

Acronyms and Definitions

Child & Adult Care Food Program--Manual Acronyms

ADA	Americans with Disabilities Act
APP	Alternate Protein Products
CACFP	Child and Adult Care Food Program
CFR	Code of Federal Regulations
CIL	Cash-in-Lieu of Commodities (USDA Foods).
CA	Corrective Action
CAP	Corrective Action Plan
CN	Child Nutrition
CNP	Child Nutrition Programs
DCH	Day Care Home
FDA	Food and Drug Administration
FDPIR	Food Distribution Program on Indian Reservations
FNS	Food and Nutrition Services
FNSRO	Food and Nutrition Service Regional Office
FSMC	Food Service Management Company
FTE	Full-Time Equivalent
FY	Fiscal Year
FFY	Federal Fiscal Year
GBO	Group Buying Organization
IC	Independent Center
ICN	Institute of Child Nutrition
IFB	Invitation for Bid
IEF	Income Eligibility Form
IRS	Internal Revenue Service
NSLP	National School Lunch Program
NDL	National Disqualified List
OVS	Offer Versus Serve
OIG	Office of the Inspector General of the Department

OMB	Office of Management and Budget
PFS	Product Formulation Statement
RFP	Request for Proposal
RPI	Responsible Principal or Individual
SA	State Agency
SBP	School Breakfast Program
SFSP	Summer Food Service Program
SFA	School Food Authority
SDE	Idaho State Department of Education
SNAP	Supplemental Nutrition Assistance Program
SO	Sponsoring Organization
SOC	Sponsoring Organization of Centers
SODCH	Sponsoring Organization of Day Care Homes
SSI	Social Security Income
TA	Technical Assistance
TAFI	Temporary Assistance for Families in Idaho
TANF	Temporary Assistance to Needy Families
USDA	United States Department of Agriculture
U.S. GAAP	Generally Accepted Accounting Principles in the United States of America
VCA	Viability, Capability, Accountability
WIC	Women, Infants and Children
WRO	Western Regional Office

Child & Adult Care Food Program--Manual Definitions

Accrual Basis of Accounting

This is an accounting method that measures the financial position of an organization, and the financial results of its operations, by recognizing the effects of economic events when they occur regardless of when cash inflows and outflows take place. That is, revenues are recorded when earned rather than when the resulting cash collections occur; and expenses are recorded when they create liabilities to pay rather than when the bills are actually paid. Comparing revenues with expenses of the same accounting period (fiscal year) enables an organization to measure its economic performance during that period.

Acquisition Cost

This is the sum of the net invoice price of a purchased item, plus the cost of modifications, attachments, accessories or auxiliary apparatus necessary to make the item usable for the purpose for which it was acquired.

Administrative Costs

Costs incurred by an Institution related to planning, organizing, and managing a food service under CACFP, and allowed by the State agency financial management instruction. These administrative costs may include administrative expenses associated with outreach and recruitment of unlicensed family or group day care homes and the allowable licensing-related expenses of such homes.

Administrative Review

The fair hearing provided upon request to:

1. An Institution that has been given notice by the State agency of any action or proposed action that will affect their participation or reimbursement under CACFP, in accordance with 7 CFR 226.6(k);
2. A principal or individual responsible for an Institution's serious deficiency after the responsible principal or responsible individual has been given a notice of intent to disqualify them from the Program; and
3. A day care home or sponsored unaffiliated center in Idaho that has been given a notice of proposed termination for cause.

Administrative Review Official

The independent and impartial official who conducts the administrative review held in accordance with 7 CFR 226.6(k).

MANUAL DEFINITIONS CONTINUED:

Adult

For the purposes of the collection of the last four digits of social security numbers as a condition of eligibility for free or reduced-price meals, refers to any individual 21 years of age or older.

Adult Day Care Center

Any public or private nonprofit organization or any for-profit center (as defined in this section) which

1. Is licensed or approved by Federal, State or local authorities to provide nonresidential adult day care services to functionally impaired adults (as defined in this section) or persons 60 years of age or older in a group setting outside their homes or a group living arrangement on a less than 24-hour basis; and
2. Provides for such care and services directly or under arrangements made by the agency or organization whereby the agency or organization maintains professional management responsibility for all such services. Such centers shall provide a structured, comprehensive program that provides a variety of health, social and related support services to enrolled adult participants through an individual plan of care.

Adult Day Care Facility

A licensed or approved adult day care center under the auspices of a sponsoring organization.

Adult Participant

A person enrolled in an adult day care center who is functionally impaired (as defined in this section) or 60 years of age or older.

Affiliated Center

This is a child or adult care center that is owned in whole or in part by a Child and Adult Care Food Program sponsoring organization.

Allocated Costs

This is the portion of shared costs identified as CACFP costs. When a cost benefits two or more cost objectives, the cost must be allocated or distributed among them proportionate with the benefit each received from the cost. Allocation is necessary because it identifies the portion of the cost that has or will benefit the CACFP nonprofit food service.

MANUAL DEFINITIONS CONTINUED:

Allowable Costs

Costs that occur during the routine operation of CACFP for which CACFP funds may be used. An allowable cost can be charged to the nonprofit food service account as an indirect cost with appropriate documentation.

APP- Alternate Protein Products

Alternate protein products are food ingredients that may be used to substitute in part or in full for meat, poultry, or seafood. These products must meet the requirements for Alternate Foods for Meals, Appendix A of the Code of Federal Regulations (CFR) Book 7, Part 226.

Appeal

Request for an administrative review of an official determination made by a lower authority, to a higher authority or unbiased third party. Institutions or facilities may appeal any adverse administrative action and/or decision made by the State Agency or the Sponsoring Organization affecting their program payment or their participation in CACFP.

Applicable Credits

These are credits that offset or reduce direct and indirect costs. Examples are purchase discounts, rebates or allowances, recoveries or indemnities on losses, sales of scrap materials, incidental services receipts and adjustments of over-payments or erroneous charges. To be allowable, a cost must be net of all applicable credits. If the credit applies to more than one cost category, the credit must be allocated accordingly.

Application

Packet in MyIdahoCNP an Institution must complete and submit to SDE before beginning operation in CACFP. The application is made through a formal process requiring SDE training of the Institution's key staff. Financial records are required for all new applicants not currently operating in a Child Nutrition Program. Financial record submission is the first step in the process. See the Application and Annual Updates section of this manual for additional information.

Application Process

Steps a potential Institution must take to become a CACFP Institution. Idaho's process is located in the Application and Annual Updates section of this manual.

Arms-Length Bargaining

When the buyers and sellers act independently from each other when negotiating a price, and they have no relationship to each other that might result in a price that does not reflect

the actual fair market value of the good or services.

At-Risk Afterschool Care Center

A public or private nonprofit organization that is participating or is eligible to participate in the CACFP as an Institution or as a sponsored facility and that provides nonresidential child care to children after school through an approved afterschool care program located in an eligible area. However, an Emergency shelter, as defined in this section, may participate as an At-risk afterschool care center without regard to location.

At-Risk Afterschool Meal

A meal that meets the requirements described in the Menus and Meal Pattern section of this manual or in 7CFR 226.20(b)(6) and/or (c)(1), (c)(2), or (c)(3) , that is reimbursed at the appropriate free rate and is served by an At-risk afterschool care center.

At-Risk Afterschool Snack

A snack that meets the requirements described in the Menus and Meal Pattern section of this manual or in 7CFR 226.20(b)(6) and/or (c)(4) that is reimbursed at the free rate for snacks and is served by an At-risk afterschool care center.

Attendance

Refers to participants who are in care at an Institution's site on any given day the site was in operation. Attendance records are required and are utilized to support monthly claims for reimbursement.

