

Glossary of Terms

Term	Definition
Activity	A predefined list of activities that RDs can select from, based on the session topic that was implemented during the session.
Activity Type	A category of either Nutrition or Movement Activities that RDs must select to indicate the activity that was part of the session.
Administrative Review	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.
Adult	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.
Business Continuity Plan	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.
Child	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.
Class Type	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.
Corrective Action Plan (CAP) for SD	A narrative response and/or supporting documents to show how serious deficiencies within a Sponsoring Organization will be fixed to demonstrate program compliance.
Corrective Action Plan (claims)	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.
Disaster Recovery	Technology recovery procedures to restore hardware, applications (e.g., HOT Site), and data in time to meet CACFP program needs.
EARS	The Education and Administration Reporting System (EARS) is a form designed to provide uniform data and information about the

Term	Definition
	activities of all states participating in Supplemental Nutrition Assistance Program – Education (SNAP-Ed) activities.
EWPHCCS Grantee	Contracted organizations that employ RDs, F2P coordinators, and program managers to implement the multi-component EWPHCCS intervention.
F2P Coordinator	Employees within EWPHCCS contracted organizations who implement the F2P component of the EWPHCCS curriculum and assist in the organization and operation of farmers' markets.
Facility	A facility enters into an agreement with an organization that sponsors the facility. A facility may be one of the following: <ul style="list-style-type: none"> • Child care center • At-risk afterschool care center • Outside-school-hours care center (OSHCC) • Emergency shelter • Adult day care center • Day care home (DCH) provider
Impact Statements	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.
Implementation Type	Single, double, triple, etc; determined based on center size and how many times the sessions of the EWPH curriculum are implemented in the center.
Infant	A type of participant in the CACFP. Up to first birthday in child care centers and family day care homes
Institution	An institution enters into an agreement directly with the State agency (NYSDOH CACFP)
Instructor Type	Indicator in the EWPH web application that either a session was RD led or teacher led.
Language of Handouts	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.
National Disqualified List	A list, maintained by the USDA, of institutions, DCHs, providers, and individuals that have been terminated or otherwise disqualified from participation in the CACFP.
One-time exception	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 Sponsoring Organization is eligible for a one-time exception once every 36 months.

Term	Definition
Participant Type	Children, guardians, and child care center staff who receive the EWPHCCS implementation.
Participants	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.
PNS	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.
POAM	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.
RD	Registered Dietitians are direct system users who implement the EWPHCCS program.
Recipe Name	Predetermined drop-down menu of approved recipes that correspond to specific sessions within the EWPHCCS web application. RDs must indicate the recipe used during the session in the web application.
Reimbursable Meals	Meals that are served to enrolled participants at a center and that meet USDA nutritional requirements.
Reimbursement	Money paid to at-risk after school centers or through their sponsors for eligible meals served.
Rejected Claim	If a claim is submitted late, and the sponsor has already used its one-time exception, the claim is rejected.
Returned Claim	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.
Seriously Deficient	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].
Serious Deficiency Process	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.
Session Profile	Displays the details associated with a specific session, including participant type, classroom, date, and time of session.
Session Topic	The predefined name of the session that identifies the subject of the session.

Term	Definition
Session Type	Instruction, Marketing, or Champion Refresher - Category of session that drives the types of activities that are required to complete the session.
Sponsoring Organization (Sponsor)	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.
State Agency List	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
ACS	Administration for Children’s Services
AG	New York State Attorney General
ATO	Authorization to Operate
BEDS	Basic Education Data System
BFF	Breastfeeding Friendly
BI	Business Intelligence
CACFP	Child and Adult Care Food Program
CAP	Corrective Action Plan
CCFS	Child Care Facility System
CFR	Code of Federal Regulations
CIL	Cash in Lieu of Commodities
CIPS	CACFP Information and Payment System
CNIPS	Child Nutrition Information and Payment System
COTS	Commercial off-the-shelf
DB	Database
DCH	Day Care Home
DED	Deliverable Expectations Document
DON	New York State Department of Health, Division of Nutrition
DoS	Denial of Service
DR	Disaster Recovery
DTF	New York State Department of Taxation and Finance
EBT	Electronic Benefits Transfer
EEO	Equal Employment Opportunity

ERSU	Evaluation and Reporting Services Unit
ETL	Extract, Transform, Load
EWPH	Eat Well Play Hard
EWPHCCS	Eat Well Play Hard in Child Care Settings
F2P	Farm to Preschool
FFATA	Federal Funding Accountability and Transparency Act
FFY	Federal Fiscal Year
FISMA	Federal Information Security Management Act of 2002
FMG	NYSDOH Fiscal Management Group
FNS	Food and Nutrition Service
FOIL	Freedom of Information Law
FPRS	Food Programs Reporting System
FSRS	FFATA Subaward Reporting System
GFO	Guide to Financial Operations
GUHH	Growing Up Healthy Hotline
HBITS	Hourly Based Information Technology Services
HCS	Health Commerce System
HTML	Hypertext Markup Language
ITS	New York State Office of Information Technology Services
IFB	Invitation for Bids
JAD	Joint Application Development
MBE	Minority-Owned Business Enterprise
METRIX	Maximizing Essential Tools for Research Innovation and eXcellence
MIR	Merchandise Invoice Received
MWBE	Minority and Women-Owned Business Enterprises
NDL	National Disqualified List
NIST	National Institute of Standards and Technology
NYCDOHMH	New York City Department of Health and Mental Hygiene
OCFS	New York State Office of Children and Family Services
OGS	New York State Office of General Services
OSC	New York State Office of the State Comptroller
OSHCC	Outside-School-Hours Care Center
OTDA	New York State Office of Temporary and Disability Assistance
PDF	Adobe Portable Document Format
PNS	Potential New Sponsor
POAM	Plan of Actions and Milestones



POS	Point of Service
RD	Registered Dietitian
RFP	Request for Proposals
RTF	Rich Text Format
SAAS	Software as a Service
SD	Seriously Deficient
SDLC	System Development Life Cycle
SFS	Statewide Financial System
SFSP	Summer Food Service Program
SNAP-Ed	Supplemental Nutrition Assistance Program – Education
SOC II	Service Organization Control Level 2
SQL	Structured Query Language
SWOT	Strengths, Weaknesses, Opportunities, and Threats
USDA	United States Department of Agriculture
WBE	Women-Owned Business Enterprise
WCL	Workers' Compensation Law
WIC	Women, Infants, and Children