

APPENDIX B: GLOSSARY OF ACRONYMS AND TERMS

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A	ACH	<i>See Automated Clearinghouse Transaction</i>
	ADP	Automated Data Processing.
	API	<i>See Application Program Interface</i>
	Application Program Interface	A formal specification of a collection of procedures and functions available to a client application programmer. These specifications describe the available commands, the arguments (or parameters) that must be provided when calling the command, and the types of return values when the command execution is completed.
	ARU	<i>See Automated Response Unit</i>
	Automated Clearinghouse Transaction	A method for transferring funds from one bank account to another.

Automated Response Unit A designated system for answering telephone calls and providing information to callers via recorded messages, or transferring calls to a customer service center. An automated telephone answering system can provide voice answers to questions using data from the WIC information system. For example, it can be used to remind clients of appointments, respond to client inquiries, and record problem inquiries. The technology is easily adaptable to multi-language use.

B Backspend A financial management strategy that supports prior year over expenditures with the use of current year funds.

BMI Body Mass Index

C Caseload The number of WIC participants that can be supported by a given food grant amount. Generally, caseload management processing includes the translation of food grant dollars into caseload estimates, the collection, and storage of information on caseload allocations to local agencies, and the tracking of actual participation against assigned caseloads.

Cash-value Voucher	Cash-value voucher means a fixed dollar amount check, voucher, electronic benefit (accessed via EBT card) or other document which is used by a participant to obtain authorized fruits and vegetables.
Category/Subcategory Table	A table that contains the category and subcategory codes used for identifying foods. The category/sub category is a convenient way to electronically identify generic types of food items and link them to specific vendor supplied UPC codes. For example, 18 ounces of JIF Peanut Butter would be category Legumes (Category 06), subcategory Peanut Butter (Subcategory 002), and size 18 ounces. FNS has defined a national category/subcategory table and code structure.
CDC	Centers for Disease Control and Prevention

Centralized Processing

A data processing architecture in which the mechanism for processing data (i.e., the Central Processing Unit (CPU)) is located in a single, central environment such as a data center. Typically, various PCs are used to access the processing capability maintained in the central location. The geographically dispersed PCs collect data/transactions locally but send these transactions over a network to be processed by the central CPU. No processing is performed locally on the PC.

Certification

The implementation of criteria and procedures to assess and document each applicant's eligibility (categorical; residential; income, including adjunct or automatic income eligibility; and, nutritional risk) for the Program.

CHIP

Children's Health Insurance Program

Civil Money Penalties

State agencies may assess claims for misuse of program funds against vendors. Monetary payments received from vendors because of assessed sanctions by the vendor management or program integrity staff may be used for food or NSA expenditures.

Clinic

A facility in which applicants are certified to participate in WIC.

CMIA	Cash Management Improvement Act
CMP	<i>See Civil Money Penalties</i>
Compliance Monitoring	The investigation of WIC vendors to ensure that they adhere to WIC regulations. Compliance monitoring may include compliance buys, routine monitoring visits, and vendor record reviews.
Conversions	If approved by FNS, use of food funds for NSA costs. A State agency may also use NSA funds for food funds at any time.
CPA	Competent Professional Authority
CPU	Central Processing Unit
CSE	Child Support Enforcement
CSFP	Commodity Supplemental Food Program
CSHCN	Children with Special Health Care Needs

CSR *See Customer Service Representative*

Customer Service Representative Customer Service Representatives are responsible for taking telephone calls and providing information and services to clients as needed.

CVV *See Cash-Value Voucher*

D Data Warehouse A data warehouse is a collection of data in support of management's decision-making process that is subject-oriented; integrated; time-variant; and non-volatile. A data warehouse is generally focused on a business concept (for example, claims statements) rather than a business process (for example, paying claims), and contains all the relevant information on the concept gathered from multiple processing systems. This information is collected and represented at consistent periods of time, and is not changing rapidly (except that new data is added). A data warehouse is a copy of transaction data specifically structured for query and analysis.

Digitized Signature A written signature that has been read by a computer scanner and converted into digital data. It is a capability for recording signatures on an electronic device in a digital format. The most common publicly visible use at present is in capturing signature images for credit card purchases in retail stores. More expensive units can be used as one means of electronic identification.

