tasks to evolve each fiscal year.</p>	15, 16, 17, 18
<b>Foreign Exchange Students</b>	<p>Foreign exchange students are considered members of the households in which they reside.</p> <p>Therefore, the household size and total household income are considered in the eligibility determination.</p>	4
<b>Fortified Grain</b>	Grain that has been processed to add certain vitamins and minerals to the food product to increase nutritional quality.	7, 8, 9
<b>Foster Child Categorical Eligibility</b>	<p>Child who lives with a household but remains the legal responsibility of the Texas Department of Family and Protective Services (DFPS) or a court.</p> <p>In these cases, a child is placed with a foster family or relatives through a formal arrangement by a court or the state, and the state retains legal custody of the child. The key factor in determining whether a child has been adopted or placed in foster care is the identification of who has legal responsibility for the child. If DFPS or the court continues to have legal responsibility for the child, the student is a foster child who is categorically eligible for free meals, regardless of the financial circumstances of the family with whom he/she has been placed.</p> <p>Local education agencies (LEAs) in Texas are required to have a foster coordinator. The foster coordinator can assist SNP staff in ensuring that students who are also foster children are certified as eligible.</p>	4
<b>Foster Family</b>	<p>Households with foster and non-foster children in the same household.</p> <p>Foster families may choose to include a foster child as a household member. If the household does include a foster child on its school meal application, the household must include personal income earned by the foster child on the school meal application. Foster payments received by the family from the placing agency are not considered income and do not need to be reported as household income.</p>	4
<b>Fragile Household</b>	Household that would be unable to satisfactorily respond to a verification request.	6



<b>Fruit or Vegetable Juice</b>	Beverages labeled as containing 100 percent fruit or vegetable juice. The U.S. Food and Drug Administration (FDA) requires beverage labels for products that contain juice to include a percentage of juice stated on the product carton. If the label states that the product is 100 percent juice, the juice product meets the 100 percent juice requirement.	22
<b>Full and Open Competition</b>	Situation where all potential contractors are competing on a level playing field and have the same opportunity to compete and be awarded a contract. Full and open competition is also commonly referred to as free and open competition	15, 16, 17, 18
<b>Fund Balance</b>	See “net cash resources.”	15, 16, 17, 18
<b>Fundraisers</b>	Activities where food or nonfood items may be sold by school administrators or staff, students or student groups, parents or parent groups, or any other person, company, or organization to raise money for school or non-school needs.	22
<b>Generally Accepted Accounting Principles (GAAP)</b>	A common set of accounting rules, standards, and procedures issued by the Financial Accounting Standards Board (FASB). CEs/RAs must follow GAAP when their accountants compile their financial statements.	15, 16, 17, 18
<b>Good Standing</b>	Descriptor for a CE that has had no significant findings or deficiencies in a Child Nutrition Program (CNP).	10
<b>Grade Standards</b>	USDA quality standards based on measurable attributes that describe the value and utility of the products.	15, 16, 17, 18
<b>Grantees</b>	The governmental or other legal entity to which a grant is awarded where the receiving entity is held accountable for the use of the funds provided. The grantee is the entire legal entity <u>even if</u> only a particular component of the entity is designated in the grant award document.	15, 16, 17, 18
<b>Gross Income</b>	All money earned before such deductions as income taxes, employee’s Social Security taxes, insurance premiums, and bonds.	4, 6
<b>Hazard Analysis Critical Control Point (HACCP), or HACCP Approach</b>	Systematic approach to constructing a food safety plan. It is designed to reduce the risk of food-borne illnesses/hazards by focusing on each step of the food preparation process, from receiving to service.	26
<b>Hold Funds</b>	Action taken to place the CE’s reimbursement payments on hold until the CE is able to demonstrate program compliance.	31
<b>Household</b>	A group of related or unrelated individuals who are not residents of an institution or boarding house and are living as one economic unit is considered a household.  Typically, the term <u>family</u> is used for household.	4, 28
<b>Household Application</b>	Application used by households to apply for free or reduced-price meals through NSLP or SBP.	5, 6
<b>Household Composition</b>	Number of individuals who make up the household’s economic unit is the household composition for NSLP or SBP purposes.	4

<b>Household Unit</b>	Group of related or unrelated individuals who live as a unit sharing housing, income, and expenses are considered a household unit. There may be more than one household unit in a residence.	4
<b>Ideal City</b>	TDA designated location(s) in each region. TDA bases the Ideal City on shipping logistics and volume of USDA Foods. A CE's distance from its Ideal City may affect delivery charges.	14
<b>Identified Disability Category</b>	Recognized disability category according to the Individuals with Disabilities Education Act (IDEA) which includes the following: autism; deaf-blindness; deafness or other hearing impairments; emotional disturbance; hearing impairment; intellectual disability; orthopedic impairments; other health impairments; specific learning disabilities; speech or language impairment; traumatic brain injury; and visual impairment, including blindness which adversely affects a student's educational performance; and multiple disabilities.	25
<b>Identified Student</b>	Identified students are approved as eligible for free meals and are not subject to verification. Any student who has access to NSLP or SBP may be an Identified Student as long as the student is certified as eligible without an application.	5, 20
<b>Identified Student Percentage</b>	The percentage used for Community Eligibility Provision (CEP) that is determined by dividing the number of identified students by the number of enrolled students.  <i>(Number of Identified Students) ÷ (Number of Enrolled Students) = ISP</i>	5, 20
<b>Incentives</b>	Rewards or benefits received as a result of performing requested actions and/or meeting predetermined milestones.	15, 16, 17, 18
<b>Income</b>	Any money received on a recurring basis, including earnings, pensions, and child or spousal support, unless an income source is specifically excluded by law for the Child Nutrition Programs.  This definition only applies to eligibility determination.	4, 6
<b>Income Eligibility Guidelines (IEGs)</b>	Household size and income levels for determining eligibility for free and reduced-price meals—IEGs—published annually by the United States Department of Agriculture (USDA).	4, 6
<b>Indian Tribal Organization (ITO)</b>	The recognized governing body of <ol style="list-style-type: none"> <li>1. Any Indian tribe, Band, Nation, or other organized Indian group on a reservation that is recognized as eligible for federal programs and services provided to Indians because of their status as Indians; or</li> <li>2. Any Indian tribe or Band on a reservation holding a treaty with a State government as defined in Title 7, Code of Federal Regulations 271.2.</li> </ol>	4, 5, 6
<b>Indirect Cost</b>	Expenses that are incurred for the benefit of multiple programs or functions and are necessary for the general operation of the SNP program—but cannot be directly attributable to the program.	15, 16, 17, 18
<b>Indirect Cost Rate</b>	Established percentage of awarded funds that is dedicated to pay costs that have been identified as indirect costs.	15, 16, 17, 18

