

## **Glossary:**

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

**Benefit:** Meals and snacks

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

**Benefit Issuance:** Ensuring that students' meal status is properly categorized as free, reduced price, or paid based on information obtained from a household application, Direct Certification List, or Categorical eligibility lists.

**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.

**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.

**Determining Official:** Pertains to approving free and reduced price meal applications. This individual will review and approve/deny applications for meal benefits and review the documentation for direct certification and grant benefits.

**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 .

**FNS:** Food and Nutrition Services (USDA)

**Hearing Official:** Pertains to approving free and reduced price meal application process. This individual determines whether benefits were issued correctly when a household appeals a reduction or termination of benefits. The hearing official must be an individual who is not connected with the approval or verification process.

**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.

**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.

**Paid Lunch Equity (PLE):** is the process to determine if the student meal price should be increased annually with the goal to be equitable with the reimbursement received for free meals.

**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.

**SFA:** School Food Authority is the governing body responsible for administration of the School Nutrition Programs.

**Smart Snacks:** A set of rules relating to foods sold in school from midnight until 30 minutes after the end of the school day. Applies to all foods and beverages sold in schools to students during the school day on the school campus. 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).

**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 selecting 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.*

102: Only high risk districts that were previously notified by the State Agency (Child and Adult Nutrition Services) are required to conduct an Independent Review of applications.

122: 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 Attachment F from 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 - I: 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 on the system's accuracy at least annually? South Dakota memo #53 at <http://www.doe.sd.gov/cans/nsfp.aspx#memos> has a prototype edit checks forms.

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 on Part 1, Page 1 and Attachment K of the annual agreement.

311: Please explain process of how your meal counts go from POS counts to claim consolidation.

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

701-717: Work with the business office and/or the business manager to complete. The operating statement submitted as part of Attachment I of the annual agreement and PLE Tool may be used as resources in this section.

704: Did your cost exceed your income?

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

707-709: This information is from the 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. Describe your method of calculating nonprogram food revenue if your SFA does not use the tool.

711: Use the formula under the text.

Technical Assistance and Corrective Action: State Agency Use Only

801: State office sends a public release out yearly. If you send out your own, please send CANS a copy.

807: Describe if you gather data and submit it to DOE through Student Information Management System 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?

900: Enter N/A for agencies with a single feeding site. Follow calendar of monitoring, as stated in the annual agreement, required for agencies with multiple sites (SD Memo 52.1)

1000-1006: Work with your Local Wellness Policy coordinator or leader to answer this block of questions.

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](http://doe.sd.gov/CANS/documents/wellness_policy.pdf)

1100: Include all foods sold at each site within the SFA during the school day, 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.

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 only if 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.

(top of page 29) Indicate any additional federal programs that will be examined during this review:  
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2103: Adjustments may be made during the review process.

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 for to balance the food service account, include how the funds are allocated.

2101, 2106: This would include methods to determine eligibility in the base year such as applications for free/reduced price meals, direct certification, etc.