Audit

A procedure where a professional accounting firm is hired to assess financial operations. An Institution is required to submit an audit to SDE when they expend \$750,000 or more in Federal funds yearly, or as requested.

Authorized Representative

The person with authority to enter into a legal agreement or contract on behalf of the Institution.

Baking

A cooking method used to prepare foods that do not have a fully solid shape when first placed in the oven.

Braising

A cooking method that is referred to as pot-roasting, braising is used to prepare less tender, large cuts of meat on a stovetop.

MANUAL DEFINITIONS CONTINUED:

CACFP Child Care Standards

The Child and Adult Care Food Program child care standards developed by USDA for alternate approval of child care centers, and day care homes by the State agency when licensing is not available 7CFR 226.6(d) (3) and (4).

Capacity

Refers to the maximum number of participants who may legally be in care at a facility.

Cash Basis of Accounting

This is an accounting method that measures the financial results of an organization's operations by matching cash collected with cash disbursed during an accounting period (fiscal year). This method equates revenues with cash collected and expenses with cash paid out. Unlike accrual basis accounting, this method generally does not accurately quantify an organization's economic performance.

Center

A child care center, At-risk afterschool care center, an adult day care center, an emergency shelter, or an outside-school-hours care center.

Child Care Center

Any public or private nonprofit Institution or facility (except day care homes), or any for-profit center, as defined in this section, that is licensed or approved to provide nonresidential child care services to enrolled children, primarily of pre-school age, including but not limited to day care centers, settlement houses, neighborhood centers, Head Start centers and organizations providing day care services for children with disabilities. Child care centers may participate in the CACFP as independent centers or under the auspices of a sponsoring organization.

Child Care Facility

A licensed or approved child care center, At-risk afterschool care center, day care home, emergency shelter, or outside-school- hours care center under the auspices of a sponsoring organization.

Child Nutrition (CN) Label

1. A voluntary component of the Federal labeling program for the Child Nutrition Programs;
2. Provides a warranty for CN-labeled products for auditing purposes if the product is used according to manufacturer's directions as printed on the approved CN label;

and

3. Allows manufacturers to state a product's contribution to the meal pattern requirements on their labels.

Children

CACFP defines children as:

1. Persons age 12 and under;
2. Persons age 15 and under who are children of migrant workers;
3. Persons with disabilities as defined in this section;
4. For emergency shelters, persons age 18 and under; and
5. For At-risk afterschool care centers, persons age 18 and under at the start of the school year.

CIL: Cash-in-Lieu of USDA Foods

Cash in lieu are cash payments in place of USDA Food assistance provided to States for CACFP Institutions. These payments are calculated by multiplying the number of eligible, reported lunches and suppers for the claim month by the current USDA Food entitlement rate. Idaho has elected to pay all CACFP Institutions CIL in place of USDA Foods.

Civil Rights Compliance

How an Institution demonstrates to the public and to SDE that it does not discriminate on the basis of protected classes and meets the CACFP Civil Rights requirements.

Claiming Percentage

Refers to the ratio of the number of enrolled participants in an Institution or sponsored center in each reimbursement category (free, reduced-price or paid) to the total of enrolled participants in the Institution or sponsored center. In the case of an outside-school-hours care center that is not required to collect enrollment forms from each participating child, a claiming percentage is the ratio of the number of children in each reimbursement category (free, reduced- price or paid) to the total number of children participating in the program in that center.

Claim

The request for reimbursement for qualifying meals and snacks served to participants in the CACFP. Claims are submitted by the Institution online in MyIdahoCNP monthly. Claims determine the total CACFP reimbursement.

Claim Month

The full calendar month for which the Institution is claiming reimbursement for meals and snacks.

MANUAL DEFINITIONS CONTINUED:

Code of Federal Regulations 2 CFR Part 200

The uniform administrative requirements, cost principles, and audit requirements for Federal awards published by OMB. Applicable subparts for CACFP include:

1. Acronyms and Definitions (subpart A),
2. General Provisions (subpart B),
3. Post Federal Award Requirements (subpart D),
4. Cost Principles (subpart E), and
5. Audit Requirements (subpart F)

Combination Food

A combination food contains more than one food item from different food components that cannot be separated; such as a vegetable pizza. A vegetable pizza contains three food items from three different food components: a serving of grains (crust), a serving of vegetables (vegetable toppings), and a serving of meat alternate (cheese). Other examples of combination foods are soups, prepared sandwiches and burritos. Combination foods may be prepared onsite or by a food service vendor using a standardized recipe or may be a commercially prepared food purchased from a local store or food service distributor.

Compensatory Time

This is paid leave granted in lieu of a cash payment for overtime or holiday work.

Coordinator

Short for Child Nutrition Program Coordinator, the term refers to SDE professionals that administer and/or monitor CACFP in Idaho.

CA: Corrective Action

A series of steps taken to correct a weakness or error in an administrative or operating system in order to conform to the rules and regulations of CACFP. Corrective actions are the result of program reviews performed by the State agency or monitoring visits conducted by sponsoring organizations in charge of the administration of CACFP.

CAP: Corrective Action Plan

A plan Institutions or sponsored facilities develop to fully and permanently correct a serious deficiency determination.

Cost

Cost means the dollar value given-up in order to obtain a benefit (property or services). Costs are determined on cash, accrual, or other basis acceptable to the awarding agency.

Cost does not include transfers to a general or similar fund.

Cost Reimbursable

Reimburses the vendor for costs incurred under the contract with or without a fixed fee. Allowable costs will be paid from the non-profit food service account to the vendor, net all discounts, rebates, and other applicable credits accruing to, or received by the vendor. This can result only from a request for proposal (RFP).

Creditable Foods

Foods that may be counted toward meeting the meal pattern requirements for a reimbursable meal.

1. They are or they contain creditable foods as listed in the Food Buying Guide;
2. They are in compliance with regulations governing the Child Nutrition Programs (in quantity requirements and/or by definition);
3. They are in compliance with the U.S. Food and Drug Administration's (FDA) Standards of Identity;
4. They are in compliance with USDA's standards for meat and meat products (if applicable); and
5. They are in compliance with administrative policy decisions on the crediting of popular foods.

Current Income

Income received during the month prior to completing the income eligibility form for free and reduced-price meals. If such income does not accurately reflect the household's annual income, income shall be based on the projected annual household income. If the prior year's income provides an accurate reflection of the household's current annual income, the prior year may be used as a base for the projected annual income.

DCH: Day Care Home

An organized nonresidential child care program for children enrolled in a private home, licensed or approved as a family or group day care home and under the auspices of a sponsoring organization.

Days

Calendar days unless otherwise specified.

Department

The United States Department of Agriculture (USDA)

MANUAL DEFINITIONS CONTINUED:

Depreciation

The expense associated with the use of nonexpendable equipment, vehicles and facilities owned by the Institution. Depreciation does not result in a reduction in the cash balance of an Institution. Depreciation allows the recapture of CACFP funds for equipment purchases over the life of the asset instead of when the equipment is purchased for assets in excess of \$5,000.

Desk Review

Review activity performed by SDE or a sponsoring organization while not on-site. Examples include review of printed files, electronic media, etc. The entire Institution or facility review cannot be accomplished via desk review.

Direct Certification

Direct Certification involves matching enrollment records against Food Stamp (SNAP), Temporary Assistance for Families in Idaho (TAFI), or Foster records from the most current available data. To assist sponsors in this task, the Idaho State Department of Education, Child Nutrition Programs and Information Technology (IT) developed the online system called Direct Certification. Sponsors may make single child matches or group matches in the system to directly certify participants who receive SNAP and TAFI benefits or foster children. Participants directly certified categorically qualify in the Free eligibility category for meal reimbursement. Direct Certification must occur annually and documentation of the matches must be maintained to support the participant's eligibility. If a participant is matched in the Direct Certification system the participant's family is not required to complete an Income Eligibility Form (IEF).

