

Section 9000

Terms, Definitions, and

Acronyms

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Terms and Definitions

administrative costs – Costs that are necessary to ensure the efficient and effective administration of the program, in accordance with 2 CFR Part 200, Subpart E and USDA implementing regulations 2 CFR Part 400 and Part 415, which set out the principles for determining whether specific costs are allowable.

administrative review official (ARO) – An impartial person that presides over the fair hearing. The ARO is 1) appointed by TDA, 2) familiar with CSFP requirements, and 3) not involved in the action that is being appealed. The ARO makes a final determination in the case.

adverse action – A decision, action, or inaction that negatively affects participation in CSFP.

For a CE or site, adverse action may include the following:

- Agreement termination or suspension before the stated expiration date
- Denial of payment or rejection of a statement of costs, in whole or in part
- Demands for settlement or repayment of funds
- A claim against a CE to repay the value of USDA Foods received as a result of fraud

For applicants and participants, adverse action may include the following:

- Denial of CSFP benefits
- Discontinuance of CSFP benefits
- Disqualification from the CSFP
- A claim to repay the value of USDA Foods received as a result of fraud
- Claims of not being provided a fair share of USDA Foods

aggregate – Total amount of a single invoice for a single purchase of product(s) or service(s). The purchase(s) can occur weekly, monthly, or annually.

appeal – A request for the review of an adverse action through a fair hearing.

applicant – Any person who applies to receive CSFP benefits. Applicants include CSFP participants applying for recertification.

boarder – A person who pays to live and have daily meals at another person's house.

caseload – The monthly average number of persons that a contracting entity is authorized by TDA to serve over a specified period of time.

certification – The use of criteria and procedures to assess and document each applicant's eligibility for the CSFP.

certification site – A site that certifies applicant eligibility.

claim – An actual participation report submitted for the purpose of receiving financial assistance with administrative costs associated with a CSFP operation.

Food and Nutrition program specialist – A TDA employee who is responsible for approving and denying CSFP applications, monitoring program operations of CEs, providing technical assistance, and resolving disputes.

compliance review – The review TDA conducts of its CEs.

contracting entity (CE) – Any organization that has a contract with TDA. A food bank is an example of a CE.

covered contracts – Three types of covered contracts exist.

1. Any nonprocurement transaction that involves federal funds of any amount. This type of transaction includes (but is not limited to) a subgrant between TDA and the CE or between the CE and the site.
2. Any procurement contract for goods or services at or above the small-purchase threshold of \$50,000.
3. Any procurement contract for goods or services where a person or entity will have a critical influence on or substantive control over the covered transaction. Such a person or entity includes (but is not limited to) a
 - consultant,
 - principal investigator,
 - provider of audit services required by TDA or a federal funding source, or
 - researchers.

Also see “debarment.”

current income – Money received by the applicant during the month previous to the month of application for USDA Foods assistance.

debarment – An action taken by a debarring official to exclude a person or entity from participating in covered contracts. A person or entity so excluded is *debarred*.

direct shipment – A truckload that contains one type of USDA Food delivered directly by a USDA vendor to single or multiple destinations.

discontinuance – Cessation of administering CSFP, which can occur for reasons including, but not limited to, the following:

- A participant becomes ineligible during the certification period
- Consecutive missed distributions

NOTE: If CEs choose to use the CSFP Missed Distribution Poster, it must be hung near the “And Justice for All” poster.

- Insufficient number of caseload slots
- Fraud

distribution site – A site that distributes USDA Foods in agreement with a contracting entity.

economic unit – A group of related or unrelated people who share housing and all other significant income and expenses.

electronic receipting – The entering of shipment receipts into an online management system such as TX-UNPS or WBSCM.

elderly person – A person 60 years of age or older.

fair hearing – An opportunity that allows an applicant, participant, or contracting entity to present its case to an administrative review official.

fiscal year – A period from October 1 through the following September 30.

food bank – A public or charitable institution that maintains an established operation involving the food, USDA Foods, or products made from USDA Foods. A food bank provides these foods to food pantries, soup kitchens, hunger relief centers, or other feeding centers that provide meals or food to needy persons on a regular basis as an integral part of their normal activities.

homebound elderly persons – Persons who are, in the judgment of a contracting entity, unable to obtain monthly food packages without assistance provided by or through the contracting entity.