<b>Individualized Education Program (IEP)</b>	<p>Written statement for a student with a disability that is developed, reviewed, and revised in accordance with IDEA regulations.</p> <p>The IEP is the cornerstone of the student’s educational program that contains the program of special education and related services to be provided to a student with a disability covered under the IDEA. When nutrition services are required under a student’s IEP, <u>school officials must ensure</u> that child nutrition department staff are involved early in decisions regarding special meals.</p>	25
<b>Individuals with Disabilities Education Act (IDEA)</b>	<p>Legislation that provides federal funds to assist states and school districts in making a free appropriate public education available to eligible students with specified disabilities.</p> <p>IDEA was previously called the <i>Education of the Handicapped Act</i> and was originally enacted in 1975.</p>	25
<b>Inflation Factor</b>	<p>The percentage of increase or decrease the CE will apply to CE’s average price for a student’s paid lunch if the CE’s pricing structure does not meet the weighted average price.</p> <p>The inflation factor is 2% + the annual rate of inflation.</p>	19
<b>In-Kind Replacement</b>	<p>Replacement of a loss of USDA Foods with the same type of food of US origin of equal or better quality as the USDA Foods, and of at least equal value to the lost USDA Foods.</p>	14
<b>Institutionalized Prisoner</b>	<p>Household members who are institutionalized prisoners. Prisoners are not household members and may not be counted on the household application as household members.</p>	4
<b>Institutionalized Student</b>	<p>Students who reside in a residential-type facility that the state has determined is not a boarding school. A student residing in this type of facility is considered a household of one.</p>	4
<b>Internal Controls</b>	<p>Procedures or processes designed to establish and maintain effective internal control over the SNP’s financial management system that provides reasonable assurance that the CE is managing the program in compliance with all federal, state, and local regulations and terms and conditions of the program award.</p> <p>These procedures or processes help the CE to (1) define actions related to financial management and the procurement activities, (2) establish standards of ethical conduct, and (3) provide full and open competition.</p>	15, 16, 17, 18
<b>Interval Number</b>	<p>Number used to randomly select household applications for verification. To get the interval number, divide the total number of household applications by the sample size.</p>	6
<b>Invitation for Bid (IFB)</b>	<p>Formal method of procurement that uses sealed bidding and results in a fixed-price contract with or without adjustment factors.</p>	15, 16, 17, 18
<b>Joint Custody</b>	<p>Situation where equal/joint custody has been awarded to both parents by the court and the student is considered to be a household member of both households.</p> <p>The student should use the eligibility status that provides the highest meal benefits to the student regardless of which parent has the custody at the time.</p>	4
<b>Juice</b>	<p>Undiluted product obtained by extraction from sound fruit. It may be fresh, canned, frozen, or reconstituted from concentrate and may be served in either liquid or frozen state. Diluted juice is no longer allowed.</p>	7, 8, 9

<b>Just-in-Time (JIT)</b>	Food and supplies kept in quantities an entity anticipates will meet its immediate needs, which results in the entity maintaining a low inventory level.	15, 16, 17, 18
<b>Kinship Care</b>	Kinship care arrangements for a student fall into three categories: Private, Voluntary, and Foster.  When a child is placed in kinship care where the state retains legal custody of the child, the foster child is categorically eligible for free meals.	4
<b>Kinship Care: Foster</b>	Circumstance where the Texas Department of Family and Protective Services (DFPS) places the child with relatives.  In these situations, DFPS, acting on behalf of the state, has legal custody and must answer to the court, but the relatives have physical custody. DFPS is responsible for ensuring that the child receives medical care and attends school.	4
<b>Kinship Care: Private</b>	Arrangement made by the parents and other family members without any involvement from either the child welfare system or the court system.  These students are included as part of the household in which they reside if the household submitted a school meal application. These students are not categorically eligible for free meals.	4
<b>Kinship Care: Voluntary</b>	Children who live with relatives where DFPS is involved, but DFPS does not take legal custody of the children. In voluntary kinship care, the children are in the physical custody of the relatives. The children may remain in legal custody of the parents, or the parents may sign over temporary legal custody to the kin.  These students would be included as part of the household in which they reside if the household submitted a school meal application. These students are not categorically eligible for free meals.	4
<b>Lactose Intolerance</b>	Difficulty digesting the sugar found in milk, milk products, and milk foods.	25
<b>Lead Time</b>	Amount of time necessary for a distributor to prepare and deliver products and/or services to the CE.	15, 16, 17, 18
<b>Less Than Arms-Length Transaction</b>	A less than arms-length transaction occurs when a person responsible for making a purchase and appears to have a stake in the outcome is able to control or substantially influence the actions of others.  This may include agreements between divisions of an organization; organizations under common control through common officers, directors, or members; and an organization and a director or employee of the organization and his or her immediate family.	15, 16, 17, 18
<b>Limited English Proficient (LEP)</b>	Designation used for those who have a limited ability to speak, read, write, or understand English—includes low literacy and those whose native language is not English.	4
<b>Local Educational Agency (LEA) for School Nutrition Programs</b>	One of the following types of entities: <ul style="list-style-type: none"> <li>- A public board of education or other public or private nonprofit authority legally constituted within a state for either administrative control of public or private nonprofit schools in a political subdivision of a state;</li> <li>- An administrative agency or combination of school districts or counties recognized by the state;</li> </ul>	4

	<ul style="list-style-type: none"> <li>- Any other public or private nonprofit institution or agency having administrative control and direction of public or private nonprofit schools or residential child care institutions; or</li> <li>- State educational agency that, in any State or territory, serves as the sole educational agency for all public or private nonprofit schools.</li> </ul>	
<b>Local Product</b>	Unprocessed locally grown or raised agricultural products that retain their inherent character.	15
<b>Local Wellness Policy</b>	<p>Set of policies established by the CE to establish goals for nutrition education, physical activity, and other school-based activities that promote student wellness, as well as nutrition guidelines to promote student health and reduce childhood obesity for all foods available on each school campus.</p> <p>Local wellness policies must be approved by the local school board or governing board for the CE.</p>	22,28
<b>Long-Term Storage</b>	Storage of USDA Foods in a state-contracted warehouse that begins after 180 days.	14
<b>Main Food Group Categories</b>	Four food groups designated by USDA as the main categories of food under the Competitive Food Nutrition Standards: protein, dairy, fruit, and vegetables. In USDA guidance this term is sometimes called the <i>Non-grain Main Food Groups</i> .	22
<b>Major Life Activities</b>	<p>Characteristics that warrant the CE making an accommodation for a disability: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working as well as major bodily functions which include, but are not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, and reproductive functions.</p> <p>Individuals who take mitigating measures to improve or control any of the conditions recognized as a disability are still considered to have a disability and require an accommodation.</p>	25
<b>Managing the Contract</b>	Procedures the CE has in place to ensure that contractors perform in accordance with the specifications, technical requirements, and terms and conditions described in a contract or purchase order.	14, 15, 16, 17, 18
<b>Market Basket</b>	Solicitation strategy that allows a CE to procure a list of products with varied pricing options for a finite number of products. Each product on the market basket list must have (1) a description with the quantity to be purchased, (2) specifications and/or technical requirements for each product, and (3) a description of how each product will be awarded on the contract.	15, 16, 17, 18
<b>Market Basket, Simplified Total Cost Analysis and Scoring</b>	Analysis and scoring evaluation based on a representative sample of all products.	15, 16, 17, 18
<b>Market Basket, Total Cost Analysis and Scoring</b>	Analysis and scoring evaluation based on the aggregate total cost or by line-item total.	15, 16, 17, 18