Direct Cost

Costs that can be identified to a Program and/or funding source and must be charged directly to that Program.

Disability

The Americans With Disabilities Act (ADA) of 1990, including ADA Amendments Act of 2008 (P.L. 110-325), defines an individual with a disability as a person with a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, communicating, etc. A major life activity also includes the operation of a major bodily function, including, but not limited, to functions of the immune system, digestive system, bowel, bladder neurological system, etc.

MANUAL DEFINITIONS CONTINUED:

Disclosure

To reveal or use individual children's program eligibility information obtained through the free and reduced-price meal eligibility process for a purpose other than for the purpose for which the information was obtained. The term refers to access, release, or transfer of personal data about children by means of print, tape, microfilm, microfiche, electronic communication or any other means.

Distributor

An entity that buys products or product lines, warehouses them, and then resells and delivers them to the retailers or directly to the end users or customers. It is any organization that purchases products from a Processor, stores them, and then resells them to retailers.

Disqualified

The status of an Institution or sponsored unaffiliated center, a responsible principal or responsible individual, or a day care home that is ineligible for participation.

Documentation

1. The completion of the following information on an income eligibility form:
 - a) Names of all household members;
 - b) Income received by each household member, identified by source of income (such as earnings, wages, welfare, pensions, support payments, unemployment compensation, social security and other cash income);
 - c) The signature of an adult household member; and
 - d) The last four digits of the social security number of the adult household member who signs the application, or an indication that the adult does not possess a social security number; or
2. For a child who is a member of a SNAP or FDPIR household or who is a TANF (TAFI in Idaho) recipient, "documentation" means the completion of only the following information on an income eligibility form:
 - a) The name(s) and appropriate SNAP, FDPIR or TANF (TAFI in Idaho) case number(s) for the child(ren); and
 - b) The signature of an adult member of the household; or
3. For a child in a tier II day care home who is a member of a household participating in a Federally or State supported child care or other benefit program with an income eligibility limit that does not exceed the eligibility standard for free or reduced-price meals: (In Idaho a qualifying program is ICCP)
 - a) Official document from ICCP, the sponsoring organization or day care home possesses, that provides evidence of the household's participation in the

qualifying program- ICCP; or

4. For an adult participant who is a member of a SNAP or FDPIR household or is an SSI or Medicaid participant, as defined in this section, “documentation” means the completion of only the following information on an income eligibility form:
 - a) The name(s) and appropriate SNAP or FDPIR case number(s) for the participant(s) or the adult participant’s SSI or Medicaid identification number, as defined in this section; and
 - b) The signature of an adult member of the household; or
5. For a child who is a Head Start participant, the Head Start statement of income eligibility issued upon initial enrollment in the Head Start Program or, if such statement is unavailable, other documentation from Head Start officials that the child’s family meets the Head Start Program’s low-income criteria.

Durable Supplies

These are items that have an expected useful life of more than one year and a unit acquisition cost that is the lower of the definition of equipment set by USDA grant administrative rules (currently \$5,000 or more per unit) or the Institution’s definition of equipment if it is more conservative than the Federal.

Equipment

An item of nonexpendable personal property with a useful life of more than one year and per unit acquisition cost that conforms to the definition of equipment set by USDA’s grant administrative rules (currently \$5,000 or more per unit) or the Institution’s definition of equipment if it is more conservative than the Federal.

Eligible Area

1. For the purpose of determining the eligibility of At-risk afterschool care centers, the attendance area of an elementary, middle, or high school in which at least 50 percent of the enrolled children are certified eligible for free or reduced-price school meals; or
2. For the purpose of determining the tiering status of day care homes, the attendance area of an elementary, middle, high school in which at least 50 percent of the enrolled children are certified eligible for free or reduced-price meals, or the area based on the most recent census data in which at least 50 percent of the children residing in the area are members of households that meet the income standards for free or reduced-price meals.

Eligibility Category

The category determined for each enrolled participant: Free, Reduced-Price, or Paid. The eligibility categories of participants are used to calculate a center’s claiming percentages.

MANUAL DEFINITIONS CONTINUED:

Emergency Shelter

A public or private nonprofit organization or its site that provides temporary shelter and food services to homeless children, including a Residential Child Care Institution (RCCI) that serves a distinct group of homeless children who are not enrolled in the RCCI's regular program.

Enriched Grains

Enriching is the process that adds nutrients back to a refined grain product. The nutrients that are usually added back in the process are iron and four B vitamins (thiamin, riboflavin, niacin, and folic acid).

Enrolled Child

A child whose parent or guardian has submitted to an Institution or sponsored unaffiliated center a signed and dated document which indicates that the child is enrolled for child care. In addition, for the purposes of calculations made by sponsoring organizations of family day care homes in accordance with 7CFR 226.13(d)(3)(ii) and 226.13(d)(3)(iii), "enrolled child" (or "child in attendance") means a child whose parent or guardian has submitted a signed document which indicates that the child is enrolled for child care; who is present in the day care home for the purpose of child care; and who has eaten at least one meal during the claiming period. For At-risk afterschool care centers, outside-school-hours care centers, or emergency shelters, the term "enrolled child" or "enrolled participant" does not apply.

Enrolled Participant

An "Enrolled child" or "Adult participant" as defined above.

Expansion Payments

Financial assistance made available to a sponsoring organization for its administrative expenses associated with expanding a food service program to day care homes located in low-income or rural areas. These expansion payments may include administrative expenses associated with outreach and recruitment of unlicensed family or group day care homes and the allowable licensing-related expenses of such homes.

Facility

A sponsored center or a family day care home.

Family

In the case of children, a group of related or non-related individuals, who are not residents of an Institution or boarding house, but who are living as one economic unit or, in the case

of adult participants in an adult day care facility, the adult participant, and if residing with the adult participant, the spouse and dependent(s) of the adult participant.

Family Style Meal Service

Family style meal service is a type of meal service that allows children and adults to serve themselves from common platters of food with assistance from supervising adults, if needed. Family style meal service allows children and adults to be introduced to new foods, new tastes and new menus, while developing a positive attitude toward healthy foods, sharing in group eating situations and developing good eating habits. Unlike other types of meal services (e.g. cafeteria lines, vended meals, pre-plated service, and OVS), family style meals afford some latitude in the initial portion of food that is served. Additional servings of each food are readily available at each table and more can be served at any time.

FDPIR

Food Distribution Program on Indian Reservations is a Federal nutrition assistance program.

FDPIR Household

Any individual or group of individuals which is currently certified to receive assistance as a household under the Food Distribution Program on Indian Reservations.

Federal Regulations

The specific Federal regulations governing CACFP. The CACFP regulations are found in Title 7, part 226, of the CODE of Federal Regulations, also referred to as “7 CFR 226”. These regulations may be found on the SDE and USDA websites.

Federal Fiscal Year

The 12-month period beginning October 1st of any year and ending with September 30th of the following year. The federal fiscal year is the same as the “program year for CACFP.”

Financial Management

This is directed to the effective control over and accountability for all funds, property and other assets to assure that they are safe-guarded and used efficiently to fulfill authorized purposes. Financial management includes such activities as budgeting, costing standards, internal control, management of revenues and expenses, management of property, procurement standards and fiscal audits. Records of these activities must be supported by the source documents that accurately and completely disclose the sources and uses of funds.

Financially Viable

When an Institution maintains sufficient funds to cover costs but also exceeds needs.

Funds need to be from a variety of sources.

Finding

An identification of noncompliance with CACFP regulations, FNS Instructions, policy memos or State policies. Each finding is associated with a required corrective action.

