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A

Adjunctive income eligibility – expedited income eligibility for individuals and certain family members who document participation in the Food Stamps, TANF, or Medicaid programs.

AFDC – Aid to Families of Dependent Children. This program is now referred to as the Temporary Assistance to Needy Families (TANF) program. See TANF for description.

American Indian or Alaskan Native – in regards to race, a person having origins in any of the original peoples of North and South America, and who maintains tribal affiliation or community attachments

Applicant – a pregnant, breastfeeding or postpartum woman; infant; or child who is applying to receive WIC Program benefits and includes individuals who are subsequently applying after the expiration of a certification period.

Asian or Pacific Islander – in regards to race, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

Automated Voice Response System (AVRS) – service operated by the Texas Health and Human Services Commission, accessible 24 hours a day through a toll-free number, used to verify an applicant's active AFDC/TANF or Food Stamp status.

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B

Band – a comparison group of WIC vendors based on similar monthly WIC sales volume for each account or outlet.

Black (not of Hispanic origin) – a person having origins in any of the black racial groups of Africa.

Breastfeeding – DSHS Administrative cost category used for budgeting all costs expended for promotion and support of breastfeeding. Examples include salary/benefits of WIC staff who plan or conduct educational and other services to promote or support breastfeeding, salary/benefits or peer counselors and individuals hired to undertake home visits and other actions to encourage continuation of breastfeeding, costs to develop/procure, print and distribute educational materials related to breastfeeding promotion and support, clinic space devoted to breastfeeding educational and training activities including space set aside for nursing.

C

Certification expiration date - the last day of the certification period and the last day the participant may receive food instruments.

Children with special health care needs – persons ranging in age from birth to age 21 who have a health condition that has a biologic, psychological, and/or cognitive basis that has lasted or is virtually certain to last for at least a year, and such condition(s) results in limitation of function, activities, or social roles in comparison with healthy age peers in the general areas of physical, cognitive, emotional, and social growth and development, and have a need for medical care and related services, psychological services, or educational services over and above the usual for the child's age. Children with special health care needs include children who are medically complex, medically fragile, and/or who have severe disabilities.

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Civil rights investigation – formal gathering of facts/information by the Office of Minority Affairs (an organizational unit under the Secretary of Agriculture) which has the authority to develop and administer a comprehensive program to assure equal opportunity for all persons in all aspects of USDA programs under civil rights laws and regulations.

Client information - includes that information provided by an applicant or participant and that based on direct observation.

Client services - DSHS Administrative cost category used for budgeting all costs expended to deliver food and other client services and benefits. Examples include WIC staff salaries/benefits and medical supplies and equipment necessary to conduct diet and health assessments required in the certification process, salary/benefits of WIC staff who issue food instruments and explain their use, WIC staff salary/benefits and other costs necessary to refer clients to other health care and social services, to coordinate services with other programs, to participate in activities which promote a broader range of health and social services for participants, and to conduct and participate in surveys/studies which evaluate the impact of WIC on its participants.

Code of Federal Regulations (CFR) – the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. Applicable codes for WIC and FMNP are 7 CFR Part 246 and 7 CFR Part 248.

Competent Authority (CA) – a Physician (M.D. or D.O.), Registered Dietitian (R.D.) (American Dietetic Association Commission on Dietetic Registration), Licensed Dietician (L.D.) (licensed by the Texas State Board of Examiners of Dieticians), Nutritionist (with a Bachelor's or Master's degree in Human Nutrition or Dietetics, Community Nutrition, Clinical Nutrition, Nutrition Sciences, Public Health Nutrition or Home Economics with a Food and Nutrition major), dietetic technician registered (DTR) (American Dietetic Association Commission on Dietetic Registration); registered nurse (RN); licensed vocational nurse (LVN); physician's assistant (PA) (certified by the National Committee on Certification of Physician's Assistants or by the state medical certifying authority); other degreed professionals with 12 or more

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semester hours credit in food & nutrition (transcript shall be submitted to the state agency (SA)); other health professionals by SA approval only (transcript shall be submitted to the SA).

Competitive pricing – comparing the cost of a standard WIC food package for a woman, infant or child at an outlet to the average standard food package for the price region area.

