

Key Terms and Definitions for School Nutrition Programs

Term	Acronym	Definition
Administrative Review	AR	An audit conducted by the State Agency to ensure compliance with NSLP/SBP program regulations.
A la Carte		Foods and/or beverages sold by the school nutrition program that are not part of a reimbursable meal.
Average Daily Attendance	ADA	The average number of students in attendance at school on a daily basis.
Average Daily Participation	ADP	The average number of students served a reimbursable meal on a daily basis.
Benefit Issuance		Process of determining eligibility status by application or direct certification, creating and updating rosters to reflect student status and issuing the medium of exchange to students.
Child & Adult Care Food Program	CACFP	A federally funded program ensuring that eligible children have access to healthy, nutritious food. CACFP serves At Risk After School Programs, Adult Day Centers, Child Care Centers, Family Child Care Providers and Emergency Shelters.
Child Nutrition Programs	CNP	A collective term for all federally reimbursed food service programs for children.
Claiming		When a program sponsor enters eligible meal counts in CNPweb and submits the counts to the SA to generate the reimbursement payment.
CNPweb		An online program used by the Maine DOE Child Nutrition Program for child nutrition functions including program applications, claims for reimbursement, USDA food orders and administrative reviews.
Community Eligibility Provision	CEP	A non-pricing meal service option for qualifying schools (at least 40% of enrolled students are directly certified as of April 1). No meal benefit applications are distributed or processed for the duration of CEP.
Crediting		The process of determining how foods contribute towards meal pattern requirements for a reimbursable meal.
Creditable Food		A foods that may be counted toward meeting meal pattern requirements for a reimbursable meal.
Daily Record Form/Report		A report that compares the percentage of free, reduced-price, and paid meals claimed at the site with the number of students eligible for free, reduced-price, and paid meals.
Department of Defense	DOD	Department of Defense that provides fresh fruits and vegetables through the commodity program.
Direct Certification	DC	A student who is automatically eligible for free meal benefits because they, or a household member,

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		receive benefits from a qualifying assistance program. A student who is directly certified does not need to complete a meal benefit application.
Food Buying Guide	FBG	A resource for food yield information for CNPs.
Food Distribution Program	FDP	A program within the state agency that handles donated commodity food (USDA Foods).
Food Component		The required food groups established by USDA used in the meal patterns for child nutrition programs. Each component is based on the nutrient content of foods in each category and include: Fruit, Vegetable, Grain, Meat/Meat Alternate, and fluid Milk
Food Item		A specific food offered from a food component. Example - 1-ounce equivalent cereal bowl is a food item from the Grain component.
Fresh Fruit & Vegetable Program	FFVP	A federally funded grant program providing fresh fruits and vegetables to children at eligible elementary schools during the school day, outside of meal times.
Food and Nutrition Administration	FNA	The agency within the United States Department of Agriculture which administers child nutrition programs.
Free/Reduced-price/Paid	F/R/P	Refers to a student's eligibility status for school meals.
Grade Groups		School menus must be planned using K–5, 6–8, and 9–12 grade groups. Specific amounts of foods and average calories are required depending on the grade groups.
Hazard Analysis and Critical Control Point	HACCP	A management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards.
Harvest of the Month	HOM	A campaign that helps to promote the use of seasonally available, local products in schools, institutions, and communities.
Local Educational Authority	LEA	The governing body responsible for the administration of one or more schools within the state.
Local Foods Fund	LFF	A state of Maine fund that matches \$1 out of every \$3 a school administrative unit pays for qualifying local (Maine) food.
Local Wellness Policy	LWP	A required policy for sponsors participating in the NSLP.
Master List/Benefit Issuance List		A list of students enrolled at each site by eligibility (free, reduced-price, and paid) and date eligibility was determined.
Meals Per Worker Hour	MPWH	A way to measure productivity at a food service site.

