

- **Accommodating Special Dietary Needs:** A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician (Medical Doctor, MD or Doctor of Osteopathy, DO).
- **Administrative Review (AR):** the comprehensive off-site and on-site evaluation of all SFAs participating in the Program. The term “Administrative Review” is used to reflect a review of both Critical and General Areas, and includes other areas of program operations determined by the SA to be important to Program performance, with FNS approval.
- **Adverse action:** denial of benefits
- **And Justice for All Poster:** poster that serves as an equal opportunity policy notice to children that participate in Child Nutrition Programs. This poster is required to be posted and visible to students at each site where meals are served.
- and quantities
- **Attendance Factor (AF):** A percentage developed at least once each school year that accounts for the difference between student enrollment and attendance
- **Average Daily Participation (ADP (#13):** is the number of students who purchased a meal divided by the number of students enrolled.
- **Certification & Benefit issuance:** means the link in the accountability system between the SFA’s certification of a student’s eligibility for free or reduced-price meals and the link to the SFA’s meal counting and claiming system.
- **Certification/benefit Issuance list:** A list of the names of all free and reduced price eligible students in the school district including the benefit status, the method of certification, the date of certification and the school name.
- **Civil Rights Complaint Procedure:** Procedure that outlines the SFAs process if a civil rights complaint is filed against Food and Nutrition Services.
- **Civil Rights:** means no child shall be denied benefits or be otherwise discriminated against because of race, color, national origin, age, sex, or disability.
- **CN label:** The Child Nutrition (CN) Labeling Program is a voluntary Federal labeling
- **CO Child Nutrition Hub:** Used by Colorado school food service authorities (SFAs) to complete the annual renewal applications, submit claims, collect data for the verification and Community Eligibility Provision (CEP), submit applications and claims for the Summer Food Service Program, coordination of the Administrative Review, submission of annual Food Safety Inspections, and the Direct Certification process (administered by the Colorado Department of Education Office of School Nutrition); in addition to, the Food Distribution Program (administered by the Colorado Department of Human Services). - See more at: <http://www.cde.state.co.us/nutrition/nutritionlineclaimsandservices#sthash.Elh5CQ9k.dpuf>
- **Commendations:** recognition for things that the SFA did well during the review.

- **Competitive Food:** any food or beverage sold to students that is separate from the district's nonprofit, federally reimbursed food service program, and is provided by a school-approved organization or by a school-approved outside vendor.
- **Co-Pay:** reduced price dollar amount that must be paid by the student/family for meals (i.e. \$0.40 for lunch and \$0.30).
- **Corrective Action:** action(s) required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA. Corrective action may include correction of incorrect practices and training. **Finding:** Identification of non-compliance with program regulations, FNS Instructions, and/or policy memoranda. Each finding is associated with a required corrective action. *Often used interchangeably.*
- **Creditable serving:** The amount of food component that may be counted toward meeting the meal
- **Day of review:** The **day of review** is the day(s) on which the on-site review of the individual sites selected for review occurs.
- **Dietary Specifications Risk Assessment:** the required levels of calories, saturated fat, trans fat, or sodium for a specific age/grade group.
- **Direct certification:** The use of public records (e.g. Supplemental Nutrition Assistance Program) as a means to verify children's eligibility for free or reduced price benefits.
- **Documented corrective:** action means written documentation provided by the SFA to the SA describing the actions taken to correct violations and the dates of completion. Documented corrective action may be provided at the time of the review or may be submitted to the SA within specified timeframes.
- **Edit Check:** A method to compare meal count data to other information to identify possible problems in the meal count system.
- **Extended eligibility:** If a student is eligible for free school meals based on her/his eligibility for Supplemental Nutrition Assistance Program (SNAP) and/or Temporary Assistance for Needy Families, all other children in the same household are also eligible for free school meals.
- **Fiscal action:** includes, but is not limited to, the recovery of overpayment through direct assessment or offset of future claims, disallowance of overclaims as reflected in unpaid Claims for Reimbursement, submission of a revised Claim for Reimbursement, and correction of records to ensure that unfiled Claims for Reimbursement are corrected when filed. It also includes disallowance of funds for failure to take corrective action to meet the meal requirements.
- **Food Buying Guide (FBG):** USDA manual that includes standards for food items to assist in the purchasing and contribution of each food item to meet meal pattern requirements.
- **Food components:** One of the five food groups which comprise reimbursable meals
- **Food Safety Plan/ Hazard Analysis and Critical Control Points (HACCP):** means a systematic preventive approach to food safety and pharmaceutical safety that addresses physical, chemical, and biological hazards as a means of prevention rather than finished product inspection.
- **General Program Compliance:** monitoring of the 9 general areas of review to ensure that programs and benefits are in accordance with all laws, regulations, instructions, policies and guidance related to each area. The 9 general areas include: civil rights, SFA On-Site Monitoring,

Local School Wellness Policy and School Meal Environment, Smart Snacks in School, Professional Standards, Water, Food Safety, Reporting and Recordkeeping, and SBP and SFSP Outreach.