Complainant – any person or groups of persons that file a complaint about services and/or allege discrimination in the delivery of program benefits and services.

Compliance buy – a covert, on-site investigation in which a representative of the Program poses as a participant, parent or caretaker of an infant or child participant, or proxy, transacts one or more food instruments, and does not reveal during the visit that he or she is a Program representative.

Contractual – DSHS cost category used for budgeting only costs incurred for health or health-related services rendered directly to the contractor's clients by a third party. Examples of the services that may be included in this category are: counseling, education, nursing, lab fees, physician's fees, radiology, pharmacy, therapy, etc. Travel by these third-party individuals shall be included in this category if they are delivering client services. Contracts for administrative services are not included in this category; they are properly classified in the "Other" category.

Coordination of program operations – the efforts made between local programs and services in order to simplify procedures, enhance the flow of services, and assist in the access of other health care services to WIC participants.

Cost category – a means of identifying costs associated with delivering services.

D

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Debit card – the Lone Star card, issued to AFDC/TANF or Food Stamp recipients for Electronic Benefits Transfer (EBT).

Discrimination – any distinction on one person or a group of persons from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on race, color, national origin, age, sex, or disability.

E

Economic unit – all persons, related and/or unrelated, living together in the same dwelling, with the exception of pregnant women, foster children and individuals who qualify as a separate economic unit.

Employee - person whose salary is paid in whole or in part by funds provided by the WIC Program.

Equipment – DSHS cost category used for budgeting non-expendable personal property with a unit cost of more than \$1,000.00 and a useful life of more than one year, with the following exceptions: fax machines, stereo systems, cameras, video recorders/players, microcomputers, printers, software, and medical and laboratory equipment. Medical and laboratory equipment in this category is defined as microscopes, oscilloscopes, centrifuges, balances and incubators. Medical and laboratory equipment not included in these five categories are not considered a capital asset unless the unit value is over \$1,000.00.

F

Families with special health care needs – families which contain children with special health care needs, pregnant/breastfeeding or postpartum WIC participant(s), primary caregiver(s) with special health care needs or other family member(s) with a special health care need.

Family – a group of related or non-related individuals who are living together as one economic unit. Residents of a homeless facility or an institution shall not all be considered as members of a single family.

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Family member with special health care needs – family member of a WIC participant (sibling, grandparent, etc.) whose medical condition prevents the family from participating in WIC activities.

Follow-up - efforts the local agency makes to contact the participant and determine the outcome (disposition) of a referral.

Food stamp recipient – one individual or a group of individuals who are determined eligible for food stamp benefits.

Fringe benefits – DSHS cost category used for budgeting fringe benefits paid by the contractor on behalf of its employees. This includes employer contributions for social security, retirement, health and accident insurance, and workers' compensation insurance. Fringe benefits requested shall represent actual benefits paid for employees.

G

Gateway program – the Food Stamp, AFDC/TANF or Medicaid programs.

General administration - DSHS Administrative cost category used for budgeting all costs (direct or indirect) generally considered to be overhead or management costs. General management costs include those costs associated with program monitoring, prevention of fraud, general oversight and food instrument accountability. Examples include WIC administrative salaries/benefits and other costs necessary to conduct outreach, food instrument accountability, monitoring and payment, vendor monitoring, to keep administrative records and to prepare and maintain fiscal and program management reports. Other examples include general management clerical support, the cost of payroll and personnel systems, accounting and bookkeeping, audits and other financial services and legal services.

Grassroots organizations - any organization at the local level which interacts with potential or actual participants, particularly minorities and women, such as a community action program, civic organization, migrant group, church, neighborhood council, local chapter of the National Association for the Advancement of Colored People (NAACP), or

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other similar group. Refer to the SA Outreach Section's "Texas WIC Referral Guide" for assistance in locating such organizations.

H

Health services - ongoing, routine pediatric and obstetric care (such as well-child checkups, prenatal or postpartum examinations, and family planning), and immunizations.

Hispanic (or Latino) – in regards to ethnicity, a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Host agency - legal contracting entity under whose authority the WIC local agency operates. Also referred to as "parent agency".