Fixed Price

A price that is fixed at the inception of a contract and is guaranteed for a specific period of time. A fixed-price contract may also contain an economic price adjustment provision tied to a standard index.

Food Allergy

An adverse immune system response to a food that the body mistakenly believes is harmful.

Food Component

A food component is one of the food categories that comprise a reimbursable meal. CACFP centers and day care homes must always offer all the food components that comprise a reimbursable meal in at least the minimum required amounts. The food components in the CACFP are:

1. Milk,
2. Meat/Meat Alternate,
3. Vegetable,
4. Fruit and
5. Grains.

Food Intolerance

An adverse food-induced reaction that does not involve the body's immune system.

Food Item

A specific food offered within the food components comprising the reimbursable meal. For example, separate $\frac{1}{2}$ cup servings of broccoli and carrots are two food items that comprise the vegetable component.

Food Service Contract

The Food Service Contract is a written contract between the Institution and the vendor that clearly states the foods and/or services to be provided and the price for the foods and/or services. SDE must approve the contract before the Institution can claim vended meals for reimbursement. There are two contract types Institutions may use when contracting meals and/or snacks from a vendor; a food service vendor agreement or a food service management company (FSMC) contract.

MANUAL DEFINITIONS CONTINUED:

FSMC: Food Service Management Company

A Food Service Management Company is an organization, other than a public or private nonprofit school, that an institution may enter into contract with for preparing and delivery of meals with or without milk for the use in CACFP.

Formal Procurement

Formal procedures can be used at any time, but must be used when the value of the procurement exceeds the small purchase threshold.

For-Profit Center

A child care center, outside-school-hours care center, or adult day care center providing nonresidential care to adults or children that does not qualify for tax-exempt status under the Internal Revenue Code of 1986.

1. For-profit centers serving adults must meet the definition of Adult day care center as defined in this section and, during the calendar month preceding initial application or reapplication, the center receives compensation from amounts granted to the States under title XIX (Medicaid) or title XX (Social Service Block Grant Program) and twenty-five percent of the adults enrolled in care are beneficiaries of title XIX, title XX, or a combination of titles XIX and XX of the Social Security Act.
2. For-profit centers serving children must meet the definition of child care center or outside-school-hours care center as defined in this section and one of the following conditions during the calendar month preceding initial application or reapplication; (Note: children who only participate in the At-risk afterschool snack and/or meal component of the CACFP must not be considered in determining the percentages below).
 - a) Twenty-five percent of the children in care (enrolled or licensed capacity, whichever is less) are eligible for free or reduced-price meals; or
 - b) Twenty-five percent of the children in care (enrolled or licensed capacity, whichever is less) receive benefits from title XX of the Social Security Act and the center receives compensation from amounts granted to the States under title XX.

Foster Child

A child who is formally placed by a court or a State child welfare agency, as defined in CFR 245.2.

MANUAL DEFINITIONS CONTINUED:

Free Meal

A meal served under the CACFP to:

1. A participant from a family which meets the income standards for free school meals; or
2. A foster child, or
3. A child who is automatically eligible for free meals by virtue of SNAP, FDPIR, or TANF benefits; or
4. A child who is a Head Start participant; or
5. A child who is receiving temporary housing and meal services from an approved emergency shelter; or
6. A child participating in an approved At-risk afterschool care program; or
7. An adult participant who is automatically eligible for free meals by virtue of SNAP or FDPIR benefits, or
8. An adult who is an SSI or Medicaid participant.

Functionally Impaired Adult

A chronically impaired disabled person 18 years of age or older, including victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction, who is physically or mentally impaired to the extent that their capacity for independence and their ability to carry out activities of daily living is markedly limited. Activities of daily living include, but are not limited to, adaptive activities such as cleaning, shopping, cooking, taking public transportation, maintaining a residence, caring appropriately for one's grooming or hygiene, using telephones and directories, or using a post office. Marked limitations refer to the severity of impairment, and not the number of limited activities, and occur when the degree of limitation is such as to seriously interfere with the ability to function independently.

Generally Accepted Accounting Principles (U.S. GAAP)

These are professional standards that govern accounting for financial transactions. These standards are expressed in statements, interpretations, and other authoritative sources issued by professional standard-setting bodies, such as the Financial Accounting Standards Board; its predecessor, the Accounting Principles Board; the Governmental Accounting Standards Board; and the American Institute of Certified Public Accountants.

Grassroots Organization

Any organization at the local level which interacts directly with potential participants or beneficiaries, e.g. early intervention, health care, child care provider organization, school/college, migrant labor camps, social service agencies, community and cultural

outreach, WIC, religious organizations, etc.

Group Living Arrangement

Residential communities which may or may not be subsidized by federal, State or local funds but which are private residences housing an individual or a group of individuals who are primarily responsible for their own care and who maintain a presence in the community but who may receive on-site monitoring.

Group Purchasing Services

Private for-profit or nonprofit organizations that purchase goods and services on behalf of members.

Head Start Participant

A child currently receiving assistance under a Federally-funded Head Start Program who is categorically eligible for free meals in the CACFP by virtue of meeting Head Start's low-income criteria. Head Start programs operate in CACFP either as an Independent Center or as a Sponsoring Organization of Centers.

Holiday Pay

Pay earned by an employee for work performed on a recognized holiday that is customarily a non-work day for the Institution's employees.

Household

A "family", as previously defined in this section.

Household Contact

A contact made by a sponsoring organization or a State agency to an adult member of a household with a child in a family day care home or a child care center in order to verify the attendance and enrollment of the child and the specific meal service(s) which the child routinely receives while in care.

ICCP: Idaho Child Care Program

Provides child care assistance to low-income, working families by paying for a portion of child care. This program is for parents who work, attend school, or participate in approved activities to help prevent children from being placed in foster care. The program pays for part of the child care costs for eligible households, and parents also pay for a portion (called co-pay). The parent's share is based on the size of the family and the amount of their income. The Idaho Department of Health and Welfare also licenses child care providers and is working with community partners on a professional development system to improve child care services in Idaho.

MANUAL DEFINITIONS CONTINUED:

IEF: Income Eligibility Form

The official SDE forms Institutions or sponsored facilities use to determine participant eligibility of Free, Reduced Price and Paid. This form is updated by SDE annually and distributed with the new Federal income guidelines by July 1st. The IEF's are used to determine an Institution's or sponsored unaffiliated center's claiming percentages. The IEF is also used to verify a For-Profit Institution's or sponsored center's 25% eligibility.

Income Standards

The family-size and income standards prescribed annually by USDA for determining eligibility for free and reduced-price meals under the National School Lunch Program and the School Breakfast Program.

Income to the Program

Any funds used in an Institution's food service program, including, but not limited to all monies, other than CACFP payments, received from other Federal, State, intermediate, or local government sources; participant's payments for meals and food service fees; income from any food sales to adults; and other income, including cash donations or grants from organizations or individuals.

IC: Independent Center

A child care center, At-risk afterschool care center, emergency shelter, outside-school-hours care center or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for CACFP operations.

Independent Governing Board of Directors

In the case of a nonprofit organization, or in the case of a for-profit institution required to have a board of directors, a governing board which meets regularly and has the authority to hire and fire the institution's executive director.

Indirect Costs

Costs that have been incurred from common or joint objectives but cannot be readily identified or assigned to the food service, CACFP, other Institutions activities or a component (administrative versus operating) of the Program. Indirect costs assignable to the CACFP can benefit both its operating and administrative functions.

Individual Plan of Care

Each person enrolled in the Adult Day Care program is evaluated to determine their health and emotional needs. Once those needs have been established, an individual plan of care is

developed to meet the physical, emotional, and social needs of the participant. For CACFP purposes, participating centers need not have an individual plan of care for participating adults age 60 or older who are not impaired. They must, however, have a plan for each impaired participating adult.