Distributed Processing A data processing architecture in which the mechanism for processing data (i.e., the CPU) is located at dispersed geographic locations. Both the data collection and the data processing are performed locally. Data for a single system may be processed at many locations. Some systems allow data to be processed locally, but uploaded to a central storage capacity.

DTaP Diphtheria and Tetanus Toxoids and Acellular Pertussis

DTR Registered Dietetic Technician.

Dual Participation Simultaneous participation in the WIC Program in one or more WIC clinic, or participation in the WIC Program and in the CSFP during the same period of time.

E	EBT	<i>See Electronic Benefits Transfer</i>
	EBT System	For the purposes of the FReD, the term “ <i>the EBT system</i> ” has been used as a generic, technology neutral description to represent the specific system, module, component, API or contracted processor that the State agencies used to support EBT account management, card management, transaction processing, and settlement.
	EDC	Estimated Date of Confinement
	EFNEP	Expanded Food and Nutrition Education Program
	Electronic Benefits Transfer	The use of electronic mechanism to transfer value from a program to a benefit recipient.
	Electronic Cash Register (ECR) System	A system used in retail stores to perform transactions. A typical ECR is composed of various component parts and is networked to a central server maintained at the store or in another location for the chain. The system electronically scans items for purchase, obtains the UPC code and price for the item, adds the item to the cash register receipt, and totals the entire purchase to arrive at a purchase total.

Encryption

The method used to protect PIN data by transforming it into cryptographic form. The translation of data by hardware devices or software programs that renders transmitted data unintelligible, thereby protecting the privacy of information.

Enrollee

An applicant who has been certified as eligible for WIC benefits, but to whom food benefits have not yet been issued.

EPSDT

Early and Periodic Screening, Diagnosis, and Treatment Program

F

FI

See Food Instrument

FNS

Food and Nutrition Service

FNS-798

The WIC Financial Management and Participation Report (FNS-798) is a report submitted from State agencies to FNS on a monthly basis and for the fiscal year closeout. For closeout, the State agency must report its spending option elections (spendforward/backspend) and also provide a report on categories of NSA expenditures. The data needed for the FNS-798 involves the food and NSA grants, food budget obligation and food and NSA expenditures. In essence, the data that FNS requires is the same data the State agency needs to manage its funds throughout the year.

The FNS-798 report provides FNS with the data needed to calculate unspent funds for reallocation to State agencies and prepare infant formula allocations. FNS needs this data to be on time and accurate to assure that all State agencies receive funding as quickly as possible; otherwise, funding for all State agencies is compromised.

Food Benefit Prescription

The specific set of foods prescribed by a nutritionist for an individual WIC participant for a specified period of time.

Food Instrument

The printed paper vouchers or food checks that document the specified WIC foods and the amounts of these foods for a specified period of time that have been prescribed for a WIC participant and that can be redeemed at an authorized WIC vendor.

Food Package The set of foods recommended for specific categories of WIC participants and/or risk factors. Food packages may be adjusted for individual participants because of special nutritional needs, incomplete benefit periods, etc.

FSP Food Stamp Program

FTE Full Time Equivalent

G **Geographic Information System** A system that processes geographic information such as mapping of geographic points or areas or using mathematical algorithms for measuring distance

GIS *See Geographic Information System*

Graphical User Interface A user interface to a computer that is graphics-based, rather than textual or command-based.

GUI *See Graphical User Interface*

H	Head of Household	An adult assigned to the family/household that is typically the main point of contact. This may be a participant, caregiver, or proxy.
	High Risk Participant	A WIC participant with specific nutrition risks that require additional monitoring and education.
	High Risk Vendor	A vendor identified as having a high probability of committing a vendor violation through application of the criteria established in Sec. 246.12(j)(3) and any additional criteria established by the State agency.
	HOH	<i>See Head of Household</i>
I	Information System	The information system is the software application that automates WIC processing.
	Integrated Circuit Chip/Smart Card	A card into which one or more integrated circuits is inserted. A smart card with an integrated circuit chip is able to perform data processing such as calculations or data storage and retrieval on-board the card.
	IS	<i>See Information System</i>

K **Kiosk**

A public access terminal, located at various locations within the community, at which users may access one or more computer applications. The kiosk may provide access to an application housed in a central data processing facility, based on the Internet, or resident locally in the central processing unit of the kiosk. A kiosk typically has an enclosure with light box, a touch screen display, a printer, a PIN pad, card reader (if used for a card application), a CPU or PC, and a power supply. Both freestanding and desktop versions may be used. Often touch-screen technology that prompts the client to select a function by touching an option displayed on the screen is used. To be effective, kiosk applications must be straightforward, easily learned and understood without training, and usable by most or all of the intended audience with little or no training.