<b>Master List of Program Participants</b>	Typically, a list of all students (free, reduced-price, and paid) enrolled at each site as well as detailed information that may be useful for program planning, eligibility determination, verification, or other needs which commonly includes the following types of information: <ul style="list-style-type: none"> <li>- Student's name</li> <li>- Student's date of birth</li> <li>- Campus location</li> <li>- Eligibility status</li> <li>- Date of eligibility determination</li> </ul>	20, 28
<b>Material Change</b>	Change made to a contract after the contract has been awarded, that alters the terms and conditions of the contract substantially enough that had other offerors known of the change in advance, they may have bid differently and more competitively.	15, 16, 17, 18
<b>Meal (in Grain Products)</b>	The product derived by coarsely grinding corn, oats, wheat, etc.	7, 8
<b>Meal Equivalency Factor (MEF)</b>	Statistical tool that is used to convert a la carte sales into a standard of measure, in this case a "meal." The MEF is often used to convert a la carte sales into meal equivalents for billing purposes in fixed price contracts.	15, 16, 17, 18
<b>Meat By-Products</b>	Pork stomachs or snouts; beef, veal, lamb or goat tripe; beef, veal, lamb, goat or pork hearts, tongues, fat, lips, weasands, and spleen; and partially defatted beef fatty tissue or partially defatted pork fatty tissue.	7, 8
<b>Medical Statement</b>	Formal statement or prescription written by a medical authority licensed to write prescriptions by the State.  A medical statement provides a description of (1) the student's disability; (2) why the disability restricts the student's diet and the major life activity affected by the disability; and (3) the meal accommodation the CE is to implement. Accommodations include, but are not limited to, food items or ingredients to be omitted, special dietary supplements, food items ingredients to be substituted, and/or other accommodation.	25
<b>Medium of Exchange</b>	The way or method students pay for meals during meal service—The medium of exchange must also ensure that there is no overt identification of a student's eligibility status.	19, 20
<b>Menu</b>	Descriptive list of all reimbursable meals offered each week, including all serving lines that provide reimbursable meals for each age/grade group and menu type.	2
<b>Menu Items</b>	Actual food listed on the menu to be served such as tacos, fruit salad, or muffins. Menu items may contain one or more components or food items.	7, 8
<b>Menu Type</b>	Lunch or breakfast.	2
<b>Micro-purchase Method</b>	An acquisition of supplies or services using simplified acquisition procedures, the aggregate purchase amount of which does not exceed the micro-purchase threshold.	15, 16, 17, 18
<b>Military Families</b>	Members of the armed services who are activated, deployed, or ordered to support military operation(s) are counted as household members.  Only the portion of the service member's income made available by them, or on their behalf, to the household should be counted as household income for eligibility purposes.	4



<b>Military Income or Benefits</b>	<p>Military benefits received in cash, such as housing allowances for military households living off base and food allowances, must be considered as income. However, the value of in-kind benefits other than cash, such as on-base housing, is not considered as income.</p> <p>The housing allowance for military personnel living in privatized housing will not be counted as income. Only the portion of the deployed service member’s income made available by the service member, or on their behalf, to the household where the students are living should be counted as income.</p>	4
<b>Minimum Adult Meal Price</b>	The minimum amount the CE is allowed to charge for an adult meal.	19
<b>Minimum Student Meal Price</b>	The minimum amount the CE is allowed to charge a student for a paid meal based on the Paid Lunch Equity tool developed by the United States Department of Agriculture (USDA).	19
<b>Mixed Households</b>	<p>Households that include students designated as Other Source Categorical Eligible program participants (Head Start and Early Head Start pre-kindergarten programs; foster; homeless, including runaways and individuals displaced by declared disasters; migrant; and SNAP, TANF, or FDPIR eligible students who are not directly certified).</p> <p>If a student qualifies for free meals through more than one source of categorical eligibility, the student should be counted only one time on the master list of participating students.</p>	4
<b>Month of Review (MOR)</b>	The most recent month for which a claim for reimbursement has been submitted which has at least 10 operating days.	31
<b>Multiplier Factor</b>	<p>The number that is multiplied by the ISP to calculate the CE’s reimbursement rate. This factor adjusts the ISP for reduced-price meals that are not included in the ISP.</p> <p><i>(ISP) x (Multiplier Factor of 1.6) = Percentage of Meals Served Reimbursed at the Free Rate</i></p>	5, 20
<b>National or Regional Presidentially Declared Disaster</b>	Declaration of disaster or emergency situation by the President. USDA defines a disaster as a natural occurrence such as hurricanes, tornadoes, and floods or an exceptional emergency or man-made disaster to include such situations as human pandemics or chemical plant explosions.	24
<b>National Processing Agreement</b>	Agreement between USDA Food and Nutrition Service (USDA FNS) and a multi-State processor to process USDA Foods into finished end products for sale to state agencies (TDA), CEs, or recipient agencies.	14
<b>Necessary</b>	Item or service that is essential to the operation of the program.	15, 16, 17, 18
<b>Negative Net Cash Resources, or Fund Balance</b>	A CE must not carry negative net cash resources into the next school year. Negative net cash resources exist when all net cash resources have been depleted, and the resulting negative balance constitutes a liability to the organization.	15, 16, 17, 18
<b>Net Cash Resources</b>	<p>Amount of funds the SNP account has available to spend—total revenue less total liabilities (expenditures).</p> <p>USDA further defines Net Cash Resources as including all monies, as determined in accordance with the State agency’s established accounting system that are available to or have accrued to a school food authority’s nonprofit school food service at any given time, less cash payable. Such</p>	15, 16, 17, 18

monies may include, but are not limited to, cash on hand, cash receivable, earnings on investments, cash on deposit and the value of stocks, bonds, or other negotiable securities.

<b>Net Off Invoice (NOI)</b>	Type of crediting method for USDA Foods. The value of the food product is determined by the November 15 product price for the food product from the previous year established by USDA. The commercial price of the product minus the USDA Foods value equals the net price.  <i>Commercial Price – USDA Foods Value = Net Off Invoice (NOI) Amount Owed to CE</i>	14
<b>Net Price</b>	Amount to be paid by the CE/RA—cost of processing USDA Foods minus the cost of the USDA Foods used in the finished end product.	14
<b>Non-Area Eligible Site</b>	Designated geographic area with an attendance zone where 50 percent of the children living in the area do not qualify for free or reduced-price meals under NSLP or SBP.	11
<b>Noncompetitive Method</b>	Procurement method used when there is an insufficient number of offers submitted in response to a solicitation. In this case, full and open competition is deemed inadequate, and there is no way to remedy the situation.	15, 16, 17, 18
<b>Non-Federal Entity</b>	State, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a federal award as a recipient or subrecipient.	15, 16, 17, 18
<b>Non-Pricing or Universal Free (Non-Pricing) Feeding CEs or Sites</b>	CEs or sites that have implemented a non-pricing or universal free (non-pricing) feeding policy are not required to determine if they have equity in lunch pricing—this includes the Community Eligibility Provision, Provision 2, and other programs which provide reimbursable meals at no charge to all students. Universal free feeding sites are also called universal free.	19
<b>Nonprogram Food</b>	Food that (1) is sold in a participating CE other than a reimbursable meal and (2) is purchased using funds from the CE’s school nutrition program nonprofit school food service account. This includes, but is not limited to: <ul style="list-style-type: none"> <li>- A la carte items sold in competition with reimbursable meals</li> <li>- Adult meals</li> <li>- Items purchased for fundraisers, vending machines, and onsite stores.</li> <li>- Items purchased for catering and vended meals</li> </ul>	19
<b>Non-Response Rate</b>	Percentage of households that do not respond to a request for verification information. This includes households that do not respond as well as incomplete or ambiguous responses.	6
<b>Non-Responsive, or Non-Response</b>	Lack of or incomplete response by the household after the initial request for verification information.	6
<b>Non-Systemic Findings</b>	Finding for which the contributing factors are unusual, not part of the normal operating procedure—the system does not require changes to achieve accurate results.	31



