

## Glossary of Terms

Term	Definition
<b>Activity</b>	A predefined list of activities that RDs can select from, based on the session topic that was implemented during the session.
<b>Activity Type</b>	A category of either Nutrition or Movement Activities that RDs must select to indicate the activity that was part of the session.
<b>Administrative Review</b>	The CACFP is required to conduct an annual review of 33.3% of the Sponsoring Organizations that participate in the program. The CACFP reviews Sponsoring Organization program records to verify compliance with federal and state regulations.
<b>Adult</b>	A type of participant in the CACFP. An adult in care at an adult day care setting must be 60 years of age or older. An adult can also be a chronically disabled person who is 18 years of age or older.
<b>Business Continuity Plan</b>	Documentation of the activities to be undertaken to ensure that proper and immediate follow-up steps will be taken by the contractor in an emergency. Its major objectives are to ensure the containment of data loss and continuity of the key operations of the system.
<b>Child</b>	A type of participant in the CACFP. Must be under 13 years of age in child care centers, Head Start, UPK, before/after school programs, and family day care homes. Must be between the ages of 13-19 years of age in after school programs that provide educational or enrichment programming. Living with a parent or guardian in homeless shelters and receiving meals in congregate settings.
<b>Class Type</b>	Full-day (FD), AM, or PM; indicates in the EWPH web app the times the class indicated meets. Used only by the RD for organizational purposes.
<b>Corrective Action Plan (CAP) for SD</b>	A narrative response and/or supporting documents to show how serious deficiencies within a Sponsoring Organization will be fixed to demonstrate program compliance.
<b>Corrective Action Plan (claims)</b>	Statement mailed to the CACFP, signed by the president, owner or board chair, acknowledging the use of a one-time exception and the actions the organization will take to prevent further late claim submissions.
<b>Disaster Recovery</b>	Technology recovery procedures to restore hardware, applications (e.g., HOT Site), and data in time to meet CACFP program needs.
<b>EARS</b>	The Education and Administration Reporting System (EARS) is a form designed to provide uniform data and information about the

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	activities of all states participating in Supplemental Nutrition Assistance Program – Education (SNAP-Ed) activities.
<b>EWPHCCS Grantee</b>	Contracted organizations that employ RDs, F2P coordinators, and program managers to implement the multi-component EWPHCCS intervention.
<b>EWPHDCH providers</b>	The primary target audience (participants) of the EWPHDCH project.
<b>F2P Coordinator</b>	Employees within EWPHCCS contracted organizations who implement the F2P component of the EWPHCCS curriculum and assist in the organization and operation of farmers' markets.
<b>Facility</b>	<p>A facility enters into an agreement with an organization that sponsors the facility. A facility may be one of the following:</p> <ul style="list-style-type: none"> <li>• Child care center</li> <li>• At-risk afterschool care center</li> <li>• Outside-school-hours care center (OSHCC)</li> <li>• Emergency shelter</li> <li>• Adult day care center</li> <li>• Day care home (DCH) provider</li> </ul> <p>Facility means a sponsored center or DCH.</p>
<b>Impact Statements</b>	Positive statements that RDs receive from guardian, staff, or children that show support of the EWPHCCS program that there is some type of change or intent to change. Submitted in the EWPH Web application at the center level.
<b>Implementation Type</b>	Single, double, triple, etc; determined based on center size and how many times the session of the EWPH curriculum is implemented in the center.
<b>Infant</b>	A type of participant in the CACFP. Up to first birthday in child care centers and family day care homes
<b>Institution</b>	An institution enters into an agreement directly with the State agency (NYSDOH CACFP)
<b>Instructor Type</b>	Indicator in the EWPH web application that either a session was RD led or teacher led.
<b>Language of Handouts</b>	Field within the EWPHCCS web application that identifies the number of handouts provided at sessions to participants in each language specified. A total of 10 languages can be selected by RD users.
<b>National Disqualified List</b>	A list, maintained by the USDA, of institutions, DCHs, providers, and individuals that have been terminated or otherwise disqualified from participation in the CACFP.
<b>One-time exception</b>	Claim submitted after the 60-day claiming deadline that the CACFP determines to pay based on the Sponsoring Organization submitting a Corrective Action Plan demonstrating how future claims will be submitted for payment within the 60-day deadline. A

