

Keywords Used in School Nutrition Programs



COLORADO
Department of Education

Keywords

Keyword	Definition
Alternate Point of Sale	A POS that is located before the end of the serving line.
Attendance Factor	A percentage that accounts for the difference between enrollment and attendance. In Colorado, the attendance factor is 96%, which was developed by the State agency.
Benefit Issuance List	A list of students eligible for free or reduced-price meal benefits.
Bottom Line Solicitation	AKA All or Nothing or Market Basket. Evaluate the total costs submitted by the vendor. Similar items are grouped together (category). The SFA must take into consideration the price and estimated quantity of each item within a category. The vendor with the overall lowest price is awarded the contract.
Breakfast Meal Pattern	A set of food components, food items, and minimum quantities for a specific age/grade group of students that make up a reimbursable breakfast meal. The meal patterns are the basis of menu planning for school meals programs.
Buy American	Requires schools to purchase to the maximum extent practicable, domestic commodity and product.
Carryover of Eligibility	A child's prior year's eligibility remains in effect until a new eligibility determination is made or, if no determination is made, for up to 30 operating days.
Categorical Eligibility	Automatic eligibility for free meals or free milk due to a child's (or any household member's) receipt of benefits under an Assistance Program, or a child's designation as Other Source Categorically Eligible.
Claiming	All actions taken after the point of service to receive reimbursement for meals served – example includes accurately consolidating meal counts to enter into the claim system.
Claims	Submitted monthly to the State agency in exchange for reimbursement for reimbursable meals served to eligible students. USDA regulation requires school food authorities to complete an edit check for each of its schools that participate in the National School Lunch Program.
CO Child Nutrition Hub	The online system used by Colorado school food authorities (SFAs) to complete 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.
Collection Procedures	All the steps within the meal count system involved in paying for meals and issuing and collecting payment.
Complex Food Preparation	Menu items that go through the temperature danger zone, during cooking, cooling and when foods are reheated.
Cooperative Purchasing	A group of people (i.e., SFAs) that join together to accomplish all or part of the steps in the purchasing task. Helps to reduce costs and improves the quality of products and services available to members.



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Corrective Action	<p>Activities taken when a critical food safety limit is not met.</p> <p>Action(s) required to correct any violation identified under the Administrative Review that must be applied to all schools in the school food authority. Corrective action may include correction of incorrect practices and training.</p>
Cost Plus Fixed Fee	<p>Allowable costs are paid to the vendor plus a fixed fee (i.e. cost of product plus fixed delivery fee).</p>
Cost Reimbursable	<p>Allowable costs will be paid to the vendor net of all discounts, rebates, and other applicable credits accruing to or received by the vendor.</p>
Counting	<p>All actions taken prior to the point of service – examples include determining a student’s eligibility through free and reduced applications and offering a reimbursable meal.</p>
Creditable Serving	<p>The amount of the food component that may be counted toward meeting the meal pattern requirements for a reimbursable meal.</p>
Critical Control Point (CCP)	<p>A point or procedure in a specific food system where loss of control may result in an unacceptable health risk. Control can be applied at this point and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level. Each CCP will have one or more control measures to ensure that the identified hazards are prevented, eliminated, or reduced to acceptable levels.</p>
Critical Limit	<p>A maximum and/or minimum value to which a biological, chemical, or physical parameter must be controlled at a critical control point (CCP) to prevent, eliminate or reduce to an acceptable level of occurrence of a food safety hazard.</p>
Dietary Specification	<p>The required level of calories, saturated fat, trans fat and sodium for a specific age/grade group.</p>
Direct Certification	<p>A process where SFAs certify children as eligible for free meal benefits based on information exchanged between the SFA and the State or local agencies administering Assistance Programs such as Supplemental Food Service Program (SNAP).</p>
Direct Certification	<p>Determining children eligible for free meal benefits based on documentation obtained directly from an agency or individual. No application process is used.</p>
Domestic Commodity	<p>An agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. “Substantial” means that over 51 percent of the final processed product consists of agricultural commodities that were domestically grown.</p>
Downward Adjustment	<p>A claim that results in a negative amount to be paid back to the Colorado Department of Education.</p>
Economic Unit	<p>A group of related or unrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit and who share housing and/or significant income and expenses of the members.</p>
Edit Checks	<p>A required internal control that ensures accurate claims for reimbursement.</p>
Eligible	<p>The income criteria that is used to determine whether a student receives a free, reduced or paid meal.</p>
Extended Eligibility	<p>A child or other household member’s receipt of benefits from an Assistance Program automatically extends eligibility for free benefits to all children who are members of the household. Applies to applications and the Direct Certification process.</p>



