Attachment 17: General Definitions

Bureau of Supplemental Food Programs
General Definitions

Anthropometric Measures: Height/length and weight measurements obtained, and Body Mass Index (BMI) calculated, as applicable, to determine percentiles and nutritional risk of WIC applicant or participant.

Anthropometry: The science of measurement of the size, weight and proportions of the human body.

Applicant's Library: A hard copy and/or on-line library of resources and printed information to assist an Applicant or prospective Applicant in deciding about applying or submitting a proposal and to assist in the proper crafting of the legal document.

Audit Exception: During a financial audit, the review may determine that the local agency is not in compliance with WIC Program policy requirements, i.e., inappropriate use of WIC funds. The agency is cited and notified and the audit is held until the issue is corrected.

Bureau of Special Investigations (BSI): A bureau within the Division of Nutrition, New York State Department of Health, responsible for compliance investigations, audits and monitoring of WIC authorized food vendors.

Caseload Management: Agency plans for outreach and caseload retention ensure a consistent participation as assigned. In assigning caseloads, a variety of factors are considered. These include the capability of the local agency to serve the caseload assigned, the percentage of eligible clients expected to receive benefits, and local agency resources.

Certification: The use of criteria and procedures to assess and document each applicant's or participant's eligibility for the CSFP or WIC Program.

Certify: Verify that all WIC or CSFP participants meet income, category, and residential eligibility requirements, WIC participants also must have nutritional risk.

Commodity Supplemental Food Program (CSFP): USDA food program that distributes food to low-income infants, children to age six, pregnant women, postpartum/breastfeeding women up to one year postpartum and senior citizens greater than 60 years of age.

Competent Professional Authority (CPA): An individual on the staff of the local agency authorized to determine nutritional risk, prescribe supplemental foods and provide participant-centered nutrition education (individual/family sessions and facilitated group discussions). As outlined in CFR 246.2, the following persons are the only persons authorized to serve as a competent professional authority: physicians, nutritionists (bachelor's or master's degree in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition or Home Economics with emphasis in Nutrition), dietitians, registered nurses, physician's assistants, or State or local medically-trained health officials.

CPA 3: An individual authorized to implement required individual care plans for participants, especially participants whose nutrition or health concerns require an advance level of nutrition expertise (high risk). Qualifications are:

- Registered Dietitian (RD); or
- Masters or PhD in nutrition or public health with a concentration in nutrition; or

- Four year degree in nutrition, health-related field or home economics with an emphasis in nutrition and one year of WIC experience.

Contract Manager: The New York State individual responsible for reviewing, monitoring and providing assistance to the local agency regarding the fiscal, technical and daily operations of a CSFP or WIC Program.

Contract Deliverables: A written list of standards and requirements that local agencies must adhere to. The deliverables are included each year as an attachment with the WIC, CSFP, and WIC VMA Contracts.

Contract Signatory: The person who is authorized to enter into a contract or other legal document on behalf of their organization.

Corrective Action Plan (CAP): During a Management Evaluation, if it is determined that an agency has not complied with established program requirements the agency will be notified of the finding and a written plan of corrective action will be required. The agency has 60 days to submit the corrective action plan to the State regional office for approval.

CSFP Assigned Caseload: The number of participants a CSFP agency is contracted to serve during a given month. This level is stated in the CSFP Contract.

CSFP Breastfeeding Woman: A woman up to one year postpartum who is providing breast milk to her infant on a average of at least once a day.

CSFP Children: Persons who have had their first birthday, but have not yet attained their sixth birthday.

CSFP Food Package: The combination of CSFP-approved foods assigned to the CSFP participant.

CSFP Infant: Person under one year of age.

CSFP Local Agency (LA): Generally used to refer to those agencies providing local CSFP services to participants through a contract with the New York State Department of Health.

CSFP Nutrition Education: Individual or group education sessions designed to improve the health status, achieve positive changes in dietary habits, and emphasize relationships between nutrition and health, in keeping with participants' personal, cultural, and socioeconomic preferences.

CSFP Outreach: Refers to promotional efforts to encourage and increase participation in the CSFP. Outreach efforts must be consistent with the goals of the CSFP.