Infant

For purposes of the CACFP, from birth through the end of the infant's 11th month of age.

Infant Cereal

Any iron-fortified dry cereal specially formulated for and generally recognized as cereal for infants that is routinely mixed with breast milk or iron-fortified infant formula prior to consumption.

Infant Formula

Any iron-fortified formula intended for dietary use solely as a food for normal, healthy infants; excluding those formulas specifically formulated for infants with inborn errors of metabolism or digestive or absorptive problems. Infant formula, as served, must be in liquid state at recommended dilution.

Informal Procurement

Informal procedures may be used when the value of the procurement falls at or below the small purchase threshold.

Institutions

A sponsoring organization, child care center, At-risk afterschool care center, outside-school-hours care center, emergency shelter or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for CACFP operations.

Internal Controls

The policies, procedures, and organizational structure of an Institution designed to reasonably assure that:

1. CACFP achieves its intended result;
2. CACFP resources are used in a manner that protects against fraud, abuse, and mismanagement and in accordance with law, regulations, and guidance; and
3. Timely and reliable CACFP information is obtained, maintained, reported, and used for decision-making.

Inventory Adjustment

This is an upward or downward correction to the inventory. The adjustment may be

identified during the reconciliation of the recorded inventory with the physical count of the inventory. Adjustments may result from errors that were recorded in a previous inventory or the loss of goods resulting from theft, fire, water, refrigeration breakdown, product contamination, etc. The adjustment must be supported by written records identifying the amount and cause for the adjustment. The records for adjustment should be prepared by the person responsible for safekeeping the inventory. Inventory adjustments should be made to the ending inventory balance and should be approved by a responsible Institution official. Upward adjustments in the inventory must be used to reduce the costs charged to CACFP.

IFB- Invitation for Bid

A type of solicitation document used in competitive sealed bidding, where the primary consideration is cost and the expectation is that competitive bids will be received and an acceptable award will be made to the responsive and responsible bidder whose bid is the lowest price. An IFB is a formal method of procurement that uses sealed bidding and results in a fixed price contract with or without adjustment factors. The IFB must be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them with sufficient time to respond prior to the date set for opening the bids. The IFB should describe the minimum standards expected of a responsible bidder in measurable terms.

Key Element Reporting System (KERS)

This reporting system is a comprehensive national system for reporting critical key element performance data on the operation of CACFP in Institutions.

Less-Than-Arms-Length Transactions

This is one under which one party to the transaction is able to control or substantially influence the actions of the other(s). Such transactions include, but are not limited to those between divisions of an organization; organizations under common control through common officers, directors or members; and an organization and a director, trustee, officer, key employee of the Institution or such a person's immediate family, either directly or through corporations, trusts or similar arrangements in which a controlling interest is held. All less-than –arms-length transactions by CACFP Institutions require specific prior written approval.

License Exempt

A center that is not required to maintain a child care license, example: At-Risk Afterschool Care Centers.

Low-Income Area

A geographical area in which at least 50 percent of the children are eligible for free or

reduced-price school meals under the National School Lunch Program and the School Breakfast Program, as determined in accordance with paragraphs (b) and (c), definition of tier I day care home.

Management Plan

A plan completed by an Institution and submitted in MyIdahoCNP application packet when applying to operate in CACFP. The plan must demonstrate the Institution has internal controls in place and document they meet the required performance standards. State agencies use the management plan in the application process to determine if the Institution is viable, capable and accountable (VCA). Management plans must be updated annually by Institutions.

Material Change

A change in contract that, if other bidders had known of the change, may have affected their bid. A material change could include changes in scope or cost such as adding additional child nutrition programs, adding labor or equipment purchasing to the responsibilities of the Food Service Management Company, allowing increases in fixed fees not authorized in the original contract, and other changes.

Meal Count

A daily count of meals served to participants by meal type. All Institutions are required to maintain meal count records.

Meals

Refers to Breakfast, Lunch, Supper or Snack food components which are served to enrolled participants at an Institution, child care facility or adult day care facility and which meets the nutritional requirements for the CACFP meal pattern requirements. However, children participating in At-risk afterschool care centers, emergency shelters, or outside school hour care centers do not have to be enrolled.

Meal Pattern

A meal pattern is a specific template with meal components and minimum serving sizes for different age groups that must be followed in order for the meal to be reimbursed. The template is customized for breakfast, lunch, supper, and snacks.

Medicaid

Title XIX of the Social Security Act.

Medicaid Participant

An adult participant who receives assistance under title XIX of the Social Security Act, the

Grant to States for Medical Assistance Programs-Medicaid.

Menus

A daily dated list of food by meal type (Breakfast, Lunch, Supper or Snack), that is served to CACFP participants.

Micro Purchases

Procurement method that can be used when the purchase is less than \$10,000 or a more restrictive state or local threshold. It enables an Institution to purchase supplies or services without soliciting competitive quotes as long as the Institution considers the price is reasonable. To use this method Institutions must:

1. Distribute micro purchases equitably among qualified suppliers;
2. Develop written specifications and required terms, conditions and contract provisions; and
3. Document all purchases.

Institutions may maintain and use an approved list of vendors for purchases.

Milk

Pasteurized fluid types of unflavored or flavored whole milk, low-fat milk, skim milk, or cultured buttermilk which meet State and local standards for such milk, except that, in the meal pattern for infants (0 to 1 year of age), milk means breast milk or iron-fortified infant formula. All milk should contain vitamins A and D at levels specified by the Food and Drug Administration and is consistent with State and local standards for such milk.

Monthly Enrollment Eligibility Roster

A list of all participants enrolled in a center for the claiming month with each participant's eligibility status by category (free, reduced-priced, or paid). This tool is used to determine the independent center or sponsored unaffiliated center's monthly claiming percentages.

Multipurpose Institution

A new or participating Institution that receives funds from multiple funding sources i.e. other Federal Programs such as Head Start, State Programs, county or city Programs, or other Programs that meet the agency mission.

Multi-Program Institution

A new or participating Institution, that is a sponsoring organization, operates more than one element of CACFP or Child Nutrition Programs (CNP), such as a sponsoring organization of DCH's and unaffiliated centers.

MANUAL DEFINITIONS CONTINUED:

MyIdahoCNP

SDE web-based database used for the Institution application, claim reimbursement submission, and compliance reviews.

NDL: National Disqualified List

The list maintained by USDA, of Institutions, responsible principals and responsible individuals, and day care home's disqualified from participation in the CACFP.

NSLP: National School Lunch Program

The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care Institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946

New Institution

An Institution applying to participate in CACFP for the first time or an Institution applying to participate in CACFP after a lapse in participation.

Non-Competitive Proposal

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The awarding agency authorizes noncompetitive proposals; or
4. After solicitation of a number of sources, competition is determined inadequate.

Proposals must include both price and terms using the same procedures that would be followed in competitive proposals.

Non-Creditable Foods

Foods that do not count toward meeting meal pattern requirements because they do not meet criteria of creditable foods.

Non-Pricing Program

An Institution, child care facility, or adult day care facility in which there is no separate identifiable charge made for meals served to participants.

MANUAL DEFINITIONS CONTINUED:

Nonprofit Food Service

All food service operations conducted by the Institution are principally for the benefit of enrolled participants, and all of the CACFP reimbursement funds are used solely for the operations or improvement of such food service. Food service account activity must be monitored to determine nonprofit food service status for Institutions.

Non-Program Adult

An adult who is not a CACFP participant and who does not perform CACFP labor on the day a meal is served to him or her.