Keyword	Definition
FDPIR	Food Distribution Program on Indian Reservations (FDPIR): FDPIR is a Federal program that provides United States Department of Agriculture foods to low-income households living on Indian reservations, and to Native American families residing in designated areas near reservations and in the State of Oklahoma.
Fixed Fee	The price of the product(s) does not go up or down during the contract period.
Food Component	AKA Meal Component. One of the five food groups that comprise a reimbursable meal.
Formal Purchase Method	Procurement procedures that must be required when the estimated value of the procurement exceeds the federal purchase threshold or local purchase threshold, whichever is most restrictive or lower. The federal purchase threshold is \$150,000. There are two formal methods of procurement – Invitation for Bid (IFB) and Request for Proposal (RFP).
Hazard Analysis	The process of recognizing hazards that may arise from a system or its environment, documenting their unwanted consequences and analyzing their potential causes.
Hazard Analysis and Critical Control Points (HACCP)	A systematic approach to identifying, evaluating, and controlling food safety hazards.
Income Applications	Applications that provide income information in order to establish free or reduced price eligibility for all children in the household.
Income Eligibility Guidelines	The family-size income levels prescribed annually by the Secretary of Agriculture for determining eligibility for free and reduced price meals and free milk. The free guidelines are 130 percent of the Federal poverty guidelines. The reduced price guidelines are 185 percent of the Federal poverty guidelines.
Invitation for Bid (IFB)	A contract that is publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.
Line Item Solicitation	Evaluate the cost for individual products submitted by the vendor(s). A contract is awarded to the vendor with the lowest price on a single item.
Lunch Meal Pattern	A set of food components and minimum quantities for a specific age/grade group of students that make up a reimbursable lunch meal.
Material Change	A change made to a contract after the contract has been awarded that alters the terms and conditions of the contract substantially enough that, had other respondents (vendor/bidder) known of these changes in advance, they may have bid differently and more competitively.
Meal Count	The total amount of reimbursable meals served to eligible students at the point of service during one meal.
Meal Pattern Contributions	The amount of creditable meat/meat alternate, grain, fruit, vegetable or milk per serving.
Meat Alternate	A protein-rich food with similar nutrients as meat products that can fulfill protein and meat requirements in a meal pattern.
Micro-purchase Method	An informal procurement method, the aggregate dollar amount of which should not exceed \$3,500 or local purchase threshold, whichever is more restrictive or lower. (Note: Aggregate means the total dollar value of products or services, similar or dissimilar purchased at once as a single, collective unit.)
No Cook	Menu items that do not make a complete trip through the temperature danger zone.



Keyword	Definition
Non-competitive Procurement	AKA sole-source. Solicitation from only one source.
Non-public School Food Authority (SFA)	Non-public educational institutions (private, parochial, and independent schools and private RCCIs) that administer federal child nutrition programs. Formerly known as Regional Office Administered Programs (ROAPs).
Non-public Sponsor	Non-public entities that participate in federal child nutrition programs.
October Count	A one day membership count in which districts are asked to report all students who are actively enrolled and attending classes through their district on that date.
Offer Vs. Serve (OVS)	Allows students to decline some of the food offered in a reimbursable lunch or breakfast meal.
Other Source Categorically Eligible	A child documented as homeless, runaway, or migrant, foster or enrolled in a federally-funded Head Start program.
Overt Identification	Any action that may openly or physically identify a student being eligible to receive free or reduced price meals.
Point of Sale (POS)	AKA Point of Service. The point in the food service operation where a determination can accurately be made that a reimbursable meal has been served to an eligible student.
Process Approach	Categorizes foods based on their operational steps in order to analyze hazards and place managerial control.
Procurement	A process of acquiring goods or services needed by the school through competitive practices while following all applicable Federal, State, and Local regulations.
Production Record	A document that identifies all food items served and demonstrates how the meal contributes to the required food components for each day of operation.
Provision 2	Reduces application burdens and simplifies meal counting and claiming procedures. Schools operating under this provision must offer meals to all participating children at no charge for a period of 4 years.
Provisional Programs	Programs that improve access to free school meals in eligible high poverty local educational agencies (LEAs) and schools.
Public School Food Authority (SFA)	Public educational institutions that administer federal child nutrition programs.
Public Sponsor	Public entities that participate in federal child nutrition programs.
Record	All actions taken at the point of service – examples include ensuring the electronic or manual system accurately records the correct student eligibility.
Reimbursable Meal	Meets all meal pattern requirements and provide all students access to the required components and amounts of food.
Reimbursement Rates	The amount of money the Federal Government provides States for lunches, afterschool snacks and breakfasts served to children participating in the National School Lunch and School Breakfast Programs.
Request for Proposal	A contract that is awarded based on other factors besides price.
Responsible Vendor	A vendor who can and will fulfill the terms and conditions of the proposed procurement successfully.



Keyword	Definition
Responsive Vendor	A vendor whose products and services meet the SFA’s solicitation requirements (i.e., price, expected quantity, delivery schedule, and quality).
Same Day Service	Menu items that go through the temperature danger zone one time.
Small Purchase Method	An informal procurement method, the aggregate dollar amount of which should not exceed \$3,500 or local purchase threshold, whichever is more restrictive or lower. (Note: Aggregate means the total dollar value of products or services, similar or dissimilar purchased at once as a single, collective unit.)
SNAP	Supplemental Nutrition Assistance Program (SNAP): offers nutrition assistance to millions of eligible, low-income individuals and families and provides economic benefits to communities.
Solicitation	A document developed and issued by the SFA to obtain food, supplies, and/or services.
Standard Operating Procedure (SOP)	Step-by-step written instructions for routine food service tasks that affect the safety of food. Each SOP should include instructions on monitoring, documentation, corrective actions, and periodic review of the procedures. Adherence to SOPs allow food service managers and employees to effectively control and prevent hazards.
Standardized Recipe	A recipe that has been tried, adapted, and retried several times for use by a given foodservice operation.
TANF	Temporary Assistance for Needy Families (TANF): A Federal designation for a State-funded program under Part A of Title IV of the Social Security Act. Each State has its own name and acronym for the program. In Colorado, this program is called CO Works.
Upward Adjustment	A claim that results in a positive amount to be paid out to the district.
Vegetable Subgroups	Vegetables are organized into groups (dark green, red/orange, beans/peas, starchy and other) based on nutrition content. Schools must offer all five vegetable subgroups over a course of a week.
Verification	Confirmation of eligibility for free and reduced price meal benefits. Verification is only required when eligibility is determined through the application process, not through direct certification.
Whole Grain-Rich	A whole grain rich food has at least 50% whole grains, and the remaining flour is enriched.