- **Inadequate Quantities:** the planned or served quantities of any of the 5 components to not meet the daily and/or weekly meal pattern requirements.
- **Incomplete meal:** any meal that does not meet the meal pattern and nutritional specification requirements.
- **Local school wellness policy:** means a comprehensive LEA-wide policy that establishes goals and guidelines for nutrition education, physical activity, nutrition promotion, and other school-based activities to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meal nutrition guidelines meet the minimum federal school meal standards.
- **Meal Access and Reimbursement:** Section of the Administrative Review that monitors Certification & Benefit Issuance, Verification and Meal Counting and Claiming.
- **Meal Compliance Risk Assessment:** risk based criteria used to select sites for a SBP review
- **Meal components:** means one of the required food groups that comprise a reimbursable meal: meats/meat alternates, grains, vegetables, fruits, and milk.
- **Meal pattern contribution:** amount of creditable meat/meat alternate, grain, fruit, vegetable or milk per serving.
- **Meal patterns:** the components and items required to make a reimbursable meal. Meal pattern requirements for NSLP, SBP and ASP can be found here:  
<http://www.cde.state.co.us/nutrition/nutrimenuplanning>
- **Meat/meat alternate:** A meat alternate is a protein-rich food with similar nutrients as meat products that can fulfill protein and meat requirements in the meal pattern.
- **Medical Statement:** Each special dietary request must be supported by a statement, which explains the food substitution that is requested. It must be signed by a recognized medical authority (nurse practitioner, physician's assistant, or licensed physician) and include an identification of the condition which restricts the child's diet, the food(s) to be omitted and the food(s) to be substituted.
- **Menu worksheets:** worksheet completed by the SA to ensure that meal patterns are being met for breakfast and lunch for each age/grade group.
- **Milk type finding:** Two types of milk varieties (i.e. fat free flavored and 1% unflavored) and only allowable types of milk (i.e. no 2%) are required to be offered through breakfast and lunch service. A repeat violation in milk type findings will incur fiscal action.
- **Non-discrimination statement:** Notifies the public of the policy not to discriminate. The statement should be included on program informational materials.
- **Nutrition Facts Panel:** food label on most packaged products that include serving size, calories, fat, included nutrients and a list of ingredients.
- **Offer vs. Serve:** means a provision that allows students to decline a specific number of food components/food items depending on the menu planning approach used.
- **Other State/Federal Programs:** Programs that are specific to Colorado including the Breakfast After the Bell Nutrition Program, Start Smart Nutrition Program, and the Lunch Protection Act.

Other Federal Programs include Child Nutrition programs offered within/in addition to NSLP including, but not limited to, Fresh Fruit and Vegetable Program, Special Milk Program, Afterschool Snack Program, Community Eligibility Program (CEP) and Provision 2.

- **Overt identification:** means when students receiving free or reduced-price benefits are openly or physically identified by students or adults as receiving meals at the free or reduced-price rate.
- **Point of sale:** means the point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price, or paid lunch has been served to an eligible child.
- **Potable:** safe to drink.
- **Product documentation:** documentation that shows how foods offered credit toward the meal pattern requirements. Depending on the type of food, product documentation can include: Child Nutrition (CN) label, signed product formulation statement, USDA foods fact sheet, and a Nutrition Facts Panel.
- **Product Formulation Statement (PFS):** demonstrates how a processed product contributes to the meal pattern requirements. PFS must be on letterhead signed by an official company representative.
- **Reimbursable meal:** a meal meeting the USDA meal pattern requirements, served to an eligible student, and priced as an entire meal rather than based on individual items. Such a meal qualifies for reimbursement with Federal funds.
- **Reimbursable Meal:** All meals served in the National School Lunch Program and School Breakfast Program that meet the meal pattern requirements as specified by program regulations.
- **Repeat Findings:** A finding/corrective action that occurred in the last Administrative Review and since it is a repeat, may incur fiscal action.
- **Resource Management:** monitoring to apply a systematic approach to ensuring the overall financial health of an SFA's nonprofit school foodservice account
- **Review Period (Review Month):** the most recent month for which a Claim for Reimbursement was submitted, provided that it covers at least ten (10) operating days. The Claim for Reimbursement is considered submitted once it has been submitted into the online claim system.
- **Synclplicity:** Secure file sharing system used throughout review. Must be used for all certification & benefit issuance documents.
- **Technical Assistance:** help or advice provided to the SFA or school, by the SA or FNS, to improve program operations.
- **USDA Fact Sheet:** Product documentation that are representative values from USDA Foods vendor labels. Sheet includes product description, crediting/yield (CN information if applicable), culinary tips and recipes, food safety information and nutrition facts.
- **Vegetable subgroups:** Vegetables are organized into groups (dark green, red/orange, beans/peas, starchy and other) based on nutritional content. Schools must offer all five vegetable subgroups over the course of a week.

- **Week of Review:** The **week of review** is during the review period – it's the week CDE will assess for menu pattern compliance .
- **Whole Grain Rich (WGR):** A whole grain rich food has at least 50% whole grains, and the remaining flour, if any, is enriched.