<b>Nontraditional Afterschool Program</b>	<p>Afterschool program that is designed to meet the needs of students who are attending a school that purposefully adds instructional time or expanded learning opportunities for select academic areas throughout the day.</p> <p>These schools schedule the number of instructional days to ensure that student instructional time significantly exceeds the required yearly minimum minutes of instruction.</p>	10
<b>Nutrient Standards for Competitive Foods, or <i>Nutrient Values</i></b>	<p>Set of nutrient values for calories, saturated or trans fats, sodium, and sugar that determine if food items can be sold under Competitive Food Nutrition Standards for sites operating NSLP and SBP.</p> <p>These standards do not apply to the dietary specifications required for a reimbursable meal.</p>	22
<b>Nutrition Fact Label</b>	The U.S. Food and Drug Agency (FDA) label that is added to food and beverage products to provide information about the product's crediting contribution and nutritional profile.	22, 23
<b>Offer Versus Serve (OVS)</b>	<p>Meal service method that allows students to decline some of the food items/ components offered in a reimbursable lunch or breakfast.</p> <p>NOTE: A choice of food items within the same food component is not considered to be OVS.</p> <p>As long as the student takes the minimum servings of the required components for a reimbursable meal under OVS, the meal is reimbursable. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat. High schools must implement OVS. Pre-K students cannot be served using the OVS meal pattern.</p>	9
<b>Offered Menu</b>	Food items that are actually prepared and set out on the serving lines for students to take. This information is recorded on the CE's food production records.	7, 8
<b>Open Award</b>	Contract award in which all vendors that submit an offer are awarded a contract. This type of award does not promote full and open competition or pricing that is advantageous to the program. An open award is not the same as using a market basket strategy.	15, 16, 17, 18
<b>Open to All</b>	Site that serves meals or snacks to any student who comes to the site within the limitations of space and safety.	10
<b>Operating Days</b>	Days when the school nutrition program staff are preparing for or serving reimbursable meals and other days when conducting official operational tasks	6, 4, 5, 20
<b>Operating Months</b>	<p>Months during which the CE operates any child nutrition program— NSLP, SBP, CACFP At-Risk, or a summer feeding program. This includes reasonable amounts of time to set up program operations before meal service begins and time to close program operations at the end of the meal service period.</p> <p>Days on which operational tasks occur may be for a full month of operation or a partial month of operation.</p>	15, 16, 17, 18, 20
<b>Operator</b>	Entity that operates a Child Nutrition Program.	15, 16, 17, 18
<b>Operator-Only Cooperative</b>	Any type of agreement that is formed solely among CNP operators, including regional education service center (ESC) cooperatives.	15, 16, 17, 18

<b>Other School Nutrition Program Employees, or Other Program Employees</b>	Those individuals without managerial responsibilities who are involved in day-to-day operations of school food service for a participating school, including employees who are contracted to assist in the day-to-day operations of a SNP on behalf of the CE.  Staff classified as other school nutrition program employees may work in more than one participating school.	27
<b>Out-of-Condition Foods</b>	Food products that are damaged, spoiled, or infected and cannot be salvaged.	14
<b>Overt Identification</b>	Any action the CE takes that may result in a student being recognized as eligible or potentially eligible to receive or certified for free or reduced-price meals including at the point of service (POS).	19
<b>Paid Lunch Equity (PLE)</b>	Process for making sure that the revenue or income from students' free and reduced-price lunches is equitable to the income from students' paid lunches.	19
<b>Partially Defatted Beef (Pork) Fatty Tissue</b>	By-product produced from fatty trimmings of less than 12 percent lean meat (contains 88 percent or more fat).	7, 8
<b>Partially Defatted Chopped Beef (Pork)</b>	Prepared from fatty trimmings that contain at least 12 percent lean meat (may contain up to 88 percent fat).	7, 8
<b>Pass-Through Entity</b>	Entity receiving federal funds that have passed through another entity. This definition is specific to funding from federal sources and applies to state agencies, CEs, group purchasing cooperatives, and third-party entities. These funds are used to fulfill the purposes of a federally funded program.	15, 16, 17, 18
<b>Payment Bond</b>	Bond that covers the cost of materials and works for construction contracts.	15, 16, 17, 18
<b>Performance Bond</b>	Bond which covers the cost of ensuring that the work is done as specified in the terms of the contract.	15, 16, 17, 18
<b>Permanent Managing Conservatorship</b>	Children placed with families permanently.  In these cases, DFPS administers this program, and the court maintains overall responsibility for the child's welfare. If this is the case, these children are categorically eligible to receive free meals.	4
<b>Perpetual Inventory</b>	Ongoing accounting system which requires daily entries to document the amounts of USDA Foods added or removed from storage.	14

<p><b>Person with a Disability</b> (For the SNP, this is called a medical disability)</p>	<p>Person (1) with a physical or mental impairment that substantially limits one or more major life activities and (2) that has a record or is regarded as having a physical or mental impairment. This includes, but is not limited to, a disability that is episodic or in remission.</p> <p>NOTE: A physical or mental impairment need not be life threatening to constitute a disability. It is enough that it limits a major life activity.</p> <p><i>i.e., Digestion is an example of a bodily function that is a major life activity. A student whose digestion is impaired by lactose intolerance may be a person with a disability regardless of whether or not consuming milk causes the student severe distress.</i></p> <p>An impairment may be covered as a disability, even if medication, or another mitigating measure may reduce the impact on the impairment.</p> <p><i>i.e., The fact that a student may be able to control an allergic reaction by taking medication should not be considered in determining whether the allergy is a disability.</i></p> <p>Whether a physical or mental impairment constitutes a disability must be determined on a case-by-case basis. The determination must be made without regard for whether mitigating measures may reduce the impact of the impairment.</p> <p>For the SNP, a student with medical disability must receive meal accommodations when an appropriate medical statement has been provided.</p>	25
<b>Physical Inventory</b>	<p>Specific inventory level of USDA Foods at a particular point in time, determined by physical counting the inventory in storage. This term is used in association with <i>perpetual inventory</i>.</p>	14
<b>Physical or Mental Impairment</b>	<p>One of two types of impairment defined by Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act (ADA) of 1990:</p> <ul style="list-style-type: none"> <li>- Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine.</li> <li>- Any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.</li> </ul> <p>The term physical or mental impairment includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis, cancer; heart disease; diabetes; intellectual disability; emotional illness; and drug addiction and alcoholism.</p>	25
<b>Piggyback</b>	<p>Adding other purchases and/or services to a procured contract that may create a material change to the contract.</p>	14, 17c
<b>Planned Menu</b>	<p>Food items the menu planner intends to offer to students. This information is recorded on the CE's food production records. It represents the CE's calculation of the items that will need to be prepared for a school's usual average daily participation (ADP).</p>	7, 8
<b>Plated Meal</b>	<p>Menued meal that includes all required food components in the required minimum serving size.</p>	9

<b>Point of Service (POS)</b>	Point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price, or paid meal has been served to an eligible student.  This determination is made by the cashier or an appropriate serving staff member.	5, 20
<b>Policy Statement</b>	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedures or <i>Policy Statement for Free Milk, Attachment B: Milk Count/Collection Procedures</i> , commonly called <i>Attachment B</i> , part of the application documentation that provides detailed information on the CE's procedures for implementing the program requirements.	2
<b>Potentially Hazardous Food</b>	Food that is natural or synthetic that requires temperature control because the food is capable of supporting the growth or rapid and progressive growth of bacteria.	26
<b>Private Storage</b>	State-contracted warehouse where a CE/RA pays the warehouse to store USDA Foods after 45 days from the date of allocation. The date of allocation is indicated in TX-UNPS.	14
<b>Procedures</b>	Processes, protocols, plans, standards of behavior, expectations, or any other written method of describing actions employees are to take related to specific events or financial transactions.  The word procedure is used to refer to all of these types of documents.	3, 15, 16, 17, 18
<b>Procurement</b>	Act of obtaining goods or services in exchange for money or value.  NOTE: Value may be monetary or material worth, but it may also be something that has usefulness that can be exchanged for something of worth, merit, or importance.	14, 15, 16, 17, 18
<b>Procurement Review (PR)</b>	Standardized review process that includes a comprehensive review of the CE's procurement management including, but not limited to, Buy American; contract management; cooperative purchasing; food service contracts; management of credits discounts, and rebates; processor contracts; solicitation and contract award process; and written procurement processes, procedures, and practices, including internal controls.	31
<b>Procurement Standards</b>	Standards of conduct that shall govern the performance of the CE's officers, employees, or agents in contracting for payment and expending program funds.  State and federal procurement regulations require each CE to maintain written standards of conduct, including a code of conduct that prohibits employees from participating in the selection, award, and administration of any contract to which an entity or certain persons connected to them have a financial interest.	15, 16, 17, 18
<b>Product Formulation Statement</b>	Also called the product analysis sheet or manufacturer's product statement, documentation that provides product specific information on the product's potential crediting contribution toward meal pattern or Competitive Food or Beverage Nutritional Standards.	22, 23
<b>Program Application</b>	The collection of documents required for the CE to begin or continue participation in a nutrition program.	2