CSFP Participant: A pregnant woman, breastfeeding woman, postpartum woman up to one year postpartum, infant, child up to their 6th birthday or elderly person 60 years of age or more, who has been certified by the CSFP, and who is receiving supplemental foods under the CSFP.

CSFP Participant File: A paper or electronic record of CSFP client program participation.

CSFP Participation: The sum of the number of persons who have received supplemental foods during the reporting period.

CSFP Postpartum Woman: A woman up to one year after pregnancy.

CSFP Pregnant Woman: A woman determined to have one or more embryos or fetuses in utero.

CSFP Priorities: Priority categories as designated in 7CFR, Part 247, Section of the Federal Regulation:

Priority I: Pregnant women, breastfeeding women, and infants.
Priority II: Children ages 1-3.
Priority III: Children ages 4-6.
Priority IV: Non-breastfeeding postpartum women.
Priority V: Elderly persons.

CSFP Services: Certification, nutrition education and counseling, food distribution, and health care referrals.

CSFP Sites: The location(s) where CFSP services are provided to participants.

CSFP Waiting List: A list of women, infants, children, and elderly persons, by priority, who apply for the CSFP, but cannot be certified, because the local CSFP has reached its assigned caseload, and funding is not available to provide CSFP benefits to applicants above the assigned level.

Early and Periodic Screening, Diagnostic and Treatment (EPSDT): A medical assistance program (Medicaid) for children in New York State, known as Child/Teen Health Plan. This is not the same as Child Health Plus, which is a medical insurance program in NYS for children who are not eligible for Medicaid.

Early Head Start (EHS) Program: Prepares low income children for school; provides services to pregnant women and children 0 to 3 years of age; encourages prenatal care; and improves the quality of childcare provided to low income families and children with disabilities.

Eat Well Play Hard (EWPH): NYS DOH initiative to prevent childhood overweight and reduce long-term risks for chronic disease through promotion of targeted dietary practices and increased physical activity beginning at 2 years of age.

Elderly Persons: Those persons that are at least 60 years of age.

Estimated Need: An estimated number of eligible participants by geographic area.

FAN: The Food and Nutrition Program (formerly the name of the Commodity Supplemental Food Program).

FANIS: New York State Department of Health FAN Information System (formerly the name of the CSFP Automated System).

Fit WIC: A WIC initiative developed in response to the growing issue of childhood obesity. WIC staff counsel family members on physical activities that focus on developing healthier lifestyles.

FNS: The Food and Nutrition Services of the U.S. Department of Agriculture.

Food Instrument: A WIC negotiated instrument (e.g., check, voucher or Special Formula Food Instrument) drawn on the State's food purchase bank that is issued to participants by the local agency and is exchangeable at

WIC vendors for WIC-approved products.

Formal Referral Relationship: An agency for which a written agreement or memorandum of understanding (MOU) has been established that identifies how individuals (including WIC participants) are referred to/from a specific service.

Full Time Equivalent (FTE): A decimal indicating the percentage of time an employee works on an annual basis (based on a 35-40 hour week). For example, one employee working a 40-hour week for 52 weeks equals 1.0 FTE.

Head Start Program (HSP): Beginning in 1965, under the Economic Community Act, this program is based on the premise that all children share certain needs, and that children of low income families, in particular, can benefit from a comprehensive developmental program to meet their needs. Typically, children enrolled in Head Start are 3-5 years of age. The program consists of four components: education, health, parent involvement, and social services.

Health Agency: May include hospital or hospital based clinic, free-standing clinic, health maintenance organization, public health nursing service, county/city health department, and/or family planning clinic.

Health Care: Ongoing, routine, pediatric, and obstetric care, such as infant and childcare, and prenatal and postpartum examinations, or referrals for treatment.

Health Care Provider (HCP): An individual who is permitted to write and sign formula prescriptions. New York State authorized prescribers are Physicians, Osteopathic Physicians (D.O.), Physician Assistants, Nurse Practitioners, and Midwives with prescriptive privileges.

Hematology Testing: Federal regulations require each applicant to have a current Hematological blood test for anemia in order to be certified for the WIC Program.

