# Colorado Glossary of School Food & Farm to School Procurement Terms

## Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farm to School</td>
<td>2</td>
</tr>
<tr>
<td>Potential Components of FtS Program</td>
<td>2</td>
</tr>
<tr>
<td>Colorado Farm to School</td>
<td>2</td>
</tr>
<tr>
<td>Market Terms</td>
<td>3</td>
</tr>
<tr>
<td>Weights &amp; Measures</td>
<td>4</td>
</tr>
<tr>
<td>School Procurement Terms</td>
<td>5</td>
</tr>
<tr>
<td>Agencies Involved in School Food</td>
<td>6</td>
</tr>
<tr>
<td>USDA School Food Programs</td>
<td>6</td>
</tr>
<tr>
<td>USDA School Food Terms</td>
<td>7</td>
</tr>
<tr>
<td>Nutrition Education Terms</td>
<td>7</td>
</tr>
<tr>
<td>Produce/Producer Attributes (from Colorado Department of Agriculture)</td>
<td>8</td>
</tr>
<tr>
<td>Other Resources &amp; Supports</td>
<td>9</td>
</tr>
</tbody>
</table>
Farm to School
Farm to School connects schools (K-12) and local farms with the objectives of serving healthy meals in school cafeterias, improving student nutrition, providing agriculture, health and nutrition education opportunities, and supporting local and regional farmers. As a nation-wide movement, Farm to School can be referred to by many names, such as Farm to Cafeteria or Farm to Table. The entire movement, targeting both students and adults, embodies the principles of providing the link between food production and food consumption. For more information, see USDA Farm to School site: [http://www.fns.usda.gov/cnd/F2S/](http://www.fns.usda.gov/cnd/F2S/)

Potential Components of FtS Program

**Dairy Farm to School:** Developed by the Western Dairy Association, the Dairy Farm to School Program aims to educate students on milk production, processing, distribution, and point of sale while encouraging students to choose nutrient-rich foods such as dairy.

**Harvest of the Month Program:** An educational program that features a different fresh fruit or vegetable item each month. The featured item is incorporated into the school meals for the month, accompanied by nutrition education messages, such as in menus and district website.

**School Gardens:** A local garden maintained by a school can be used to provide food supply for students or generate revenue for a schools non-profit school food account. The garden can also be used as an educational tool to teach students about agriculture and healthy food options. See also [http://www.fns.usda.gov/cnd/governance/Policy-Memos/2009/SP_32-2009_os.pdf](http://www.fns.usda.gov/cnd/governance/Policy-Memos/2009/SP_32-2009_os.pdf)

Additional Components can vary depending on site. Other possible examples: cooking in the classroom, taste testing, farm visits, farmers in classroom, etc.

**Colorado Farm to School**

**Colorado Farm to School:** A project funded by a Specialty Crops Grant from the Colorado Department of Agriculture to the Center for Systems Integration (www.csi-policy.org) over a three-year period to support the development of regional Farm to School (FtS) networks across the state.

The goals of the project are not to build farm to school projects in school districts, but to listen and learn to stakeholders around the state and then develop tools that could assist any school district or producer to find one another, communicate, understand what’s possible, and develop market-based relationships with one another. Tools being developed include a step-by step self-assessment tool for starting FtS, comprehensive crop calendars, tips on finding farmers, regional inventories of FtS stakeholders, marketing materials, case studies highlighting how districts are already making this happen around the state, and much more.

Objectives for 2010 include:

- Increase awareness of both schools and producers of existing opportunities for partnership;
- Disseminate of marketing tools and resources;
- Assess primary policy and regulatory opportunities and barriers for farm to school (then take what we learn to guide our year 2 and year 3 efforts).

This work will be carried out by the [Center for Systems Integration](http://www.csi-policy.org) in collaboration with [Healthy Community Food Systems](http://www.healthycfs.org), and [WPM Consulting](http://www.wpmconsulting.com).
For more information, visit www.coloradofarmtoschool.org and http://www.farmtoschool.org/CO/programs.htm


The bill cited above creates an “Interagency Farm-To-School Coordination Task Force” (“Task Force”) which members shall be appointed by October 30, 2010. The Task Force held its first meeting on Friday December 3rd 2010. During its February and May 2011 meetings, the Task Force fleshed out its roadmap and crafted a work plan. The Task Force “shall meet as often as necessary and may adopt policies and procedures necessary to carry out its duties.” The Task Force is charged to “study, develop, and recommend policies and methods to best implement a Farm to School program.” The Act sets a future repeal date of December 31, 2013.