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	Sponsoring Organization is eligible for a one-time exception once every 36 months.
<b>Participant Type</b>	Children, guardians, and child care center staff who receive the EWP/HCCS implementation.
<b>Participants</b>	Participants mean “children” or “infants” in a child care setting or “adult participants” in an adult day care center who are participating in the CACFP.
<b>PNS</b>	Potential new sponsor refers to child care providers and Sponsoring Organizations not participating in the CACFP that have displayed interest in determining eligibility and/or applying for participation in the program.
<b>POAM</b>	A plan of actions and milestones describes specific measures to correct deficiencies found during a security control assessment. The POAM should identify tasks needed to correct the deficiency, resources required, milestones to complete the tasks, and scheduled completion dates for all milestones.
<b>RD</b>	Registered Dietitians are direct system users who implement the EWP/HCCS program.
<b>Recipe Name</b>	Predetermined drop-down menu of approved recipes that correspond to specific sessions within the EWP/HCCS web application. RDs must indicate the recipe used during the session in the web application.
<b>Reimbursable Meals</b>	Meals that are served to enrolled participants at a center and that meet USDA nutritional requirements.
<b>Reimbursement</b>	Money paid to at-risk after school centers or through their sponsors for eligible meals served.
<b>Rejected Claim</b>	If a claim is submitted late, and the sponsor has already used its one-time exception, the claim is rejected.
<b>Returned Claim</b>	If a paper claim is missing information, and repeated attempts are made to obtain the information, the CACFP Claims Staff return the claim to the sponsor. The sponsor can resubmit the claim within 60 days of the last day of claim month.
<b>Seriously Deficient</b>	The status of a sponsor that has been determined to be non-compliant in one or more aspects of its operation of the program [7 CFR 226.2].
<b>Serious Deficiency Process</b>	The serious deficiency process of the CACFP was established in 1978, to ensure compliance with USDA Food and Nutrition Service regulations and guidance. It offers state agencies and sponsoring organizations in the FNS the right to terminate, for cause, non-compliant centers or DCHs.
<b>Session Profile</b>	Displays the details associated with a specific session, including participant type, classroom, date, and time of session.

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<b>Session Topic</b>	The predefined name of the session that identifies the subject of the session.
<b>Session Type</b>	Instruction, Marketing, or Champion Refresher - Category of session that drives the types of activities that are required to complete the session.
<b>Sponsoring Organization (Sponsor)</b>	Public or private non-profit organizations that are entirely responsible for the administration of the CACFP in sponsored facilities, such as family day care homes.
<b>State Agency List</b>	a list maintained by the State agency, which includes a synopsis of information concerning seriously deficient sponsors and which must be updated throughout all stages of the termination and disqualification process.

## Glossary of Acronyms

Acronym	Definition
<b>ACS</b>	Administration for Children’s Services
<b>AG</b>	New York State Attorney General
<b>ATO</b>	Authorization to Operate
<b>BEDS</b>	Basic Education Data System
<b>BFF</b>	Breastfeeding Friendly
<b>BI</b>	Business Intelligence
<b>CACFP</b>	Child and Adult Care Food Program
<b>CAP</b>	Corrective Action Plan
<b>CCFS</b>	Child Care Facility System
<b>CFR</b>	Code of Federal Regulations
<b>CIL</b>	Cash in Lieu of Commodities
<b>CIPS</b>	CACFP Information and Payment System
<b>CNIPS</b>	Child Nutrition Information and Payment System
<b>COTS</b>	Commercial off the Shelf
<b>DB</b>	Database
<b>DCH</b>	Day Care Home
<b>DED</b>	Deliverable Expectations Document
<b>DON</b>	New York State Department of Health, Division of Nutrition
<b>DoS</b>	Denial of Service
<b>DR</b>	Disaster Recovery
<b>DTF</b>	New York State Department of Taxation and Finance

