

## Key Terms and Definitions for School Nutrition Programs

Term	Acronym	Definition
<b>Administrative Review</b>	AR	An audit conducted by the State Agency to ensure compliance with program regulations.
<b>Authorized Representative</b>		The SFA staff member who agrees to, and is responsible for, the administration of the Child Nutrition Programs approved in the SFA's Sponsor Application, in accordance with federal regulations.
<b>A la Carte</b>		Foods and/or beverages sold by the school nutrition program that are not part of a reimbursable meal.
<b>Average Daily Attendance</b>	ADA	The average number of students in attendance at school on a daily basis.
<b>Average Daily Participation</b>	ADP	The average number of students served a reimbursable meal daily.
<b>Buy American Provision</b>		The Buy American provision requires SFA's to purchase, to the maximum extent practicable, domestic commodity or product. It is each SFA's responsibility to ensure USDA dollars are spent on American grown products. SFAs are required to track non-domestic product(s) purchased which do not comply with the Buy American Provision.
<b>Benefit Issuance</b>		Process of determining eligibility status by application or direct certification, creating and updating rosters to reflect student status and issuing the medium of exchange to students.
<b>Child &amp; Adult Care Food Program</b>	CACFP	A federally funded program ensuring that eligible children have access to healthy, nutritious food. CACFP serves At Risk After School Programs, Adult Day Centers, Child Care Centers, Family Child Care Providers and Emergency Shelters.
<b>Child Nutrition Programs</b>	CNP	A collective term for all federally reimbursed food service programs for children.
<b>Claiming</b>		When a program sponsor enters eligible meal counts in CNPweb and submits the counts to the State Agency to generate the reimbursement payment.
<b>Claim Contact</b>		This individual is typically responsible for the determination of student meal eligibility, verification, meal counting, meal claiming.
<b>CNPweb</b>		An online program used by the Nebraska Dept. of Education – Nutrition Services and Financial Services offices for child nutrition functions including program applications, claims for reimbursement, verification reporting, health inspection reporting, completion of the annual Financial Report for non-public sponsors, accessing direct certification, and administrative reviews.
<b>Community Eligibility Provision</b>	CEP	A non-pricing meal service option for qualifying schools (at least 25% of enrolled students are directly certified as of April 1). No meal benefit applications are distributed or processed for the duration of CEP.

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<b>Component</b>		The required food groups established by USDA used to establish the meal patterns used in child nutrition programs. Each component is based on the nutrient content of foods in each category.
<b>Crediting</b>		The process of determining how foods contribute towards meal pattern requirements for a reimbursable meal.
<b>Creditable Food</b>		A foods that may be counted toward meeting meal pattern requirements for a reimbursable meal.
<b>Department of Defense</b>	DOD	Department of Defense that provides fresh fruits and vegetables through the commodity program.
<b>Direct Certification</b>	DC	A student who is automatically eligible for free meal benefits because they, or a household member, receive benefits from a qualifying assistance program. A student who is directly certified does not need to complete a meal benefit application.
<b>Edit Check Report- Attachment J</b>		An edit check is a process to ensure that daily and monthly meal counts do not exceed the number of participating students. The edit check must ensure the daily meal counts are correct and do not exceed the Attendance Adjusted Enrollment at each site.
<b>Food Buying Guide</b>	FBG	A resource for food yield information for CNPs.
<b>NE DHHS Food Distribution Program</b>	FDP	A program within the Department of the NE Department of Health and Human Services that administers the donated commodity food (USDA Foods).
<b>Food Component</b>		A required food group that must be offered as part of the meal pattern for a reimbursable meal. Food components include Meat/Meat Alternate, Grain, Fruit, Vegetable, and fluid milk.
<b>Food Item</b>		A specific food offered from a food component. Example - 1-ounce equivalent cereal bowl is a food item from the Grain component.
<b>Food Service Director</b>	FSD	The individual, who is directly responsible for the management of the day-to-day operations of school food service for all participating schools under the jurisdiction of the SFA.
<b>Food Service Manager</b>	FSM	The individual., who is directly responsible for the management of the day-to-day operations of school food service for a participating school under the direction of the Food Service Director. For SFAs, who contract with another SFA for meals, the person in charge of the school food service program is identifies as the Food Service Manager
<b>Food Service Management Company</b>	FSMC	A commercial enterprise or a nonprofit organization that is or may be contracted with by the SFA to manage any aspect of the school food service.
<b>Food and Nutrition Services</b>	FNS	The agency within the United States Department of Agriculture which administers child nutrition programs.
<b>Free/Reduced price/Paid</b>	F/R/P	Refers to a student's eligibility status for school meals.
<b>Fresh Fruit &amp; Vegetable Program</b>	FFVP	A federally assisted program providing fresh fruits and vegetables to children at eligible elementary schools during the school day,