<b>Program Integrity</b>	Organized and structurally sound financial management system that promotes program efficiency and prevents the inappropriate use of program funds.  NOTE: Program integrity includes practices associated with ethical standards and codes of conduct.	15, 16, 17, 18
<b>Program Specific Audit</b>	Review of the financial transactions—income and expenditures—and accounting procedures for a designated program.	15, 16, 17, 18
<b>Proprietary Products</b>	Manufactured products ordered specifically for a particular program or are unique to a manufacturer.	15, 16, 17, 18
<b>Protein Food</b>	Term used in Competitive Food Nutrition Standards for food items high in protein such as meat, beans, poultry, seafood, eggs, nuts, and seeds.	22
<b>Purchasing Cooperative</b>	Group of CEs/RAs joining together to purchase products and/or services with the intention of reducing costs and improving the quality of products and/or services available to members of a group. In this reference, a purchasing cooperative consists of a group of school districts. Purchasing cooperatives are commonly called cooperatives.  NOTE: When a CE is a member of a purchasing cooperative, the CE retains responsibility for ensuring that actions taken on its behalf are in compliance with all program requirements.	14
<b>Random Sampling or Selection</b>	Process for giving each household application an equal chance of being selected for verification. A statistically valid sample is not required.	6
<b>Random Selection Method</b>	Use of the interval number to choose household applications for the verification process.	6
<b>Reasonable Cost</b>	Amount that does not exceed a cost that would be incurred by a prudent person under similar circumstances.	15, 16, 17, 18
<b>Rebate</b>	Type of crediting method for USDA Foods.  After the CE/RA receives USDA Foods finished end products through a distributor, the CE/RA submits a rebate form to the processor. The processor uses the USDA November 15 price to pay the CE/RA the value of USDA Foods contained in the processed end product.	14
<b>Received USDA Foods</b>	Date when USDA Foods arrive at the school kitchen or the CE/RA or Food Service Management Company (FSMC) storage facility in either raw form or in finished end products.	14
<b>Receiving CE or Site</b>	Term used to indicate a CE or site where a student visits and receives a reimbursable meal. This term is used specific to counting and claiming.	20
<b>Recipient Agency (RA)</b>	Agency or organization that receives USDA Foods through a contract with TDA or another RA. Contracting entities (CEs) are one type of recipient agency.	14
<b>Recipient Agency Processing Agreement/ Contract</b>	Agreement or contract between a CE/RA or purchasing cooperative and a processor which describes the specifications, technical requirements, and terms and conditions for the processor’s activities to use USDA Foods to create finished end products.	14
<b>Recognized Medical Authority</b>	Health care professional licensed by the State who is authorized to write medical prescriptions under State law that are allowed to be filled by pharmacies located in Texas.	25

<b>Recommended Dietary Allowance (RDA)</b>	Average amount of a nutrient that is recommended for a person in generally good health in a 24-hour period, used to establish the Nutrient Standards and dietary specifications for breakfast, lunch, snacks, and competitive foods for sites operating NSLP and SBP.	22
<b>Regular USDA Foods</b>	Food commodities that are ready for the CE to prepare and serve without processing. Regular USDA Foods were previously called Brown Box items.	14
<b>Regulatory Authority</b>	Oversight authority dictated by legislative act or regulation.	15, 16, 17, 18
<b>Reimbursable Meal</b>	A meal that offers all of the required meal pattern food items in the required serving sizes for the student's age/grade group.	14,20
<b>Reimbursement</b>	Federal cash assistance, including advances, paid or payable to participating CEs for meals that (1) meet the meal pattern requirements and (2) are served to eligible students.  CEs use the claiming and reporting process to get reimbursed for free, reduced-price, and paid meals served to eligible students.	20
<b>Reimbursement to the Nonprofit Food Service Account</b>	Recovery of payments made from the nonprofit food service account for costs that are unallowable to the School Nutrition Program (SNP).	31
<b>Related Field</b>	Other college majors that would provide an applicant specific knowledge and skills that are relevant for a school nutrition program director. Possible majors would include, but are not limited to, food science, community nutrition and marketing, and hospitality management.  NOTE: Colleges and universities may use different names for similar majors.	27
<b>Relevant School Nutrition Program Experience</b>	Experience in the NSLP and SBP, as well as experience in other child nutrition programs (Child and Adult Care Food Program and/or Summer Food Service Program) if the latter experience is gained from working in a school.  The rationale for hiring actions based on an applicant's work experience must indicate the applicant's familiarity with USDA's school nutrition program. The intent of the professional standards regulations is to ensure that new school nutrition program directors have the knowledge and skills to manage the program as required. When Hiring a Child Nutrition Director.  Relevant Food Service Employment Experience for CEs with a Total Student Enrollment of 2,499 or Less refers to previous work experience in the food service industry that demonstrates the applicant's familiarity with the operation and/or management of a food service establishment.  Relevant School Nutrition Program Experience for CEs with a Total Student Enrollment of 2,500 or More refers to previous work experience in NSLP, SBP, or any of the child nutrition programs which indicates the applicant's familiarity with USDA's school nutrition program.	27
<b>Repeated Finding</b>	Finding determined at the CE level that is the same type of critical area finding or general area finding that is noted in more than one review during the same review cycle or across multiple review cycles. This type of finding may occur at different sites or the same site.	31



<b>Replacement Value</b>	Price assigned by USDA to a USDA Foods item which must reflect the current price in the market to ensure compensation for USDA Foods lost in processing or other activities. The replacement value may be changed by USDA at any time.	14
<b>Request for Proposals (RFP)</b>	Formal procurement method where potential contractors submit an offer to provide products and/or services under a fixed-price or cost-reimbursable type contract.	15, 16, 17, 18
<b>Responsible</b>	Capable of providing the product(s) and/or service(s), as described in the solicitation.	15, 16, 17, 18
<b>Responsive</b>	Offer that addresses the terms and conditions of the solicitation, including the specifications and/or technical requirements for product(s) and/or service(s).	15, 16, 17, 18
<b>Retail Food Service Establishments</b>	Term used by the USDA and the FDA to classify the type of entity providing food service. School food service operators are classified as retail food service establishments and must follow food safety regulations for this type of entity.  This includes all types of food preparation including, but not limited to, self-operated program, FSMC, vended meals, and catering.	26
<b>Revenue</b>	Income received by an organization.	15, 16, 17, 18
<b>Revenue to the School Nutrition Program (SNP) Account</b>	All income that is collected or awarded to the SNP account is revenue (or income) to the SNP account. This includes, but is not limited to, the following: <ul style="list-style-type: none"> <li>- Federal reimbursement</li> <li>- State or local funds, such as per meal subsidies and state revenue matching funds</li> <li>- Students' payment for reimbursable meals and a la carte sales</li> <li>- Payments for items purchased for fund raisers and vending machines</li> <li>- Income from catering and adult meals</li> </ul>	15, 16, 17, 18
<b>Review Cycle</b>	Three-year cycle in which each CE in the state is reviewed at least one time.	31
<b>Review Period</b>	Period of time the compliance review targets.	31
<b>Roster of Program Participants</b>	Typically, a list of all students (free, reduced-price, and paid) enrolled at each site. Typically, a roster would include the following information: <ul style="list-style-type: none"> <li>- Student's name</li> <li>- Eligibility status</li> <li>- Date of eligibility determination</li> <li>- Date and notation of any changes in status</li> </ul>	20, 28
<b>Sample Size</b>	Number of household applications to be verified.	6
<b>School</b>	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; or any public or nonprofit private classes of preprimary grade when they are conducted in the aforementioned schools.	5