<b>EBT</b>	Electronic Benefits Transfer
<b>EEO</b>	Equal Employment Opportunity
<b>ETL</b>	Extract, Transform, Load
<b>EWPH</b>	Eat Well Play Hard
<b>EWPHDCH</b>	Eat Well Play Hard in Day Care Homes
<b>EWPHDCH</b>	Eat Well Play Hard Day Care Homes
<b>F2P</b>	Farm to Preschool
<b>FFATA</b>	Federal Funding Accountability and Transparency Act
<b>FFY</b>	Federal Fiscal Year
<b>FISMA</b>	Federal Information Security Management Act of 2002
<b>FISMA</b>	Federal Information Security Management Act
<b>FNG</b>	NYSDOH Fiscal Management Group
<b>FNS</b>	Food and Nutrition Service
<b>FOIL</b>	Freedom of Information Law
<b>FPRS</b>	Food Programs Reporting System
<b>FSRS</b>	FFATA Subaward Reporting System
<b>GFO</b>	Guide to Financial Operations
<b>GUHH</b>	Growing Up Healthy Hotline
<b>GUHH</b>	Growing Up Healthy Hotline
<b>HBITS</b>	Hourly Based Information Technology Services
<b>HCS</b>	Health Commerce System
<b>HTML</b>	Hypertext Markup Language
<b>ITS</b>	New York State Office of Information Technology Services
<b>IFB</b>	Invitation for Bids
<b>JAD</b>	Joint Application Development
<b>MBE</b>	Minority-Owned Business Enterprise
<b>METRIX</b>	Maximizing Essential Tools for Research Innovation and eXcellence
<b>MIR</b>	Merchandise Invoice Received
<b>MWBE</b>	Minority and Women-Owned Business Enterprises
<b>NDL</b>	National Disqualified List
<b>NIST</b>	National Institute of Standards and Technology
<b>NYCDOHMH</b>	New York City Department of Health and Mental Hygiene
<b>NYSED</b>	New York State Education Department
<b>OCFS</b>	New York State Office of Children and Family Services
<b>OGS</b>	New York State Office of General Services
<b>OSC</b>	New York State Office of the State Comptroller

<b>OSHCC</b>	Outside-School-Hours Care Center
<b>OTDA</b>	New York State Office of Temporary and Disability Assistance
<b>PDF</b>	Adobe Portable Document Format
<b>PNS</b>	Potential New Sponsor
<b>PNS</b>	Potential New Sponsor
<b>POAM</b>	Plan of Actions and Milestones
<b>POS</b>	Point of Service
<b>RD</b>	Registered Dietician
<b>RFP</b>	Request for Proposals
<b>RTF</b>	Rich Text Format
<b>SAAS</b>	Software as a Service
<b>SD</b>	Seriously Deficient
<b>SDLC</b>	System Development Life Cycle
<b>SFS</b>	Statewide Financial System
<b>SFSP</b>	Summer Food Service Program
<b>SNAP-Ed</b>	Supplemental Nutrition Assistance Program – Education
<b>SOC II</b>	Service Organization Control Level 2
<b>SQL</b>	Structured Query Language
<b>SWOT</b>	Strengths, Weaknesses, Opportunities, and Threats
<b>USDA</b>	United States Department of Agriculture
<b>USDA</b>	United State Department of Agriculture
<b>WBE</b>	Women-Owned Business Enterprise
<b>WCL</b>	Workers' Compensation Law
<b>WIC</b>	Women, Infants, and Children
<b>ERSU</b>	Evaluation and Reporting Services Unit
<b>FMG</b>	NYSDOH Financial Management Group