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		outside of meal times.
<b>Grade Groups</b>		School menus must be planned using K–5, 6–8, and 9–12 grade groups. Specific amounts of foods and average calories are required depending on the grade groups.
<b>Hazard Analysis and Critical Control Point</b>	HACCP	A management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards.
<b>Harvest of the Month</b>	HOM	Statewide farm to school program that features different Nebraska local food products each month of the year.
<b>Local Educational Authority</b>	LEA	The governing body responsible for the administration of one or more schools within the state.
<b>Local Foods for Schools Grant</b>	LFS	Funding provided to the state agency for distribution to eligible schools, explicitly to be used on the purchase of local foods for the National School Lunch Program (NSLP) and the School Breakfast Program (SBP).
<b>Local Wellness Policy</b>	LWP	A required policy for sponsors participating in the NSLP.
<b>Master List</b>		A list of students enrolled at each site by eligibility (free, reduced-price, and paid) and date eligibility was determined.
<b>Meals Per Worker Hour</b>	MPWH	A way to measure productivity at a food service site.
<b>NE School Nutrition Association</b>	NSNA	The state affiliate of SNA.
<b>National School Lunch Program</b>	<b>NSLP</b>	The National School Lunch Program (NSLP) is a federally assisted meal program available to schools and residential childcare institutions. The Food and Nutrition Service (FNS) administers the program at the Federal level. At the State level, the NSLP is administered by State Education Agency, which operate the program through agreements with school food authorities.
<b>Mountain Plains Regional Office</b>	MPRO	Office of USDA, located in Denver, Colorado, which is responsible for monitoring and providing guidance to State Agencies in this particular region.
<b>Net Off Invoice</b>	NOI	When a processor sells ready-to-eat end products containing USDA Foods to a commercial distributor, then the distributor sells the products to the SFA at a discounted net price, minus the value of the USDA food.
<b>National School Lunch Program</b>	NSLP	A federally assisted meal program operating in schools and residential child care institutions. The NSLP is administered at the Federal level by the FNS. At the State level, the program is usually administered by State education agencies, which operate the program through agreements with local school food authorities.

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<b>NSLP After Afterschool Snack Program</b>	ASSP	An option NSLP reimbursable snack program available to schools that offer an afterschool enrichment program to their students.
<b>Offer Versus Serve</b>	OVS	Offer versus serve (OVS) is a concept that applies to menu planning and the meal service. OVS allows students to decline some of the food offered in a reimbursable lunch or breakfast. At the high school level (9-12), OVS is required at lunch. OVS is optional at breakfast for all grade levels. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat.
<b>Ounce Equivalent</b>	Oz Eq	A unit of measure used to quantify the amount of a creditable components in a food item.
<b>Overt Identification</b>		Actions that may result in the identifying of student eligibility for free or reduced-price meals including at the point of service. Student eligibility must be kept confidential.
<b>Planned Assistance Level</b>	PAL	The value of entitlement dollars for USDA Foods a Sponsor is entitled to.
<b>Paid Lunch Equity</b>	PLE	A federal requirement that the price charged for a paid student lunch be equitable with the amount received for free reimbursement.
<b>Point of Service</b>	POS	The point in the food service operation where a determination can accurately be made that a reimbursable meal has been served to an eligible student.
<b>Procurement Review</b>	PR	An audit conducted by the state agency to ensure compliance with federal procurement requirements.
<b>Production records</b>		A required record which contains information about the food items and amounts to prepare and serve
<b>Reimbursement</b>		The money paid to sponsors for meals that meet the meal pattern and are served to eligible students. Reimbursement = # of reimbursable meals served x the rate of reimbursement.
<b>Reimbursable Meal</b>		Meal that offers all the required meal pattern food items and/or food components in the required servings sizes for the student's age/grade group.
<b>School Breakfast Program</b>	SBP	A federally assisted meal program operating in schools and residential child care institutions. The SBP is administered at the Federal level by the FNS. At the State level, the program is usually administered by State education agencies, which operate the program through agreements with local school food authorities.
<b>School Day</b>		For the purpose of selling competitive foods (smart snacks) to students, the period from the midnight before, to 30 minutes after the end of the official school day. Food available for sale to students during that time, outside of the lunch and breakfast programs, must comply with the Smart Snacks requirements.

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<b>School Food Authority</b>	SFA	The School Food Authority is the governing body responsible for the administration of the food service operation in one or more schools and has legal authority to operate the National School Lunch Program and/or School Breakfast Program.
<b>School Nutrition Association</b>	SNA	National professional organization which represents the interest of school food service personnel.
<b>Smart Snacks</b>		Any food and beverage sold to students during the school day other than those provided as part of a reimbursable meal.
<b>School Nutrition Programs</b>	SNP	A collective term for all federally reimbursed food service programs for children in schools.
<b>School Year</b>	SY	July 1 – June 30
<b>Special Provision II</b>	SPII	A non-pricing meal service option for schools. Meal benefit applications are distributed in the base year and not again for the duration of the agreement.
<b>State Agency</b>	SA	The local office that manages USDA child nutrition programs at the state level.
<b>Standardized Recipe</b>		A recipe that has been tried, adapted, and retried several times for use by a given food service operation and has been found to produce the same food results and yield every time
<b>United States Department of Agriculture</b>	USDA	The government agency that administers child nutrition programs.
<b>USDA Foods</b>		USDA Foods are foods purchased by the USDA to support the domestic agriculture market and are then donated to states to support NSLP participants.
<b>Whole Grain</b>	WG	A product that contains all or 100% of the original kernel (bran, germ & endosperm)
<b>Whole Grain-Rich</b>	WGR	A term indicating that the grain content of a product is between 50 and 100 percent whole grain with any remaining grains being enriched.