Nonresidential

The same participants are not maintained in care for more than 24 hours on a regular basis.

Notice

A letter sent by certified mail, return receipt (or the equivalent private delivery service), by facsimile, or by email, that describes an action proposed or taken by a State agency or FNS with regard to an Institution's CACFP reimbursement or participation. Notice also means a letter sent by certified mail, return receipt (or the equivalent private delivery service), by facsimile, or by email, that describes an action proposed or taken by a sponsoring organization with regard to a day care home's participation. The notice must specify the action being proposed or taken and the basis for the action, and is considered to be received by the Institution or day care home when it is delivered, sent by facsimile, or sent by email. If the notice is undeliverable, it is considered to be received by the Institution, responsible principal or responsible individual, or day care home five days after being sent to the addressee's last known mailing address, facsimile number, or email address.

OVS: Offer Versus Serve

OVS is an optional approach to menu planning and meal service that allows participants to decline some of the food offered in a reimbursable breakfast, lunch or supper. Children and adults who are offered food choices are more likely to eat the foods they enjoy rather than throw the food away. OVS is only allowed in CACFP adult day care and CACFP At-risk afterschool settings for breakfast, lunch and supper meals. OVS is not allowed at snack. OVS may not be implemented at snack because there are only two required components and, therefore, there is not enough food offered to allow a child or adult to decline some foods and ensure that the snack the child or adult takes is nutritionally sufficient.

On-Site Review

Monitoring and oversight activities performed at the Institution's central or local office, and

at the CACFP facility operating location.

Operating Costs

Expenses incurred by an Institution in serving meals to participants under CACFP, and allowed by the State agency financial management budget approval process and FNS 796-2 revision 4 instructions.

Original Claim

The first monthly claim for reimbursement that an Institution submits to SDE for meals served to eligible participants. The “original claim” claim must be submitted within 60 days of the end of the claim month.

Outside-School-Hours Care Center

A public or private nonprofit Institution or facility (except daycare homes), or a For-profit center in which 25% or more of the children are eligible for free or reduced-price meals, that is licensed to provide organized nonresidential child care services to children during hours outside of school. Outside school hours care centers may participate in CACFP as independent centers or under the auspices of a sponsoring organization.

Overtime Compensation

This is compensation earned by an employee for work performed in excess of the employee’s regular work schedule. The compensation may be paid at a higher rate or may be paid at the employee’s regular rate of pay, depending on the Institution’s policy.

Participants

An eligible child or adult participant as defined in this section, who participates in the CACFP.

Performance Standards

The criteria established by CACFP regulations to document an Institution as financially viable, administratively capable of operating CACFP, and have internal controls in effect to ensure accountability.

Personal Property

Property of any kind except real property. It may be tangible—having physical existence—or intangible—having no physical existence such as patents, inventions, and copyrights.

Persons of any age who Persons with Disabilities

have one or more disabilities, as determined by the State of Idaho, and who are enrolled in an Institution or child care facility serving a majority of persons who are age 18 and under.

MANUAL DEFINITIONS CONTINUED:

Piggy-Backing

This is when an Institution joins an existing procurement agreement. This is only allowable if the Institution is joining an existing agreement between the State agency, local government, or group purchasing service and a goods/services provider when the agreement was procured consistent with applicable regulations.

Pre-Approval Visit

The new sponsor and a facility visit conducted by SDE to determine final approval for the Institution operating the CACFP. "Pre-approval visit" also refers to the visit conducted by a sponsoring organization for a new facility to ensure all CACFP requirements are met.

Pricing Program

An Institution, child care facility, or adult day care facility in which a separate identifiable charge is made for meals served to participants.

Principal

Any individual who holds a management position within, or is an officer of, an Institution or a sponsored center, including all members of the Institution's board of directors or the sponsored center's board of directors.

Prior Approval

This is securing the State agency (SDE) permission to incur costs prior to actually incurring them. This occurs in the budget approval process.

PFS- Product Formulation Statement

An information sheet obtained from the manufacturer with a detailed explanation of what the product actually contains and the amount of each ingredient by weight. It must contain the original signature and date of an authorized company representative.

Program

The Child and Adult Care Food Program authorized by section 17 of the National School Lunch Act, as amended.

Program Adult

This is an adult employee or volunteer, but not a CACFP participant, who performs CACFP labor on the day a meal, is served to him or her.

MANUAL DEFINITIONS CONTINUED:

Program Agreement

The program agreement governs the rights and responsibilities of each party.

1. The State agency must require each Institution that has been approved for participation in CACFP to enter in to an agreement.
2. Idaho enters into permanent agreements with Institutions. Institutions that participate in multiple Child Nutrition Programs enter into a single permanent agreement for all programs the Institution administers. The existence of a valid permanent agreement, however, does not eliminate the need for an Institution to comply with the reapplication (annual application updates); nor does it limit the State agency's ability to terminate the agreement.
3. The agreement is in effect contingent upon the availability of Program funds.
4. The Program agreement provides that the Institution accepts final financial and administrative responsibility for management of a proper, efficient, and effective food service, and will comply with all regulation requirements. The agreement must state that the sponsor must comply with all requirements of title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the USDA regulations concerning nondiscrimination (parts 15,15a and 15b of this title), including requirements for racial and ethnic participation data collection, public notification of the nondiscrimination policy, and reviews to assure compliance with such policy, to the end that no person may, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, the Program
5. The Program agreement must also notify the Institution of the right of the State agency, USDA, and other State or Federal officials to make announced or unannounced reviews of their operations during the Institution's normal hours of child or adult care operations. Anyone making such reviews must show photo identification that demonstrates that they are employees of one of these entities.
6. Program agreements may be terminated by either party due to convenience or by the State agency due to cause.
7. Sponsoring organizations of day care homes or unaffiliated centers must have a permanent agreement with their sponsored facilities.

Program Costs

These are allowable costs, both operating and administrative, that is necessary and reasonable for proper and efficient operation of a food service that includes the CACFP.

MANUAL DEFINITIONS CONTINUED:

Program Payments

Financial assistance in the form of start-up payments, expansion payments, or reimbursement paid or payable to Institutions for operating costs and administrative costs.

Program (CACFP) Year

October 1 through September 30. CACFP program year is the same as the Federal fiscal year.

Provider

A provider is an individual who is licensed or approved to provide child care and who enters into an agreement with a sponsoring organization of day care homes.

Prudent Person

A standard used to evaluate a cost's reasonableness by considering whether a sensible person exercising due care would spend the same amount of money on the item or activity in question.

Racial/Ethnic Participant Data

Data collected by Institutions to demonstrate the racial ethnic composition of their group of participants and for the community in which their program is located.

Reduced-Price Meal

A meal served under CACFP to a participant from a family that meets the income standards for reduced-price meals. For non-pricing Institutions no separate identifiable charge may be imposed for meals or snacks served to participants. Any separate charge in a pricing program imposed must be less than the full price of the meal, but in no case more than 40 cents for a lunch or supper, 30 cents for a breakfast, and 15 cents for a snack. Neither the participant nor any member of his family may be required to work in the food service program for a reduced-price meal.

Reimbursable Meal or Snack

Meals or snacks that meet all applicable meal pattern requirements.

Reimbursement

Federal financial assistance paid or payable to Institutions for CACFP costs within the meal or snack rates. The reimbursement payment is made by SDE after qualifying meals and snacks are served and a valid claim is submitted by the Institution.

MANUAL DEFINITIONS CONTINUED:

Related Party Transaction

This is a transaction between the Institution and its parent corporation, corporate divisions, subsidiaries, an employee(s), officer(s), agent(s) of the Institution or members of their immediate family either directly or indirectly through corporations, trusts or similar arrangements in which they hold a controlling interest, no matter how represented. All related party transactions are less-than-arms-length transactions.