I

Indirect costs – DSHS cost category used for budgeting those costs related to the project that are not included in direct costs. Indirect costs are those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily identified with a particular cost center and which may be paid if allowable under the funding source, e.g., depreciation and use allowances, interest, operation and maintenance expenses (janitorial and utility services, repairs and normal alterations of buildings, furniture, equipment, care of grounds, security), general administration and general expenses (central offices such as director, office of finance, business services, budget and planning, personnel, general counsel, safety and risk management, and management information services.)

Individuals with disabilities – individuals who have a physical and/or mental condition that causes substantial and ongoing functional limitations in one or more of the following areas: mobility, self care, communication/social interaction, learning, self-direction, vision, hearing, capacity for independent living, or capacity for economic self-sufficiency. A person with severe disabilities requires or has the potential to require the individual and/or his/her family/caregivers (in relationship to the individual's care) to access a

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complex array of services from public/private service providers in order to achieve optimal care for the individual and the access/coordination of these services may exceed the immediate capabilities of the family/caregivers. The services are anticipated to be lifelong or of extended duration and require individualized planning and coordination.

Ineligible – the term used to describe an individual who does not qualify for WIC at either initial or subsequent certification because there is no documented condition of nutritional need, or the person’s household income exceeds standards, or the person does not live in the local agency’s service area, or the child is five years or older, or a woman does not meet maternal requirements.

Institution – any residential accommodation that provides meal service except private residence and homeless facilities.

J

K

L

Latino (or Hispanic) – in regards to ethnicity, a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

M

Medical nutritional products - those nutritional products that are included in a medical treatment protocol, serve as a therapeutic agent for life and health maintenance, and/or are required to treat an identified medical condition.

Medically complex children - children who have a serious, ongoing illness or a chronic condition that has lasted or is anticipated to last at least twelve or more months, and which requires daily, ongoing medical treatments and

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monitoring by appropriately trained personnel which may include parents or other family members.

Medically fragile children – children who have a serious, ongoing illness or a chronic condition that has lasted or is anticipated to last at least twelve or more months or has required at least one month of hospitalization, and which requires daily, ongoing medical treatments and monitoring by appropriately trained personnel which may include parents or other family members. Their care requires the routine use of a medical device or the use of assistive technology to compensate for the loss of usefulness of a body function needed to participate in activities of daily living. These children live with ongoing threat to their well being.

Migrant farmworker – an individual whose principal employment is in agriculture on a seasonal basis, who has been so employed within the last 24 months, and who establishes, for the purpose of such employment, a temporary abode.

N

Native Hawaiian or Other Pacific Islander – in regards to race, a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

New local agency - an agency with a new contract and/or a new LA number.

Non-contract formula – those products that are not listed in the current state rebate contract.

Non-professional contract services - services rendered by individuals or organizations not a part of the grantee agency (LA). These services include but are not limited to such services as janitorial, exterminating, security, lab work, laundry, maintenance agreements, outside printing, translators, equipment repair, leasing of equipment, plumbing, carpentry, glass repair, etc.

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Nutrition education - DSHS Administrative cost category used for budgeting all costs directly related to general nutrition education. Examples include salaries/benefits, travel and training costs for WIC staff who plan or conduct nutrition education, costs to develop/procure, print and distribute nutrition education materials, cost of equipment required to conduct nutrition education training, interpreter and translator services to facilitate training, and costs associated with evaluating and monitoring nutrition education.

O

Other – DSHS cost category used for budgeting all other allowable direct costs not listed in any other category. Some of the major costs that shall be included in this category are: contracts for administrative services or non-medical services; space and equipment rental; utilities and telephone expenses; data processing services; printing and reproduction expenses; postage and shipping; contract clerical or other personnel services; janitorial services; exterminating services; security services; insurance and bonds; equipment repairs or service maintenance agreements; books, periodicals, pamphlets, and memberships; advertising; registration fees; patient transportation; and training costs, speakers fees and stipends.

Outreach – informing potentially eligible persons of the benefits and availability of the WIC Program.

P

Parent agency - legal contracting entity under whose authority the WIC local agency operates. Also referred to as "host agency".

Personnel – DSHS cost category used for budgeting actual salaries and wages for all staff positions in the proposed project that will provide direct care and administrative services (including clerical) to the project.

