Glossary:

Use the Glossary to help define terms that may be used throughout the Off-site Assessment Tool and Administrative Review Process.

Alternate Point of Service: State agencies must pre-approve alternatives to the point of service lunch counts. Alternate point of service methods must result in accurate, reliable counts of the number of free, reduced price and paid lunches served for each serving day.

Benefit: Meals and snacks.

Benefit Issuance: Ensuring that students' meal status is properly categorized as free, reduced price, or paid based on information obtained from a household application or through direct certification.

Benefit Issuance Document/list: List of enrolled student names with eligibility (free, reduced price, paid) listed. Often referred to as the master list or eligibility roster.

Benefit Status: Whether the student qualifies for free, reduced, or paid price meals.

Confirming Official: Pertains to the verification process and Independent Review of Applications. For Verification process this individual confirms the approved status of all applications that are selected for verification with a manual system. In an Independent Review of Applications, all applications approved for free or reduced price benefits must be confirmed by this person. In both cases, this must be a second set of eyes and cannot be the same person that determines the original eligibility benefit.

Determining Official: This individual will review and approve/deny applications for meal benefits and review the documentation for direct certification and grant benefits.

Documented Corrective Action: 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 Checks: SFA's must compare each school's daily counts of free, reduced price and paid lunches against the number of children in that school currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor.

FDPIR: Food Distribution Program on Indian Reservations – a USDA program providing food to eligible households which uses the same income eligibility guidelines as the Child Nutrition Programs.

Finding: Identification of non-compliance with program regulations, FNS Instructions, and/or policy memoranda. Each finding is associated with a required corrective action.

FNS: Food and Nutrition Services (USDA).

Hearing Official: This individual determines whether benefits were issued correctly when a household appeals a reduction or termination of benefits. The hearing official cannot be the same person as the Determining Official, and must be in a position of authority over the Determining Official.

Identified Student Percentage (ISP): Identified students are students certified for free meals through direct certification not through an individual household application. The ISP is calculated by taking the sum of the identified students divided by the sum of the total student enrollment. Please note, the ISP only relates to schools using Community Eligibility Provision.

Independent Review of Applications: A review by the Confirmation Official of the initial eligibility determinations for free and reduced price school meal applications for accuracy prior to notifying households of eligibility. This is done only at schools that were previously notified by CANS.

Local Educational Agency (LEA): Governing body responsible for activities related to, but not directly under, the school food service.

Nonprogram Foods: A food (including beverages) that is sold in a participating school other than a reimbursable meal and is purchased using funds from the school food service account of the school. These include but are not limited to: a la carte items sold in competition with school meals; adult meals; items purchased for fund raisers, vending machines, school stores, etc.; and items purchased for catering and vended meals. Additional information can be found in memo SP39-2011: Guidance on Paid lunch Equity and Revenue from Nonprogram Foods; http://www.fns.usda.gov/guidance-paid-lunch-equity-and-revenue-nonprogram-foods.

Noteworthy Observation: Identification of an outstanding practice in program operations or management that rises above minimum or standard requirements.

Observation: Identification of a weakness in program operations or management that does not rise to the level of a finding. Each observation is associated with a suggestion.

Paid Lunch Equity (PLE): Ensures sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals. The PLE tool is used by SFA's to help determine compliance with this requirement. Paid student lunch prices must be increased annually until they are equitable with the reimbursement received for free meals. Additional information can be found in memo SP39-2011: Guidance on Paid lunch Equity and Revenue from Nonprogram Foods; http://www.fns.usda.gov/guidance-paid-lunch-equity-and-revenue-nonprogram-foods.

Point of Service: 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 and is correctly recorded as such.

Professional Standards: Hiring standards for new school nutrition program directors at the SFA level and annual training standards for all school nutrition program directors, managers, and staff. Effective

July 1, 2015. For additional information please review the CANS fact sheet on professional standards: http://doe.sd.gov/cans/documents/ProfStndf.pdf or the USDA FNS website: http://www.fns.usda.gov/school-meals/professional-standards.

School Food Authority (SFA): Governing body responsible for administration of the School Nutrition Programs.

Smart Snacks: A set of rules relating to nonprogram foods sold on school property from midnight until 30 minutes after the end of the school day. This rule applies to all foods and beverages sold in schools to students during the school day on the school campus outside of program (reimbursable) meals. Additional information can be found at http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks.

SNAP: Supplemental Nutrition Assistance Program (formerly known as Food Stamps).

Special Provisions: Provision 1, 2, 3 and Community Eligibility Provision (CEP).

State Agency: Child and Adult Nutrition Services (CANS) in the South Dakota Department of Education.

TANF: Temporary Assistance for Needy Families.

Verifying Official: Pertains to the verification process. This individual conducts the verification process from selected applications based on October 1 data through completion.

Off-site Hints:

Use the Off-site Hints as a resource as you work through the Off-site Assessment Tool.

121: This question applies to both electronic and manual benefit issuance methods.

200: The State Agency will complete this question, leave this blank.

201: Please state who completes verification. See the Verification and Monitoring Form within the annual agreement.

302: This question applies to both electronic and manual benefit issuance methods.

304: How are daily meal counts reported to the SFA? Is the whole SFA part of an electronic system, or does the kitchen manager complete the daily meal count form, or does someone deliver the counts to a non-kitchen staff responsible for completing the daily meal count form?

305 a – l: Describe the SFA policy and procedures for each situation listed.