High Risk Counseling: High Risk Counseling must be provided by a WIC Competent Professional Authority (CPA), who meets the qualifications and requirements for a CPA 3 as established by the New York State WIC Program. Each WIC participant assessed to have one or more of the nutritional risk criteria established as “high risk” by the New York State WIC Program, must have an individualized care plan developed jointly with the CPA 3. High Risk Care Plans must be evident in the participant’s electronic (WICSIS) record.

Homeless Individual: A woman, infant, child or elder who lacks a fixed and regular nighttime residence; or whose primary nighttime residence is: a supervised publicly or privately operated shelter (including a welfare hotel, a congregate shelter, or a shelter for victims of domestic violence) designated to provide temporary living accommodation; an institution that provides temporary residence for individuals intended to be institutionalized; a temporary accommodation of not more than 365 days in the residence of another individual; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a vehicle, park, sidewalk, abandoned building, hallway or doorstep.

Human Service Agency: May include community action program, family services organization, and/or other non-profits such as Head Start, Cooperative Extension, and Catholic Charities.

Indirect Costs: The shared costs for operating an agency, not easily assigned to a specific program within that agency. Indirect costs may include operating and maintaining facilities, equipment and grounds, or

administrative salaries and supplies.

Informal Referral Relationship: An unwritten understanding or arrangement between the Sponsor Agency and a service provider to share information pertaining to available service(s) with individuals who could benefit from receiving the service(s).

In-Kind Expenses: Non-reimbursable contributions provided by a sponsoring agency to support the operation of their local agency program. In-kind contributions may be in the form of staff, real property, equipment, supplies and other expandable property, and the value of goods and services directly benefiting and specifically identifiable to the program.

Less Screen Time: A reduction of television, computer, electronic games, and video viewing to two hours per day or less.

Letter of Interest: A formal written communication from a qualified service provider that they intend to submit a proposal in response to a Request for Application (RFA) or a Request for Proposal (RFP), perhaps as a prerequisite of the formal application or proposal. Although not binding, it notifies the State of the agency's interest and desire to be included in all relevant pre-proposal informational updates.

Local Agency: A hospital, public health or human service agency or a private, non-profit health or human service agency that providers health services, either directly or through contact in accordance with the federal regulations. Generally used to refer to an agency which has contracted with New York State to provide WIC benefits to participants. The term "local agency" is used to denote a sponsored WIC Program.

Low Fat Milk Challenge: An effective nutrition education demonstration of sampling different milks with the goal of replacing whole milk and 2% reduced fat milk with low fat 1% milk or nonfat milk in the diets of children over two years of age and adults. The goal is to reduce the risk of chronic disease by reductions in total fat, saturated fat and cholesterol.

MOMS: Medicaid Obstetrical and Maternal Services service providers (obstetricians, family practice physicians, nurse practitioners, and nurse midwives) who meet criteria established by the NYS Department of Social Services, to provide services to pregnant women.

NERO: The Northeast Regional Office of the U.S. Department of Agriculture.

Non-Direct Costs: Costs allocated to the WIC\WIC VMA\ CSFP Program for functions pertaining to the general operation of the Sponsor Agency that can be fairly allocable to WIC\WIC VMA\CSFP. Non-direct costs can be identified in the sponsoring agency's records and are not to be included in the agency's indirect cost rate or charged to any other project or program. Traditionally, non-direct costs are included in an agency's budget in lieu of indirect costs; an example of non-direct costs would be a small WIC agency sharing a bookkeeper with other programs and allocating a portion to WIC.

Non-For-Profit Agency: A private agency that is exempt from income tax, under the Internal Revenue Code of 1954, as amended.

Nutrition Education: Individual or group education contacts and the provision of informational and educational materials designed to improve health status, achieve positive change in dietary habits, and emphasize relationships between nutrition and health, all in keeping with the individual's personal, cultural, and

socioeconomic preferences. Nutrition Education shall be designed to achieve the following two broad Federal goals: Stress the relationship between proper education and good health with special emphasis on the nutritional needs of pregnant, postpartum and breastfeeding women, infants and children under five years of age, and raise awareness about the dangers of using drugs and other harmful substances during pregnancy and while breastfeeding, and assist the food habits, resulting in improved nutritional status and in the prevention of nutrition-related problems through optimal use of the supplemental foods and other nutritious foods. This is to be taught in the context of the ethnic, cultural, and geographic preferences of the participants and with consideration for educational and environmental limitations experienced by the participants.