<b>School Campus</b>	Under the Competitive Food Nutrition Standards, all areas of the property under the jurisdiction of the school that are accessible to students during the school day.	22
<b>School Day</b>	<p>The period from the midnight before the beginning of the official instructional day to 30 minutes after the end of the official instructional day.</p> <p>The school day requirement does not include the afterschool meal and snack programs, events, or other activities as long as food service for these activities does not occur during the 30 minutes after the end of the official instructional day.</p>	22
<b>School Food Authority (SFA)</b>	United States Department of Agriculture (USDA) term used for NSLP and SBP operators. This term is used in TX-UNPS and other documentation. In Texas, an SFA is called a CE which is an acronym for contracting entity.	2
<b>School Meals</b>	Meals provided under the school nutrition program for which schools receive reimbursement in accordance with all applicable federal regulations, policies, instructions, and guidelines.	22
<b>School Nutrition Program Directors, or Program Directors</b>	<p>Those individuals who are directly responsible for the management of the day-to-day operations of school food service for all participating schools under the jurisdiction of the school food authority, including employees who are contracted to serve as the director for an SNP on behalf of the CE.</p> <p>Program director responsibilities typically include, but are not limited to, administration, program implementation, monitoring, and evaluation of the following: sanitation, food safety, employee safety, nutrition and menu planning, food production, facility layout and design, equipment selection, procurement, financial management, recordkeeping, program accountability, marketing; customer service, nutrition education, general management, personnel management, and computer technology.</p>	27
<b>School Nutrition Program Managers, or Program Managers</b>	<p>Those individuals who are directly responsible for the management of the day-to-day operations of school food service for a participating school including employees who are contracted to manage a SNP on behalf of the CE.</p> <p>A school nutrition program manager may be the manager for more than one participating school, but <u>not all</u> of the participating schools.</p>	27
<b>School Year (SY)</b>	For the professional standards requirements, the school year (SY) is defined as the program year—July 1 to June 30.	27
<b>Selected/Served Menu</b>	<p>Food items that are actually served to, or selected by, students. Menu planners should use selected/served food item data to inform future menu planning and reduce food waste, so the school does not offer items that students do not select.</p> <p>Production records should be updated to indicate actual selected/service food items after the meal service so that production records reflect serving trends.</p>	7
<b>Self-Operated</b>	Program where the CE's staff prepare and serve the meals. Self-operated programs may use onsite kitchens or central kitchens.	26
<b>Sending CE or Site</b>	Term used to indicate the CE or site a student normally attends in reference to situations when a student visits another CE or site and receives a reimbursable meal. This term is used specific to counting and claiming.	20



<b>Service Fee</b>	Fee charged for the performance of a specific service.	15, 16, 17, 18
<b>Shipping Overage or Shortage</b>	Incorrect quantity delivered. <u>Overage</u> , too much; <u>Shortage</u> , too little.	14
<b>Short Term Storage</b>	Reference to USDA Foods that are already allocated to a CE/RA and are stored at a state-contracted warehouse. Storage of USDA Foods that begins with the 46th day of storage after the date of allocation indicated in TX-UNPS.	14
<b>Signature</b>	<p>Any printed name, cursive, or electronic signature provided as requested in the household application.</p> <ul style="list-style-type: none"> <li>- For printed applications, the printed or cursive signature is recorded in the space following the certification statement. A recorded X is considered to be a signature.</li> <li>- For electronically submitted applications, the signature may be digital or digitized. A digital signature may be recorded or accomplished through a variety of methods, including, but not limited to, personal identification numbers (PINs) and passwords. A digitized signature is a representation of an actual signature that can be physically compared to an original signature to determine authenticity.</li> </ul>	4, 28
<b>Simplified Acquisition Threshold, or Small Purchase Threshold</b>	Amount established by federal, state, or local regulations that defines when formal and informal procurement methods must be used.	15, 16, 17, 18
<b>Single Audit</b>	Organization-wide review of the financial transactions—income and expenditures—and accounting procedures.	15, 16, 17, 18
<b>Site Area Eligibility</b>	Determination of site’s eligibility to offer an afterschool meal program based on the total number of students approved for free or reduced-price meals at a site or census data for the location.	10
<b>Situation of Distress</b>	A natural catastrophe or other event that does not meet the definition of disaster, but that, in the determination of the distributing agency, or of FNS, as applicable, warrants the use of donated foods to assist survivors of such catastrophe or other event. A situation of distress may include, for example, a hurricane, flood, snowstorm, or explosion.	24
<b>Smart Snacks</b>	Another term used in reference to the Competitive Food Nutrition Standards for foods sold during the school day on the school campus that are not part of the reimbursable meal.	22
<b>Sole Source Method</b>	<p>Noncompetitive procurement method used when products and/or services are available from only one supplier, distributor, or contractor.</p> <p>TDA must approve all sole source methods of procurement.</p>	15, 16, 17, 18
<b>Solicitation</b>	<p>Process of notifying prospective or qualified offerors about the specifications or technical requirements for the purchase of products and/or services.</p> <p>For informal procurement, the solicitation may be communicated by email, in person, by fax, or by phone as long as the person soliciting offers documents the specifications or technical requirements to ensure that every possible contractor is given the same information.</p>	14, 15, 16, 17, 18

For a formal procurement, a written solicitation is required.

<b>Sound Fruit</b>	Product made from 100% fruit.	4
<b>Special Dietary Need</b>	Medical condition that does not meet the standard of a medical disability or a religious or cultural practice that prevents a student from eating a specific food or ingredient.  Special dietary need requests for accommodations include requests from parents or guardians.	25
<b>Specifications and Technical Requirements</b>	Detailed information included in the solicitation and in the final contract that describes the product(s) and/or service(s) that will be provided to the CE under the contract.	15, 16, 17, 18
<b>Standard Counting and Claiming Procedures</b>	Procedures for NSLP and SBP  1. Benefit issuance determination by household application, direct certification, and categorical participation lists and 2. Monthly claiming based on reporting the number of students served a reimbursable meal in each eligibility category—free, reduced-price, and paid.	5
<b>Standard Operating Procedures (SOPs)</b>	Established and written protocols for how staff respond to specific situations.	26
<b>State Matching Funds</b>	Matching funds provided to local education agencies (LEAs) that participate in NSLP by the state of Texas based on the number of lunches reported on reimbursement claims filed during the period of September 1 through August 31 of the prior year.  RCCIs and private schools do not receive state matching funds.	15, 16, 17, 18
<b>State Participation Agreement (SPA)</b>	Agreement between TDA and a multi-state processor to permit the sale of finished end products produced under the processor’s National Processing Agreement to eligible CEs/RAs in the state <u>or</u> between TDA and an in-state processor to permit the sale of finished end products produced under the processor’s in-state agreement to eligible CEs/RAs in the state.	14
<b>State-Contracted Warehouse</b>	Warehouses that receive, store, and distribute USDA Foods. TDA selects state-contracted warehouses through competitive bids for service to specific regions of the state.  NOTE: There are companies that serve dual functions: distributor and state-contracted warehouse. If this is the case, the regulations must be applied based on the function the company is fulfilling for each transaction.	14
<b>Student Attending an Institution</b>	Student who attends but does not reside in an institution is considered a member of the household in which he or she resides.	4
<b>Student Away at School</b>	Students who are temporarily away at school are counted as members of the household.	4