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Maine School Nutrition Association	MSNA	The state affiliate of SNA.
National School Lunch Program	NSLP	The National School Lunch Program (NSLP) is a federally assisted meal program available to schools and residential childcare institutions. The Food and Nutrition Service (FNS) administers the program at the Federal level. At the State level, the NSLP is usually administered by State education agencies, which operate the program through agreements with school food authorities.
Northeast Regional Office	NERO	Office of USDA, located in Boston, Massachusetts, which is responsible for monitoring programs in New England states and New York.
Net Off Invoice	NOI	When a processor sells ready-to-eat end products containing USDA Foods to a commercial distributor, then the distributor sells the products to the SFA at a discounted net price, minus the value of the USDA food.
NEO	NEO	A Maine DOE website containing data about Maine schools. NEO is where School Nutrition Directors may access their Direct Certification list.
National School Lunch Program	NSLP	A federally assisted meal program operating in schools and residential childcare institutions. The NSLP is administered at the Federal level by the FNS. At the State level, the program is usually administered by State education agencies, which operate the program through agreements with local school food authorities.
NSLP Afterschool Snack Program	ASSP	An option NSLP reimbursable snack program available to schools that offer an afterschool enrichment program to their students.
Offer Versus Serve	OVS	Offer versus serve (OVS) is a concept that applies to menu planning and the meal service. OVS allows students to decline some of the food offered in a reimbursable lunch or breakfast. At the high school level (9-12), OVS is required at lunch. OVS is optional at breakfast for all grade levels. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat.
Ounce Equivalent	Oz Eq	A unit of measure used to quantify the amount of a creditable components in a food item.
Overt Identification		Actions that may result in the identifying of a student's eligibility status for free or reduced-price meals. Student eligibility must be kept confidential.

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Planned Assistance Level	PAL	The value of entitlement dollars for USDA Foods a Sponsor is entitled to.
Paid Lunch Equity	PLE	A federal requirement that the price charged for a paid student lunch be equitable with the amount received for free reimbursement.
Point of Service	POS	The point in the food service operation where a determination can accurately be made that a reimbursable meal has been served to an eligible student.
Procurement Review	PR	An audit conducted by the state agency to ensure compliance with federal procurement requirements.
Production records		A record which contains information about the food items and amounts to prepare and serve
Reimbursement		The money paid to sponsors for meals that meet the meal pattern and are served to eligible students. Reimbursement = # of reimbursable meals served x the rate of reimbursement.
Reimbursable Meal		Meal that offers all the required meal pattern food items and/or food components in the required servings sizes for the student's age/grade group.
School Administrative Unit	SAU	A state-approved unit responsible for school administration.
School Breakfast Program	SBP	A federally assisted meal program operating in schools and residential child care institutions. The SBP is administered at the Federal level by the FNS. At the State level, the program is usually administered by State education agencies, which operate the program through agreements with local school food authorities.
School Day		For the purpose of selling competitive foods (smart snacks) to students, the period from the midnight before, to 30 minutes after the end of the official school day. Food available for sale to students during that time, outside of the lunch and breakfast programs, must comply with the Smart Snacks requirements.
School Food Authority	SFA	The School Food Authority is the governing body responsible for the administration of the food service operation in one or more schools and has legal authority to operate the National School Lunch Program and/or School Breakfast Program.
School Nutrition Association	SNA	National professional organization which represents the interest of school food service personnel.
Smart Snacks		Any food and beverage sold to students during the

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		school day other than those provided as part of a reimbursable meal.
School Nutrition Programs	SNP	A collective term for all federally reimbursed food service programs for children in schools.
School Year	SY	July 1 – June 30
Special Provision 2/Provision 2	SP2/P2	A non-pricing meal service option for schools. Meal benefit applications are distributed in the base year and not again for the duration of the agreement.
State Agency	SA	The local office that manages USDA child nutrition programs at the state level.
Standardized Recipe		A recipe that has been tried, adapted, and retried several times for use by a given food service operation and has been found to produce the same food results and yield every time
United States Department of Agriculture	USDA	The government agency that administers child nutrition programs.
USDA Foods		USDA Foods are foods purchased by the USDA to support the domestic agriculture market and are then donated to states to support NSLP participants.
Whole Grain	WG	A product that contains all or 100% of the original kernel (bran, germ & endosperm)
Whole Grain-rich	WGR	A term indicating that the grain content of a product is between 50 and 100 percent whole grain with any remaining grains being enriched.