Nutrition Services and Administration Costs (NSA): Those direct and indirect costs, exclusive of food costs, as defined in §246.14, which State and local agencies determine to be necessary to support WIC Program operations. Represent the total local agency budget and include, but are not limited to, the costs of WIC Program administration, start-up, monitoring, auditing, the development of and accountability for food delivery system, nutrition education and breastfeeding promotion and support, outreach, certification, and developing and printing food instruments.

Off-Site Referral: Service is not co-located with the WIC clinic, and provided by a non-WIC employed health care provider.

Off-Site 3rd Party: Service is not co-located with the WIC clinic, and provided by a non-WIC health care provider via a formal arrangement with the WIC Program for participant services.

On-Site Service Provider: Provider is located in the facility with the WIC clinic, and service is provided by a Non-WIC employed health care provider.

On-Site WIC: WIC staff provides service in the WIC Clinic setting during the participant's certification or nutrition education appointment.

Planning Area: Geographic areas in which an Applicant intends to provide WIC services.

Private Physicians: May include physicians belonging to a plan of organized private practice physicians or independent practice physicians.

Recoupment: Funding paid to the State, by the agency which represents reimbursement for expenditures made by the State for the benefit of the agency.

Referral: Means to direct clients to health or social agencies, or physicians.

RFA: Request for Application, issued by the New York State Department of Health, to procure Sponsor Agencies for CSFP, WIC, and WIC VMA programs.
Scope of Work / Workplan: Responsibilities, services, and functions required of a local agency.

Special Formula Food Instrument (SFFI): Document used to purchase formula from an authorized WIC vendor when computer checks cannot be generated.

Special Formula/Medical Food: Formulas/medical foods which do not meet the requirements for an iron-fortified infant formula. A health care provider must determine a participant has a medical condition that contraindicates the use of standard formula. Medical conditions include, but are not limited to, metabolic

disorders, inborn errors of amino acid metabolism, gastrointestinal disorders, malabsorption syndrome and allergy. Formula/Medical Food can only be obtained by prescription.

Special Nutritional Risk: Applies to pregnant women, infants up to six months of age, migrant farm workers and their family members, and individuals referred through emergency referral and homeless individuals.

Sponsoring Agency: A public health or human service agency or a private non-profit health or human service agency which provides health services either directly or through a contract in accordance with Federal Regulations, 7CFR, Part 246, 246.5 for the WIC Program. Generally used to refer to those agencies sponsoring WIC Program services through a contract with the New York State Department of Health (NYS DOH).

TANF: Temporary Assistance to Needy Families, formerly known as Aid to Families with Dependent Children.

Transition: A period of time when a contract is changing from one Sponsor Agency to another or to the State.

Turn Off TV Week: A yearly initiative sponsored by the Center for Screen Time Awareness each April to encourage children and adults to watch less TV; promote healthier lifestyles and reduce obesity. It is a time to share with family; read, be more physically active, converse, think, create and do rather than view.

Unmet Need: An estimate of number of eligible participants currently not enrolled in WIC or CSFP. It is the difference between the estimated eligibles and average participation in the current period.

USDA: The United States Department of Agriculture.

VENA: Value Enhanced Nutrition Assessment is a health assessment approach that provides a positive health outcome by focusing on the participant's needs and interests. By asking key questions, participants are engaged in meaningful dialog that "discovers" their issues and concerns, then helps families prioritize and set goals which lead to positive realistic behavior changes.

Vendor: A grocery store, pharmacy, or farmer’s market which has formally contracted with a local agency to supply WIC supplemental foods to a person receiving benefits under the WIC program.

Vendor Management Agency (VMA): A local agency which provides ongoing vendor management activities for a specific geographic service area.

WICSIS: WIC Statewide Information System.

Written Agreement: A memorandum of agreement or a contract to provide administration and/or required and necessary nutritional/health risk assessment and medical services to clients referred from the local agency.