L **LMP**

Last Menstrual Period

Local Agency (a) A public or private, nonprofit health or human service agency which provides health services, either directly or through contract, in accordance with Sec. 246.5; (b) an IHS service unit; (c) an Indian tribe, band or group recognized by the Department of the Interior which operates a health clinic or is provided health services by an IHS service unit; or (d) an intertribal council or group that is an authorized representative of Indian tribes, bands or groups recognized by the Department of the Interior, which operates a health clinic or is provided health services by an IHS service unit.

M Magnetic Ink Character Recognition Ink that has a magnetic content used on documents that can be scanned into a reader to recognize characters. For example, used on personal checks, food instrument checks/vouchers.

Magnetic Stripe Cards Consist of a card, usually with human-readable characters and/or imprinted characters on the front and a machine-readable magnetic stripe on the back. The magnetic stripe usually contains identification and security information. Sometimes also contains other very limited information. Normally requires that the card device have real-time access to a host system if it is to function properly. Credit cards are the most commonly seen form.

MDS Minimum Data Set

MICR

*See Magnetic Ink Character
Recognition*

N

NTE

Not to Exceed amount

NSA Grant

Nutrition Services and Administration
Grant

Offline

A technology used for WIC EBT in which participants' WIC prescriptions are stored directly on the EBT card in the memory of an integrated silicon chip, or smart card. All transaction processing occurs at the vendor location. The participant's WIC prescription is obtained directly from the client's card during transaction processing, and information regarding the transaction is stored onsite on a server within the vendor location. The remaining balance on the participant's WIC EBT card is updated following the completion of the transaction. On a daily basis, a batch file containing the details of the WIC transactions performed at the vendor for the day is transmitted to the EBT host system for payment processing.

No telecommunications setup is necessary for in-lane transactions; however telecommunications are required for regular batch processing to upload transaction data and download approved UPC data and hot card information. WIC vendors will require equipment to read smart cards if not already installed.

OLAP

See Online Analytical Processing

Online Analytical Processing

Technologies that allow the user to construct queries "on-the-fly" that build upon preceding queries and are modified in real time depending on the results of the previous analysis.

Online

A technology used for WIC EBT in which the WIC prescription is stored in a household account in a central database (the EBT host system). A magnetic stripe card, similar to a debit card, is issued to the participant to access their account balance on the EBT host system online, real-time in the checkout lane.

To complete a purchase transaction, UPCs, quantities, and prices of food items being purchased are transmitted to the EBT host system, where the processing occurs. Because of the complex nature of a WIC transaction, several messages between the card reader and the host occur as part of the completion of a single purchase transaction. Online WIC EBT transactions require a telecommunications connection between the store and the host system at the time of the transaction.

P

PAN

See Primary Account Number

Participant

[A] pregnant woman, breastfeeding woman, postpartum woman, infant, or child who is receiving supplemental foods or food instruments under the Program, the breastfed infant of a participating breastfeeding woman, and a breastfeeding woman who did not receive supplemental foods or food instruments but whose infant received supplemental foods or food instruments.

Participant Care Plan	An individualized plan set up for each WIC participant that tracks health and nutrition goals, suggested nutrition education, and desired outcomes from the WIC program for individual participants over time.
Password	Confidential authentication information, usually composed of a string of characters used to provide access to a computer resource.
Patient Flow Analysis	An analysis of participant flow data to identify problems in clinic flow, determine staffing and space needs, or track clinic costs per participant visit. Using quantitative flow data may result in reduced waiting time in the clinic, more equitable distribution of staff workload, ability to serve more caseload, improvement in the quality of services provided, or reduced operating costs.
PC Report	Federal Participant Characteristics Report that is prepared every two years from a Minimum and Supplemental data set transmitted by the State agency to FNS. The data set contains a census of specific participant data items for the month of April.
PedNSS	Pediatric Nutrition Surveillance Systems. A CDC system to which participant data is transmitted.