<b>Student Living with One Parent, Relatives, or Friends (though not a homeless student)</b>	<p>Situation where no specific welfare agency or court is legally responsible for the student or where the student is living with one parent, other relatives, or friends of the family.</p> <p>The student is considered to be a member of the household with whom he or she resides. The size and total income of that household is used to determine the student's eligibility. Students of divorced or separated parents are generally considered part of the household that has custody.</p>	4
<b>Subgrantees</b>	Governmental or other legal entity to which a subgrant is awarded and is accountable to the grantee for the use of the funds provided.	15, 16, 17, 18
<b>Substitution</b>	Product of the same generic identity, of United State origin, and of equal or better quality (commercial equivalent) substituted for a USDA Foods product.	14
<b>Summary End Product Data Schedule (SEPDS)</b>	<p>Processor's description of its processing of USDA Foods into finished end product which includes the following:</p> <ul style="list-style-type: none"> <li>- Description of the finished end product, types and quantities of USDA Foods included in the finished end product,</li> <li>- Types and quantities of other ingredients in the finished end product,</li> <li>- Quantity of end product produced,</li> <li>- Processing yield information, and</li> <li>- Crediting information.</li> </ul> <p>This document is submitted to and approved by USDA.</p>	14
<b>Summer</b>	Period of time the state education agency when school attendance does not count toward meeting the number of yearly total of required instructional minutes.	11
<b>Summer Feeding Program</b>	Meal services offered for either the SSO or the SFSP.	11
<b>Supplier, or Vendor</b>	Commercial enterprise, public or nonprofit private organization, or individual that enters into a contract with a CE to provide products and/or services. A supplier is also referred to as an offeror during the solicitation phase of procurement.	15, 16, 17, 18
<b>Supplies</b>	Items that are expendable or consumed in day-to-day activities and replenished as needed.	15, 16, 17, 18
<b>Systemic Finding</b>	Finding for which the contributing factors are inherent to the routine operation of the CE or site and are likely to occur again in the same review cycle if operational processes are not changed.	31
<b>Tangible Benefit</b>	Special offer for a particular item in order to incentivize a purchase which includes, but is not limited to, offering (1) a special item at much lower price than the price structure for a current contract, (2) an item not presently used at a special price that is below market value; or (3) an incentive, such as equipment or other prizes for purchasing items.	15, 16, 17, 18
<b>TDA Operating Day</b>	Monday through Friday from 8 a.m. to 5 p.m. central time, excluding weekends and days that TDA is closed to the public.	20
<b>Temporary, Substitute, or Acting Employee</b>	<p>Individual who is temporarily filling an employee position.</p> <p><i>i.e., A person who fills in temporarily for a day or few days for an employee who has a sudden illness or family emergency.</i></p>	27

<b>Termination of the Permanent Agreement</b>	Action to end the CE's <i>Permanent Agreement</i> with TDA—permanent withdrawal of previously-awarded grant funds before the grant funds would otherwise expire.	2
<b>Terms and Conditions</b>	General provisions, definitions for terminology, renewal options, protests, termination, and other standards inherent to the contract.	15, 16, 17, 18
<b>Texas Eligibility List Management System</b>	Method TDA provides for CEs to directly certify households with participants that are SNAP, TANF, Medicaid Free, and Medicaid Reduced eligible. The Texas-ELMS in TX-UNPS is also used to directly verify households for the verification process. Guidance on Direct Verification is provided in <i>Administrator's Reference Manual (ARM), Section 6, Verification of Eligibility</i> .	4
<b>Third-Party</b>	Entity that is contracted to act on behalf of another entity.	15, 16, 17, 18
<b>Third-Party Cooperative</b>	<p>Any type of cooperative agreement that is formed by sources that are external to CEs which includes the following types of cooperatives:</p> <p><u>Non-Child Nutrition Program State Agency Procurement Agency Agreements:</u></p> <ul style="list-style-type: none"> <li>- Intergovernmental agreements with the State which may include public, private, and nonprofit entities and are conducted for State facility needs using State procurement standards.</li> <li>- These agreements allow local educational agencies and other Child Nutrition Program operators to purchase from the State's contracted sources.</li> </ul> <p><u>Interagency Agreements:</u></p> <ul style="list-style-type: none"> <li>- Public, private, and nonprofit entities formed for the purpose of procuring goods and services.</li> </ul> <p><u>Group Purchasing Organizations, Group Buying Organizations, and Third-Party Vendors (Collectively Referred to as GPOs):</u></p> <ul style="list-style-type: none"> <li>- CNP and non-CNP operators such as public and private schools, hospitals, universities, law enforcement, public works, etc., who join a third-party company or service provider.</li> <li>- A GPO may be a for-profit or a nonprofit entity.</li> <li>- Typically, a GPO includes a membership fee for those granted access to the GPO price list of products and services.</li> </ul>	15, 16, 17, 18
<b>Tofu</b>	Soybean-derived food that is made by a process in which soybeans are soaked, ground, mixed with water, heated, filtered, coagulated, and formed into cakes. Basic ingredients are whole soybeans, one or more food-grade coagulants (typically a salt or an acid), and water.	7, 8, 9
<b>Total Enrollment</b>	<p>Total number of students who are able to participate in a school nutrition program, i.e., total enrollment of all sites participating in any school nutrition program as applied to the hiring standards.</p> <p>CE's should use the most current October enrollment data for this purpose.</p>	27
<b>Total Enrollment Number for Schools Operating NSLP or SBP</b>	Total number of students that accurately reflects the total number of students that are currently attending and enrolled in a school operating NSLP or SBP and who have access to at least one NSLP or SBP meal service during the operational day.	4, 5, 6, 20

<b>Traditional Afterschool Program</b>	An afterschool program that begins after the last official instructional period ends. Schools operating a traditional afterschool program schedule the number of instructional days to ensure that students have the yearly minimum minutes of instruction.	10
<b>Trans Fat</b>	Type of fat that occurs in food when manufacturers use hydrogenation, a process in which hydrogen is added to vegetable oil to turn the oil into a more solid (saturated) fat.  Trans fats may be found in such foods as margarine, crackers, candies, cookies, snack foods, fried foods, baked goods, salad dressings and other processed foods. Trans fats may also occur naturally in some meat products.	22
<b>Transaction</b>	Occurrence in which two or more entities exchange goods, services, or money between them or among them under an agreement formed for their mutual benefit.	15, 16, 17, 18
<b>TX-UNPS Direct Certification Direct Verification System (NSLP/SBP Only)</b>	List of students that have been directly certified using the TX-UNPS Direct Certification Direct Verification System for NSLP or SBP. Texas CEs match the names of enrolled students' households that qualify for SNAP, TANF, Medicaid Free, and Medicaid Reduced eligibility.  [NOTE: Disaster SNAP (D-SNAP) data is included in the SNAP data provided in the TX-UNPS Direct Certification Direct Verification System.]  CEs must securely maintain this list onsite with their eligibility determination documentation. See the Records Retention subsection for additional information on retention of eligibility documentation. CEs will also use this information on the Verification Report which is submitted in TX-UNPS each year.	5
<b>Unaffiliated</b>	Term used in TX-UNPS. For afterschool programs, <i>unaffiliated</i> means non-school-based sites.	10
<b>Unallowable Cost, or Disallowed Cost</b>	Direct or indirect cost that cannot be paid using funds from the nonprofit school food service account because the cost is not reasonable, allowable, and/or allocable. A cost that is unallowable for the CE is also unallowable for a third-party acting on behalf of the CE.	15, 16, 17, 18
<b>Unanticipated School Closure</b>	Disaster or emergency event that causes schools to stop instructional activities and close.	24
<b>Unit Cost</b>	Cost for a single item.	15, 16, 17, 18
<b>Universal Free Feeding, or Universal Feeding</b>	Site which offers reimbursable meals at no cost to all participants.  Even though special provision sites provide free meals to all students, universal free feeding typically refers to situations where the CE has chosen to provide free reimbursable meals to all students, but submits claims based on each student's eligibility as determined each year by application or direct certification.	20
<b>USDA Foods</b>	Foods donated by USDA to CEs to provide additional support to certain federal nutrition programs (formerly called commodities).	31
<b>USDA Foods Fact Sheet for Schools &amp; Child Nutrition Institutions</b>	Documentation for products distributed by the USDA Foods (Commodities) program that provides product specific information on a product's crediting contribution toward the meal pattern or provides	23