306: Include in the description whether a manual or electronic system is being used to perform edit checks. If it is electronic, how do you check the system's accuracy at least annually? South Dakota memo #53 at http://www.doe.sd.gov/cans/memos.aspx has more information on edit checks.

307: Hint – If question 300 is answered as an electronic system is used, please answer question 307.

308: Alternate Point of Service approval can be found in the Meal Count Method form within the annual agreement and in the site application.

311-312: Please explain the process of how your daily meal counts from your point of service location get processed and consolidated into your claim.

600-602: The State Agency fills out, leave these blank.

700-711: Work with your business office and/or the business manager to complete. The operating statement, annual audit requirements, the USDA nonprogram food tool, and PLE tool may be used as resources in this section.

702: Did your cost exceed your income?

704: South Dakota Department of Education notifies agencies that are not in compliance. Agencies should also monitor this.

706-709: This information is from the Paid Lunch Equity (PLE) tool submitted with the annual application.

710: The *USDA Nonprogram Food Revenue Tool* can be found by following the link: http://www.fns.usda.gov/guidance-paid-lunch-equity-and-revenue-nonprogram-foods, select Nonprogram Food Revenue Tool Instructions. A training webinar is also posted on the CANS NSLP website at: http://doe.sd.gov/cans/documents/NonProFod.wmv.

800: Copy and paste exact non-discrimination statement language. You can find this on your household free and reduced price application, notification of benefits letter, on your school lunch/breakfast website or student handbook. An example of the language can be found at the bottom of the CANS website: http://doe.sd.gov/cans/index.aspx.

801: State office sends a public release out yearly. Please attach a copy regardless of if you use the state release or your own release.

806: CANS civil rights training is posted on the bottom of the CANS website: http://doe.sd.gov/cans/index.aspx

807: Describe how you gather racial/ethnic data and submit it to DOE through Infinite Campus/NASIS or other methods. How are you able to link the racial/ethnic data to the students who are approved for free and reduced price meal benefits and/or those whose applications are denied? Describe the frequency of this data collection.

900: All SFA's with more than one feeding site must complete one annual on-site monitoring as outlined in CANS NSLP Memo 52.1: On-Site Monitoring in School Lunch found at: http://doe.sd.gov/cans/documents/NSLP_52_OnsiteMonitoringSchoolLunch.doc

1000-1006: Work with your Local Wellness Policy coordinator or leader to answer this block of questions. You can find additional information & resources on the USDA FNS Local School Wellness Policy website at: http://www.fns.usda.gov/tn/local-school-wellness-policy and on the CDC Local School Wellness Policy website at http://www.cdc.gov/healthyschools/npao/wellness.htm.

1005: What progress have you made toward meeting goals and how do you determine this? How does your local wellness policy compare to the requirements as found in the state model policy? The South Dakota Model Policy can be found at: http://doe.sd.gov/CANS/documents/wellness_policy.pdf

1100: Include vending machines, a la carte, school stores, fundraisers, etc. Do not include reimbursable meals or food given away for free or shared for free, or food sold off of school property, or food sold more than 30 minutes after the school day ends.

1102: Accompaniments are condiments or foods that are sold or offered free with another nonprogram food, for example cream cheese with a bagel, sugar and creamer with coffee, cheese with crackers, etc.

1200-1211: The SFA must be prepared to provide supporting documentation for professional standard requirements. This information includes at a minimum, a current list of school nutrition staff personnel and individual documentation for each of those individuals showing the following: Name of Staff Person, Date Hired, Title/Position, Brief List of Core Duties/Responsibilities, Employment Status (full time, part time, acting, substitute), Professional Standards Employee Category/Position (nutrition program director, manager, staff).

1200: SNP programs only.

1201: Responsibilities within SNP; numbers only, no names.

1202: Professional Standards Requirements can be found at: http://doe.sd.gov/cans/nslp.aspx under the Professional Standards and Training Opportunities heading. Hiring Standard Requirements: Highest level of education achieved, Years of school nutrition program experience, Prior food safety training.

1203: Eight hours of food safety training is required. ServSafe certification is not required, but can fulfill this requirement if the class was taken within the required timeframes.

1204-1206, & 1211: SFA must use a training tracker – see tracking tool available on the CANS NSLP website under the Professional Standards heading http://doe.sd.gov/cans/nslp.aspx. Organize documents (names, sign-in sheets, attendance rosters, hours, certificates of completion, training agendas, planned & scheduled trainings)

1205: Refers to full and part-time employees.

1207: The State Agency will complete this question.

1210: Example: secretary, janitor, superintendent, etc.

1600: Notification regarding breakfast availability is required twice annually. This may include a monthly news bulletin, parent packet, webpage announcement, or social media. N/A is acceptable only when there is no school breakfast program at the SFA.

1601: This is required annually for agencies that offer Summer Food Service Program (SFSP) or if a local agency that offers SFSP requests assistance in announcing availability of SFSP. This may include a monthly news bulletin, parent packet, webpage announcement, or social media.

Indicate any additional federal programs operated by the SFA: State Agency Use Only.

2100-2111: Only SFA's that operate under a Special Provision will complete the appropriate provision questions, all other SFA's will select the N/A box at the top of the section.

2100, 2105, 2109: Contribution from non-federal funding is required when the food service account does not have enough money to run food service. Explain what happens when funds are needed to balance the food service account, include how the funds are allocated and describe the funding source.

2101, 2106: Your answer should include methods used to determine eligibility in the base year such as applications for free/reduced price meals, direct certification, etc. Include how the claiming percentages were calculated.

2103, 2108: Adjustments may be made during the review process.