Members of the Task Force: The Task Force shall be composed of 13 people (serving at the will of their appointing authority) as follows:
· Commissioner of Education (or designee)
· Commissioner of Agriculture (or designee)
· ED of CDPHE (or designee)
· ED of Colorado Commission on Higher Education (or designee)
· Four representatives of food service directors (appointed by the Commissioner of Education)
· A representative of parent organizations
· And four individuals appointed by the Commissioner of Agriculture, representing the following—
  o Fruit and vegetable organizations
  o Cattle ranching organizations
  o Western dairy association
  o Food distribution association

Market Terms
Allowable Foods: What is “allowed” through farm to school will vary by type of FTS program and local school district needs and interests. In general, any food product ordered by a school district could be considered for FTS programs if local or regional farmers and ranchers can supply it. For a good summary of “Local Farm Products Allowed in School Bids” with an explanation of how the federal government defines “unprocessed agricultural products” see this brief from National Farm to School: http://www.farmtoschool.org/policy/BidLocal.pdf

Local: A universal definition of “local” does not exist, but it is most often defined by geographical proximity. A “locally-produced agricultural food product” is one that is raised, produced and distributed within a locality or region and is transported less than 400 miles from its origin or within the state in which it is produced.

Family Farm: A farm where the family makes most of the decisions, takes most of the risk, and does most of the work.

Farmer’s Market: A common area where several farmers gather on a reoccurring basis to sell a variety or fresh fruit, vegetables, and other farm products directly to customers. Farmer’s markets are the prime example of “direct sales to customers.”
**Food Miles:** Refers to the number of miles food is transported from the site of production to the consumer. Ideally, local produce would not travel more than 400 food miles.

**Geographic Preference:** Geographic Preference allows institutions operating Child Nutrition Programs to specifically define geographical areas from which they seek to procure unprocessed local agricultural products. This is a tool that gives bidders in a specific area a specific, defined advantage in the procurement process.

**Minimally Processed or Unprocessed Local Foods:** Pertaining to geographical preference, a locally grown or locally processed agricultural product specifically prohibits any processing method that alters the inherent character of the agricultural product. Acceptable food handling and preservation techniques that do not damage the original character of the product include: cooling, refrigerating, freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, chucking, grinding, drying/dehydration, washing, applying high water pressure or “cold pasteurization;” packaging (i.e. Placing in egg cartons), vacuum packing and bagging; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. Geographic preference allows minimal handling and preparation in order to present the agricultural product to a school food authority in a useable form. See [http://www.fns.usda.gov/cnd/F2S/Procurement_QA.htm#Q4](http://www.fns.usda.gov/cnd/F2S/Procurement_QA.htm#Q4)

**Organic:** The USDA defines animal products organic (meat, poultry, eggs, and dairy products) as products that come from animals that are given no antibiotics or growth hormones. Organic plant foods are produced without using conventional pesticides or fertilizers. According to the USDA, there are three levels of organic farming: 100-percent Organic, Organic and Made with Organic Ingredients.

- **100% Organic:** Only contains organically produced ingredients
- **Organic:** Contains 95% of organically produced ingredients
- **Made with Organic Ingredients:** Contains 70% of organically ingredients and lists up to three of the organic ingredients or food groups on the principal display panel. See [www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELDEV3004443&acct=nopgeninfo](http://www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELDEV3004443&acct=nopgeninfo)

**Processed Food:** Processed food refers to foods that have undergone a “change of character.”

**Whole:** Whole foods are foods that are not processed, refined or contain any added ingredients.

**Weights & Measures**

**Bushel:** Bushel is a volume measurement and the conversion to pounds is commodity dependent. A bushel is 1.25 cubic feet. The weight of a bushel can vary within a commodity based on weather conditions, crop moisture at harvest and disease conditions of the crop. For specific crop conversions, see [http://extension.missouri.edu/publications/DisplayPub.aspx?P=G4020](http://extension.missouri.edu/publications/DisplayPub.aspx?P=G4020)

Other rates and measures depends on if a district is bidding via traditional bid models versus outside via FtS bid. Local producers who participate in wholesale business provide FtS products in traditional wholesale packaging unless schools cannot receive it in that format. For wholesale packaging guidance see: [http://agmarketing.extension.psu.edu/Wholesale/ProdPkgGuide.html](http://agmarketing.extension.psu.edu/Wholesale/ProdPkgGuide.html)
**School Procurement Terms**

Procurement methods are designed to provide free and open competition and ensure that Federal funds—when used to purchase products or services—result in the best and most responsive product at the lowest possible price.

**SFA:** School Food Authority

**Small Purchase Threshold:** Currently the federal small purchase threshold is $100,000. The small purchase threshold determines whether to use the informal or formal procurement method.

**Informal Procurement Method:** The informal procurement method is formally known as the small purchase or simplified acquisition threshold. The small purchase method is a relatively simple and informal procurement method that is appropriate for a procurement of goods and services costing not more than $100,000, or a lesser amount specified by State law or local requirements. Unlike the formal procurement methods which require public advertisement, when using an informal method an SFA may directly contact potential competitive sources.