Renewing Institution

An Institution that is participating in CACFP at the time it submits an updated renewal application in MyIdahoCNP for SDE approval. Institutions are required to update their applications annually and any time pertinent information changes. Example: Contact information, meal times or meal services offered, license information, budget amendments etc.

RFP- Request for Proposal

Also known as a competitive proposal, this is a method of procurement whereby a technical proposal is solicited that explains how the prospective contractor will meet the objectives of the solicitation and a cost element that identifies the costs to accomplish the technical proposal. While price alone is not the sole basis for award, price remains the primary consideration when awarding a contract under the competitive proposal method. A request for proposal is used for the formal procurement method of competitive proposals. The RFP identifies the goods and services needed and all significant evaluation factors. The RFP is publicized and is used to solicit proposals from a number of sources. Negotiations are conducted with more than one of the sources submitting proposals, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. Competitive proposals may be used if conditions are not appropriate for the use of competitive sealed bids.

Responsible Principal or Responsible Individual

1. A principal, whether compensated or uncompensated, who the State agency or FNS determines to be responsible for an Institution's serious deficiency;
2. Any other individual employed by, or under contract with, an Institution or sponsored center, who the State agency or FNS determines to be responsible for an Institution's serious deficiency; or
3. An uncompensated individual who the State agency or FNS determines to be responsible for an Institution's serious deficiency.

Responsible Bidder

The vendor possesses the ability to perform successfully under the terms and conditions of

the procurement.

Responsive Bidder

The vendor provided all information required by the solicitation and product or service meets the Institutions specifications and requirements.

Review

The Institution and facility monitoring process SDE staff conducts to ensure compliance with all Federal and State CACFP regulations. The process confirms viability, accountability and capability of the Institution to operate CACFP and determines that records are available to justify reimbursement for meals served to participants.

Review Closure Letter

A written report provided by SDE to the Institution that describes the results of a program review.

Revised Claim

A reimbursement claim that has been changed within approved timeframe to reflect corrected data for a specific claim month.

Roasting

A cooking method used to prepare foods with defined shapes in the oven at high temperatures.

Rural Area

Any geographical area in a county which is not a part of a Metropolitan Statistical Area or any “pocket” within a Metropolitan Statistical Area which, at the option of the State agency and with FNSRO concurrence, is determined to be geographically isolated from urban areas.

SBP: School Breakfast Program

The School Breakfast Program (SBP) provides cash assistance to States to operate nonprofit breakfast programs in schools and residential childcare Institutions.

SFSP: Summer Food Service Program

The Summer Food Service Program provides free, nutritious meals and snacks to help children in low-income areas get the nutrition they need to learn, play, and grow, throughout the summer months when they are out of school.

SFA: School Food Authority

The legal governing body responsible for the administration of one or more schools with the

legal authority to operate the National School Lunch Program therein and which has the legal authority to enter into an agreement to operate Child Nutrition Programs.

School Year

A period of 12 calendar months beginning July 1 of any year and ending June 30 of the following year.

Seriously Deficient

The status of an Institution, unaffiliated center, or a day care home, that has been determined to be non-compliant in one or more aspects of its operation of CACFP.

Serving Size

The weight, measure, or amount of a food component required to serve one person. The serving size will vary depending on age of the participant, the component, and type of meal.

Shared Costs

These are direct costs that benefit more than one cost objective and can be readily allocated to the objectives benefited. Shared costs are also referred to as 'joint costs.'

Simmering

Simmering is a moist-heat cooking technique in which heat is transferred from steam to the food being cooked by direct contact.

Small Purchase Procurement

This is an informal procurement process when the estimated amount of the purchase falls below the applicable small purchase threshold. To use this method, Institutions must; develop and provide written specifications to the vendors; acquire bids from at least 2, but preferably 3 sources for price quotes; award the contract to the responsive and responsible bidder with the lowest price; and maintain all documentation.

Small Purchase Threshold

The small purchase threshold may also be referred to as the simplified acquisition threshold. This is the maximum value at which an Institution can use informal procurement procedures. The federal small purchase threshold is \$250,000. States or local may have lower, more restrictive thresholds than the federal.

Snack

A meal supplement that meets the meal pattern requirements specified in 7 CFR 226.20(b) (6) or (c) (4) and in the Meal Pattern section of this manual.

MANUAL DEFINITIONS CONTINUED:

SNAP: Supplemental Nutrition Assistance Program

Formally known as the Food Stamp Program, this program offers nutrition assistance to eligible, low-income individuals and families.

SNAP Household

Any individual or group of individuals who are currently certified to receive assistance as a household from the Supplemental Nutrition Assistance Program (SNAP).

Solicitation

A document used by the Institution to acquire goods and/or services. Solicitations must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Solicitations must also identify all the contract provisions required by Federal procurement regulations, requirements, terms and conditions which the offerors must fulfill and all other factors to be used in evaluating the bids or proposals.

SPWA: Specific Prior Written Approval

This is securing the State agency's (SDE's) or, in some cases, FNS's permission in advance of incurring costs. Except in cases of emergencies, this permission must be in writing and is part of the budget approval process with the SDE. Written documentation of SPWA is provided by the SDE in the approved original or amended budget workbook SPWA form.

Sponsor

A public or private nonprofit or for-profit organization, that is approved to operate a Child Nutrition Program as defined in 7 CFR 215, 225, and 226. This is another term SDE uses in the MyIdahoCNP application system for an Institution participating in CACFP.

SO: Sponsoring Organization

A public or nonprofit private organization that is entirely responsible for the administration of CACFP in:

1. One or more day care homes;
2. A child care center, emergency shelter, At-risk afterschool care center, outside-school-hours care center, or adult day care center which is a legally distinct entity from the sponsoring organization;
3. Two or more child care centers, emergency shelters, At-risk afterschool care centers, outside-school-hours care center, or adult day care centers; or
4. Any combination of child care centers, emergency shelters, At-risk afterschool care centers, outside-school-hours care centers, adult day care centers, and day care homes. The term "sponsoring organization" also includes an organization that is

entirely responsible for administration of CACFP in any combination of two or more child care centers, At-risk afterschool care centers, adult day care centers or outside-school-hours care centers, which meet the definition of For-profit center in this section and are part of the same legal entity as the sponsoring organization.

SSI Participant

An adult participant in an adult day care center who receives assistance under title XVI of the Social Security Act, the Supplemental Security Income (SSI) for the Aged, Blind and Disabled Program.

Standardized Recipe

A recipe that has been tried, adapted and retried several times for use by a given food service operation and has been proven to produce the same good results and yield every time when the exact procedures are used with the same type of equipment and the same quantity and quality of ingredients. A standardized recipe lists the ingredients by weight or volume, the number of servings the recipe will yield, and size of each serving. In Child Nutrition Programs the standardized recipe must also provide the meal pattern contribution.

Start-Up Payments

Financial assistance made available to a sponsoring organization for its administrative expenses associated with developing or expanding a food service program in day care homes and initiating successful CACFP operations. These start-up payments may include administrative expenses associated with outreach and recruitment of unlicensed family or group day care homes and the allowable licensing-related expenses of such homes.

State

Any of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands, and the Northern Mariana Islands.

SA: State Agency

The State educational agency or any other State agency, that has been designated by the Governor or other appropriate executive, or by the legislative authority of the State, and has been approved by USDA to administer CACFP within the State or in States in which FNS administers CACFP, FNSRO. This also may include a State agency other than the existing CACFP State Agency, when such agency is designated by the Governor of the State to administer only the adult day care component of the CACFP. In Idaho, the State agency is Idaho State Department of Education / Child Nutrition Programs (SDE/CNP). Throughout the manual the State agency will be referred to as SDE.