Platform - clinic and administrative computers and peripherals (printers, bar code scanners, mouse, modem, backup unit, etc.)

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Populations - persons with a common special need who do not necessarily live within a geographical area served by a WIC LA.

Positive pass – a compliance buy pass which results in a violation of the vendor agreement and/or policies.

Presumptive eligibility – temporary eligibility granted to some applicants for the AFDC/TANF and Medicaid programs before they have completed the application process and have been determined fully eligible.

Primary caregiver with a special health care need – a person who is not a WIC participant, but is a parent or guardian of someone enrolled in WIC. Due to their medical condition this person is unable to participate in WIC program activities.

Processing – screening, determining (in)eligibility, notifying applicants of their (in)eligibility or placement on a waiting list, and issuing food instruments to eligible applicants.

Professional services - those services performed by an individual who is licensed, certified, registered, or otherwise authorized under state law and who acts within the scope of the individual's license, certifications, registration, or other authorization as defined by state law, in the practice of his or her health or allied health profession.

Program income - all revenues directly generated by a WIC contract attachment supported activity or earned only as a result of the WIC project during the term of the contract attachment.

Q

Qualified interpreter – an interpreter who is able to interpret effectively, accurately, and impartially both receptively and expressively, using any necessary specialized vocabulary.

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R

Recipient - an individual or parent, guardian, client-designated proxy, state agency-appointed proxy or caretaker of an individual who is certified to participate in the WIC Program and to receive WIC services and benefits.

Research - any study, investigation, experiment, or survey aimed at the discovery of information or facts, or the test of a hypothesis or theory.

Residency - location or address where applicant routinely lives or spends the night

S

Severe disability – a physical or mental condition that causes substantial and ongoing functional limitations in mobility, self care, communication/social interaction, learning, self-direction, vision, hearing, capacity for independent living, or capacity for economic self-sufficiency.

Standard food package – a standard set of foods specific to a category of WIC participants. For purposes of competitive pricing comparison, the standard food packages used are the Infant package and the Woman/Child package.

State agency (SA) – the Texas Department of State Health Services (DSHS) in its role as administrator of the WIC Program.

Supplies – DSHS cost category used for budgeting costs for materials and supplies necessary to carry out the program. This includes medical supplies, drugs, janitorial supplies, office supplies, patient educational supplies, software less than \$500, plus any equipment with a purchase price, including freight, not to exceed \$1,000.00 per item, except those listed in the "Equipment" category.

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T

Temporary Assistance to Needy Families (TANF) - Program administered by the Texas Health and Human Services Commission. The TANF-Basic program (formerly AFDC-Basic) provides temporary financial assistance to families with needy children who are deprived of support because of the absence or disability of one or both parents.

Traditionally least expensive brands – those brands that are an outlet’s least expensive brands for the authorized types and sizes of milk, evaporated milk, dry powdered milk, and juice over the previous six-month period, excluding national brand promotions and cents-off coupons.

Travel – DSHS cost category used for budgeting the costs of transportation, lodging, meals and related expenses incurred by the contractor’s staff while traveling to perform duties required by the proposed project. This includes personal auto mileage for travel by employees. Costs related to registration fees shall be classified as “Other”, not “Travel”.

U

USDA – United States Department of Agriculture, the federal agency that funds and administers the WIC Program.

V

Vendor account – a vendor approved by the state agency with one or more outlets.

Verbal abuse - the verbal threat of physical harm.

Violation - any intentional or unintentional action of a local agency, vendor, farmer or the farmer’s agent, or employees (with or without the knowledge of the farmer) that violates the governing Federal or State statutes, regulations, policies, or procedures.

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W

White (not of hispanic origin) – in regards to race, a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

WIC – Special Supplemental Nutrition Program for Women, Infants and Children - A federally funded program established under the Child Nutrition Act of 1966, amended, to provide supplemental foods, nutrition education, and access to health care for low-income pregnant, postpartum and lactating women, and infants and children up to five years of age.

WIC Certification Specialist (WCS) – a WIC staff person with a minimum of a high school diploma or equivalent who has completed training as specified in WIC policy.

WIC Director (local agency) - the line agent responsible for the overall day-to-day operation of the local WIC Program.

X

Y

Z