household – Any of the following individuals or groups of individuals, exclusive of boarders or residents of an institution: (1) An individual living alone; (2) An individual living with others, but customarily purchasing food and preparing meals for home consumption separate and apart from the others; (3) A group of individuals living together who customarily purchase and prepare meals in common for home consumption; and (4) Other individuals or groups of individuals, as provided in FNS regulations specific to particular food assistance programs.

micro-purchase – A single purchase whose total aggregate cost is equal to or less than \$3,500. Whether the purchase occurs weekly, monthly, or annually, the total aggregate cost may consist of 1) one product and/or service or 2) multiple products and/or services.

multi-food shipment – A truckload that consists of various foods of similar storage type delivered by a USDA-contracted warehouse to single or multiple CSFP CE's.

monitor review – The review a CE or TDA conducts of a site.

nonprofit organization – A private agency or organization with tax -exempt status under the Internal Revenue Code.

participants – Elderly persons who receive supplemental foods under CSFP.

Previously, pregnant women, breastfeeding women, postpartum women, infants, and children could be participants of CSFP. However, as of February 7, 2014, these categories are no longer eligible for CSFP. CEs will refer any women, infants, or children seeking to apply for CSFP benefits to the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), the Supplemental Nutrition Assistance Program (SNAP), and other nutrition assistance programs for which they may be eligible.

perpetual inventory – An ongoing accounting system that requires daily entries to document the amounts of food added to or removed from storage.

physical inventory – An annual process to account for all USDA Foods received since the last physical inventory and to report those on hand at the time of the report.

program – The Commodity Supplemental Food Program (CSFP)

proxy – A person authorized to act for another person.

site – Refers to *certification site*, *storage site*, or *distribution site*; and to all of these sites together. Each site enters into an agreement with a CE to certify participants for the CSFP or to receive, handle, distribute, or store USDA Foods.

Special Supplemental Nutrition Program for Women, Infants, and Children – WIC Program

subdistributing agency – A public agency or private nonprofit organization that enters into an agreement with a CE to administer the CSFP at the local level. A subdistributing agency determines the eligibility of applicants, distributes supplemental foods, and provides nutrition education to low-income persons, either directly or through another agency with which it has entered into a written agreement.

storage site – A site where USDA Foods are stored for later distribution to CSFP participants.

supplemental foods – Foods donated by the U.S. Department of Agriculture for use by eligible persons in low-income groups who are vulnerable to malnutrition.

Texas Commodity Assistance Program (TEXCAP) – The former name in Texas for TEFAP.

Texas Unified Nutrition Programs System (TX-UNPS) – The web-based application, ordering, and claims processing system for all food and nutrition programs managed by TDA.

wait list – The wait list contains eligible, certified applicants who are waiting for a caseload slot. When a caseload slot becomes available, CEs must take wait-listed applicants in the order they applied. The wait list must include at least

1. the applicant's name,
2. address or telephone number, and
3. date the applicant is placed on the wait list.

Web-Based Supply Chain Management System (WBSCM) – Electronic system that USDA maintains for tracking USDA Food shipments and receipts.

WIC Program – The Special Supplemental Nutrition Program for Women, Infants, and Children.

Acronyms

ADA – Americans with Disabilities Act

ARO – administrative review official

CACFP – Child and Adult Care Food Program

CAP – corrective action plan

CE – contracting entity

CFR – Code of Federal Regulations

CSFP – Commodity Supplemental Food Program

FDP – Food Distribution Program

F&N – Food and Nutrition Division of the Texas Department of Agriculture

FND – former acronym for F&N

FNS – Food and Nutrition Service of the U.S. Department of Agriculture

IFB – invitation for bid

IRS – U.S. Internal Revenue Service

NSLP – National School Lunch Program

RFP – request for proposal

SBP – School Breakfast Program

SFMNP – Senior Farmers' Market Nutrition Program

SFSP – Summer Food Service Program

SMP – Special Milk Program

SNAP – Supplemental Nutrition Assistance Program

SSI – Supplemental Security Income

TANF – Temporary Assistance for Needy Families

TDA – Texas Department of Agriculture

TEFAP – The Emergency Food Assistance Program (formerly known in Texas as the Texas Commodity Assistance Program)

TEXCAP – Texas Commodity Assistance Program

TX-UNPS – Texas Unified Nutrition Programs System

USDA – U.S. Department of Agriculture

WBSCM – Web-Based Supply Chain Management System

WIC – Special Supplemental Nutrition Program for Women, Infants, and Children