Peer Group	A vendor peer group is a subset of approved vendors of similar characteristics (size, location, or client population).
PFA	<i>See Patient Flow Analysis</i>
PLU	Price Look Up code
PNSS	Pregnancy Nutrition Surveillance System. A CDC system to which participant data is transmitted.
Point of Sale Terminal	An electronic hardware device used at the retail point of sale and designated to accept cards, that, when activated by a cardholder through use of an EBT card, is capable of initiating a request for authorization of a purchase or balance inquiry from an WIC EBT card or account.
POS	<i>See Point of Sale Terminal</i>
Post-edit	A method for screening redeemed food instruments for validity in which a screening is performed after the vendor is paid. If errors are found, the vendor is billed for any food instruments that are deemed to be invalidly transacted or, when the NTE has been exceeded, for the amount in excess of the NTE.

Potentially Eligible	A person that may be eligible to participate on WIC.
PP	Postpartum Woman
Pre-edit	A method for screening redeemed food instruments for validity in which the screening is usually performed before the vendor is paid, and the vendor is only paid for valid food instruments. In cases where the NTE has been exceeded, the vendor typically is paid for the food instrument, but only up to the NTE amount. The vendor is notified of any food instruments that were not paid and the reason, and given an opportunity to resubmit the food instrument with an explanation.
Primary Account Number	A unique identifying number used to reference a financial account.
Proxy	Any person designated by a woman participant, or by a parent or caretaker of an infant or child participant, to obtain and transact food instruments or to obtain supplemental foods on behalf of a participant. Parents or caretakers applying on behalf of child or infant participants are not proxies. Proxies must be designated consistent with the State agency's procedures established according to the WIC Program regulations.

R

RD

Registered Dietician

Rebate

A discounted amount of the purchase price of a WIC item that is returned to the State Agency on each item for which there is a rebate contract in place with a given manufacturer. The State Agency bills the manufacturer either for the estimated or actual amount of rebated products purchased (usually monthly), depending on the capabilities of the WIC information system.

RN

Registered Nurse

Rolling Month

A method for tracking dates in the system (such as certification period or food benefit availability dates) in which the period starts on any date of the month and continues through to the same or similar (depending on the number of days in the month) date the next month.

S

Sanction

An action taken against a party (vendor, participant) who is not in compliance with WIC regulations.

S&B

Salaries and Benefits

SAM	State Agency Model
SDS	Supplemental Data Set
SCHIP	State Children's Health Insurance Program
Smart Card/Integrated Circuit Chip	A card into which one or more integrated circuits is inserted. A smart card with an integrated circuit chip is able to perform data processing such as calculations or data storage and retrieval on-board the card.
SNP	Special Nutrition Programs
SOAP	Subjective, Objective Assessment Plan
Spendforward	A financial management strategy that supports current year expenditures by using prior year unspent funds.
Static Month	A method for tracking dates in the system (such as certification period or food benefit availability dates) in which the period starts on the first of the month each month.

T	TANF	Temporary Assistance for Needy Families
	TIP Report	The Integrity Profile, an annual report about WIC vendors required by FNS that includes vendor characteristics, training, compliance activities, and sanctions.
U	Universal Product Code	The code used to identify retail items, including WIC approved items. It is represented by a bar code, which can be scanned to obtain the UPC.
	UPC	<i>See Universal Product Code</i>
	UPC Table	The database at that contains the UPCs of all items authorized for WIC purchase. A local UPC table can be maintained on POS or ECR terminals.
V	Vendor	A retailer authorized by the WIC program to sell WIC foods and redeem WIC food benefits.

Verification of Certification

A VOC is a paper or electronic document that carries a participant's certification data to be used to verify that the participant has already been certified by another local agency when the participant moves to a new location. A VOC provides proof of certification so that the new local agency can immediately serve the participant until the end of his/her certification period.

VOC

See Verification of Certification

W

Web-Based Data Collection

A computer application that presents a data entry form via the Internet. A web browser is used to present the web page containing the data collection form to the user who can then enter data directly into the form displayed on the web page. The data collected through this form can be reformatted or translated and transmitted via a network to other data processing systems.

WIC

Special Supplemental Nutrition Program for Women, Infants and Children.

WIC A50 Vendor

Vendors Whose WIC Sales Are More Than 50 Percent of Their Total Food Sales