MANUAL DEFINITIONS CONTINUED:

State Agency List

Paper or electronic list, or the retrievable paper records, maintained by the State agency, that includes a synopsis of information concerning seriously deficient Institutions and providers terminated for cause in that State. The list must be made available to FNS upon request, and must include the following information:

1. Institutions determined to be seriously deficient by the State agency, including the names and mailing addresses of the Institutions, the basis for each serious deficiency determination, and the status of the Institutions as they move through the possible subsequent stages of corrective action, proposed termination, suspension, agreement termination, and/or disqualification, as applicable;
2. Responsible principals and responsible individuals who have been disqualified from participation by the State agency, including their names, mailing addresses, and dates of birth; and
3. Day care home providers whose agreements have been terminated for cause by a sponsoring organization in the State, including their names, mailing addresses, and dates of birth.

State Children's Health Insurance Program (SCHIP)

The State medical assistance program under title XXI of the Social Security Act (42 U.S.C. 1397aa et seq.)

Steaming

Steaming is a moist-heat cooking technique in which heat is transferred from steam to the food being cooked by direct contact.

Stir-frying

A cooking method used to prepare food items over very high heat using little fat, while stirring briskly and consistently.

Suppliers

Suppliers are public organizations, private commercial enterprises or individuals with whom the Institution contracts for goods and services. Suppliers are also referred to as vendors.

Supplies

These are items of personal property other than equipment. Supplies are also referred to as "expendable personal property" because they are generally consumed in use.

Suspended

This is the status of an Institution or day care home that is temporarily ineligible for participation (including Program payments).

Suspension Review

The review provided, upon the Institution's request, to an Institution that has been given a notice of intent to suspend participation (including Program payments), based on a determination that the Institution has knowingly submitted a false or fraudulent claim.

Suspension Review Official

The independent and impartial official who conducts the suspension review.

TANF: Temporary Assistance for Needy Families

Participants from households receiving TANF categorically qualify in the Free eligibility category for meal reimbursement.

TANF Recipient

An individual or household receiving assistance (as defined in 45 CFR 260.31) under a State administered Temporary Assistance to Needy Families program. In Idaho the program is TAFI.

TAFI: Temporary Assistance for Families in Idaho

Participants from households receiving TAFI categorically qualify in the Free eligibility category for meal reimbursement.

TA: Technical Assistance

Guidance and support to Institutions either verbal or in writing from SDE coordinators to achieve regulatory compliance and Program improvement.

Termination for Cause

The termination of a day care home's or unaffiliated center's CACFP agreement by the sponsoring organization due to the day care home's or unaffiliated center's violation of the agreement. A state agency may terminate an Institution's agreement for cause for violation of the agreement. Both must follow the termination for cause (serious deficiency) process.

Termination for Convenience

Termination of a day care home's or an unaffiliated center's CACFP agreement by either the sponsoring organization or the facility, due to considerations unrelated to either party's performance of CACFP responsibilities under the agreement.

MANUAL DEFINITIONS CONTINUED:

Tier I Day Care Home

1. A day care home that is operated by a provider whose household meets the income standards for free or reduced-price meals, as determined by the sponsoring organization based on a completed income eligibility form, and whose income is verified by the sponsoring organization of the home in accordance with 7 CFR 226.23(h)(6);
2. A day care home that is located in an area served by a school enrolling students in which at least 50 percent of the total number of children enrolled are certified eligible to receive free or reduced-price meals; or
3. A day care home that is located in a geographic area, as defined by FNS based on census data, in which at least 50 percent of the children residing in the area are members of households which meet the income standards for free or reduced-price meals.

Tier II Day Care Home

A day care home that does not meet the criteria for a Tier I day care home.

Title XVI

Title XVI of the Social Security Act which authorizes the Supplemental Security Income for the Aged, Blind, and Disabled Program—SSI.

Title XIX

Title XIX of the Social Security Act which authorizes the Grants to States for Medical Assistance Programs—Medicaid.

Title XX

Title XX of the Social Security Act. (Social Service Block Grant Program)

Tofu

A commercially prepared soybean derived food, 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 coagulates (typically a salt or acid), and water.

Unaffiliated Center

A participating sponsored child or adult center that is legally distinct from its sponsoring organization.

MANUAL DEFINITIONS CONTINUED:

Unallowable Costs

Costs that cannot be charged to the CACFP or claimed for reimbursement (FNS Instruction 796-2, Rev. 4 (Sections VII and VIII)).

Unannounced Review

An on-site review for which no prior notification is given to the facility or Institution.

Unfunded Cost

Unfunded cost is the difference between the amount of cost incurred and the funds available to pay the cost.

USDA Implementing Regulations

This includes the following: 2 CFR part 400, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; 2 CFR part 415, General Program Administrative Regulations; 2 CFR part 416, General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments; and 2 CFR part 418, New Restrictions on Lobbying.

Use Allowance

This can be used as an alternative to computing depreciation expenses in Federal Programs. The maximum annual use allowance for buildings and improvements is 2 percent. For equipment, it is 6 2/3 percent.

VCA: Viability, Capability, Accountability

A term from the Federal Regulations referring to the performance standards an Institution must demonstrate in its operation of the CACFP. Viability refers to the organization's financial viability and financial management systems. Capability refers to the organization's administrative capabilities (adequate, experienced, qualified staff); its training and self-monitoring systems. Accountability refers to the organization's internal controls and record-keeping systems.

Vendor

A vendor, or a supplier, is anyone who provides goods or services to a company or individuals. A vendor often manufactures inventory items, and sells those items to a customer. In child nutrition programs vendors may supply complete meals, meal components or raw materials.

MANUAL DEFINITIONS CONTINUED:

Verification

A review of the information reported by Institutions to the State agency regarding the eligibility of participants for free or reduced-price meals, and, in addition, for a pricing program, confirmation of eligibility for free or reduced-price benefits under the CACFP. Verification for a pricing program shall include confirmation of income eligibility and, at State discretion, any other information required on the application which is defined as documentation in 226.2. Such verification may be accomplished by examining information (e.g., wage stubs, etc.) provided by the household or other sources of information as specified in 226.23(h) (2) (iv). However, if a SNAP, FDPIR or TANF case number is provided for a child, verification for such child shall include only confirmation that the child is included in a currently certified SNAP or FDPIR household or is a TANF recipient. If a Head Start statement of income eligibility is provided for a child, verification for such child shall include only confirmation that the child is a Head Start participant. For an adult participant, if a SNAP or FDPIR case number or SSI or Medicaid assistance identification number is provided, verification for such participant shall include only confirmation that the participant is included in a currently certified SNAP or FDPIR household or is a current SSI or Medicaid participant.

Whole Grains

Whole grains consist of the entire cereal grain seed or kernel. The kernel has three parts the starchy endosperm, germ, and bran. Usually the kernel is cracked, crushed or flaked during the milling process. If the finished product retains the same relative proportions of bran, germ and endosperm as the original grain, it is considered a whole grain.

Whole grain foods are identified as foods in which “whole grain is the primary ingredient by weight,” i.e., whole grain is listed first on the ingredient statement or second after water or is the primary grain ingredient in a recipe or mixed dish (pizza or burrito).

Whole Grain Rich

Foods that contain 100% whole grains, or at least 50% whole grains and the remaining grains in the food are enriched.

WIC

The Special Supplemental Nutrition Program for Women, Infants and Children.

Yogurt

Commercially coagulated milk products obtained by the fermentation of specific bacteria, that meet milk fat or milk solid requirements to which flavoring foods or ingredients may be

added. These products are covered by the Food and Drug Administration's Standard of Identity for yogurt, low-fat yogurt, and nonfat yogurt.