information that may help determine whether a product meets the competitive food requirements.

<b>USDA Foods Survey</b>	List of USDA Foods that TDA makes available to CEs/RAs several times each year in TX-UNPS. Using TX-UNPS, recipient agencies request USDA Foods from the USDA Foods Survey up to the amount of their entitlement.	14
<b>USDA Foods Value</b>	Credit, rebates, or discounts for the value of the CE/RA's USDA Foods entitlement returned to the CE/RA by processors or food service management companies that receive finished end products on behalf of the CE/RA.  The contract between the CE/RA and the processor specifies the way that entitlement will be returned to the CE/RA.	14
<b>Validation of Program Participation</b>	A process to validate that a student participates in a Categorical Eligibility program or one of the Other Source Categorical Eligible programs when a household school meal application designates that a student participates in one of these programs.  The requirement to validate participation does not apply to a household application that designates that the student is a foster child. A designation of foster on a household application is accepted at face value and does not require validation. If <u>all</u> of the students listed on the household application are validated, the household application is not included in the verification pool.	4,6
<b>Value</b>	Something of monetary or material worth or something that has a usefulness that can be exchanged for something of worth, merit, or importance.	15, 16, 17, 18
<b>Variety Meats</b>	<u>Meat by-products</u> except that the term variety meats is used specifically in reference to frankfurters, hotdogs, bologna, and similar cooked sausages.  A label that states Frankfurter with Variety Meats indicates the use of meat by-products. Yields in the Food Buying Guide for Child Nutrition Programs for frankfurters, bologna, knockwurst, and Vienna sausage are based on products that contain no meat or poultry by-products, cereals, or extenders. Therefore, these products, if containing variety meats, may not be CN labeled.	7,8
<b>Velocity Report</b>	Report providing the quantity, date of purchase, and other valuable information for specific products and/or services purchased by CEs used to assist with forecasting future purchasing needs.	15, 16, 17, 18
<b>Vended Meal Contract</b>	Contractor or merchandiser providing the CE with complete meals, meal components, and raw materials for the meal service.	15, 16, 17, 18
<b>Vending Machine Operator</b>	Entity that controls or directs the function of a vending machine, including deciding which articles of food are sold from the vending machine or the placement of the articles of food or beverages within the vending machine and is compensated for the control or direction of the function of the vending machine.	23
<b>Vendor Participation Fees</b>	Charge to participate. The charge to participate may be paid by the participant, or it may be paid by those providing products and/or services.	15, 16, 17, 18
<b>Verification for Cause</b>	A process to verify any questionable household application on a case-by-case basis.	6



<b>Verification Sample</b>	Household applications selected to be verified, not including household applications selected for cause or household applications for students who are directly certified.  NOTE: In cases where households include students designated as Other Source Categorical Eligible program participants and students who are not participants in an Other Source Categorical Eligible program, only those students who are not directly certified as Other Source Categorical Eligible program participants are included in the verification process if the household application is selected for verification.	4, 6
<b>Verification Sample Pool</b>	Total number of <u>approved</u> household applications as of October 1 of the current school year (SY).  These household applications must be included in the pool of household applications from which household applications are chosen for verification.	6
<b>Viability, Administrative Capability, and Accountability (VCA)</b>	A financial term used in reference to a CE's ability to properly operate the program.	11
<b>Visiting Student</b>	A student who is eligible to participate in the meal program and is visiting the school on an infrequent basis.  NOTE: Younger, non-school age siblings are not considered visiting students.	5
<b>Weekly Commodity Bulletin, or Bulletin</b>	Screen in TX-UNPS that provides CEs/RAs with the following information: <ul style="list-style-type: none"><li>- Beginning entitlement,</li><li>- Processing balances,</li><li>- Department of Defense Fresh Farm to School (DoD Farm to School) allocations,</li><li>- Value of unfilled requests,</li><li>- Bonus foods, and</li><li>- Entitlement balance.</li></ul> This report also includes allocation of USDA Food and date of allocation including storage categories. TDA encourages each CE/RA to check its bulletin weekly, each Friday morning.	14
<b>Weighted Average</b>	Type of cost applied to USDA Foods during the weekly allocation. The weighted average is determined by calculating the USDA Foods value divided by total units received to date for each USDA Foods product.  $[USDA\ Foods\ Value] \div [Total\ Unit] = [Weighted\ Average]$	14
<b>Weighted Average Price for Lunch</b>	Difference between the higher federal reimbursement provided for free lunches and the federal reimbursement provided for paid lunches. This is also called the minimum lunch price.  $[Federal\ Rate\ for\ Free] - [Federal\ Rate\ for\ Paid] = [Weighted\ Average\ Price\ for\ Lunch]$	19
<b>Whole Grain</b>	Edible parts of wheat, corn, rice, oats, rye, barley, etc.  Parts of the grains such as the germ or the bran are not considered whole grain. Whole-grain flour or meal is the product derived by grinding the entire grain minus the husk/hull. If a flour or meal does not contain all edible parts of the grain, it is not whole grain.	7,8,9



<b>Whole-Grain Rich</b>	Grain products containing at least 50 percent whole grains. The remaining amount of grains in the product are enriched grains.	7,8,9
<b>Without Further Application</b> (NSLP/SBP Only)	Eligibility determination that is directly certified to receive meal benefits with no further action required by the student's household.	4, 5, 20
<b>Written Financial and Procurement Procedures</b>	<p>Processes, protocols, plans, standards of behavior, expectations, or any other written method of describing actions employees are to take related to specific events, including financial and procurement transactions.</p> <p>In these sections, the word <u>procedure</u> is used to refer to all of these types of documents. Procedures define the critical steps taken to establish and operate effective and efficient systems for (1) financial management, (2) procurement, and (3) management of contracts and agreements.</p> <p>Written procurement procedures may include a procurement plan with timelines and tasks, or a procurement plan may be a separate document from the procedures.</p> <p>Written financial and procurement procedures must be established by all CEs.</p>	15, 16, 17, 18
<b>Yield Requirements</b>	<p>Information provided by the processor on the end product data schedule and other product specification documentation.</p> <p>This information includes the following:</p> <ul style="list-style-type: none"> <li>- Description of the end product</li> <li>- Types and quantities of USDA Foods included</li> <li>- Types and quantities of other ingredients included</li> <li>- Quantity of end product produced</li> <li>- Processing yield of USDA Foods which may be expressed as the quantity (pounds or cases) of USDA Foods needed to produce a specific quantity of end product or as the percentage of raw USDA Foods versus the quantity returned in the finished end product.</li> </ul>	14