**Formal Procurement Method:** If the value of an SFA’s procurement meets or exceeds the applicable federal, state, or local threshold for small purchases, the SFA must use the formal, more rigorous method of procurement. The two formal procurement methods available are Competitive Sealed Bidding, commonly referred to as sealed bidding, and Competitive Proposals, formerly called competitive negotiation.

**Competitive Sealed Bids:** The competitive sealed bids is a method of procurement in which sealed bids are publicly solicited (i.e. through an invitation for bid) resulting in the award of a firm-fixed price contract, fixed price contract with economic price adjustment or fixed price contract with prospective price redetermination, to the responsible bidder whose bid is responsive to the invitation for bids IFB, conforms with all the material terms and conditions of the invitation for bids, and is lowest in price.

**Competitive Proposals,** i.e. a request for proposal (RFP): The competitive proposal is a method of procurement whereby a technical proposal is solicited that explains how the prospective contractor will meet the objectives of the solicitation and a cost element that identifies the costs to accomplish the technical proposal.

**Collective Purchasing:** Collective Purchasing is a method used by SFAs (School Food Authorities) to perform food service activities collectively, including activities with donated foods, in the interest of minimizing costs and increasing efficiency.

**HACCP:** Hazard Analysis and Critical Control Point system

**HACCP Plans and Food Safety:** HACCP plans and food safety should identify potential food hazards, identify critical points where hazards can be controlled or minimized through controlled measures, and established monitoring procedures and corrective action.

**HACCP Plan:** A written plan for each individual school based on the HACCP’s principles. The three main points should focus on sanitation, temperature control, and Standard Operating Procedures. For more information or help to develop individual plan, see “Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP’s Principles.” See also [www.fns.usda.gov/cnd/CNlabeling/Food-Safety/HACCPGuidance.pdf](http://www.fns.usda.gov/cnd/CNlabeling/Food-Safety/HACCPGuidance.pdf)
Standard Operating Procedures (SOP): Written instructions for a food service task that reduces food safety hazards.

Nutrient-Based Menu Planning: Nutrient Standard Menu Planning (sometimes called “NuMenus”) is a computer based menu planning system that uses approved computer software to analyze the specific nutrient content of menu items automatically while menus are being planned. It is designed to assist menu planners in choosing food items that create nutritious meals and meet the nutrient standards.

Food-Based Menu Planning: Under the Traditional Food-Based Menu Planning Approach, schools must comply with specific component and quantity requirements by offering five food items from four food components. These components are: meat/meat alternate, vegetables and/or fruits, grains/breads, and milk. Minimum portion sizes are established by ages and grade groups.

Enhanced Food-Based Menu Planning: The Enhanced Food-Based Menu Planning Approach is a variation of the Traditional Menu Planning Approach. It is designed to increase calories from low-fat food sources in order to meet the Dietary Guidelines. The five food components are retained, but the component quantities for the weekly servings of vegetables and fruits and grains/breads are increased.

Agencies Involved in School Food
AMS: USDA Agricultural Marketing Service
See http://www.ams.usda.gov/AMSv1.0/
CDE: Colorado Department of Education (Nutrition Unit)
See http://www.cde.state.co.us/index_nutrition.htm
CDHS: Colorado Department of Human Services (Food Distribution Unit)
See http://www.cdhs.state.co.us/
CDPHE: Colorado Department of Public Health & Environment
See http://www.cdphe.state.co.us/
DOD Fresh: Department of Defense Fresh Fruit & Vegetable Program
See http://www.fns.usda.gov/fdd/programs/dod/
FNS: USDA Food & Nutrition Service
See http://www.fns.usda.gov/fns/

USDA School Food Programs
After School Snack Program (ASSP): The National School Lunch Program (NSLP) now offers cash reimbursement to help schools serve snacks to children after their regular school day ends. Afterschool snacks give children a nutritional boost and draw them into supervised activities that are safe, fun and filled with learning opportunities.
See also http://www.fns.usda.gov/cnd/afterschool/factsheet.htm

Child & Adult Care Food Program (CACFP): Child & Adult Care Food Program. Administered by the CDPHE, Child Care and Adult Care Food Program provides quality daycare services, Headstart, High-risk after school programs and adult day care. Often, CACFP uses Cash-in-Lieu of commodity foods.
See also http://www.fns.usda.gov/cnd/care/

Fresh Fruit and Vegetable Program (FFVP): Fresh Fruit and Vegetable Program works to implement or continue programs to introduce free fresh fruits and veggies into the school setting and promote nutrition education. Students and staff will receive a fresh fruit or vegetable snack four times per week
as an afternoon snack. FFVP is consistent with and supports the recommendations of a recent report by the Institute of Medicine (IOM) to provide healthier snack choices in schools, including fruits and vegetables.
See also [http://www.fns.usda.gov/cnd/ffvp/ffvpdefault.htm](http://www.fns.usda.gov/cnd/ffvp/ffvpdefault.htm)

**National School Lunch Program (NSLP):** The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day.

**School Breakfast Program (SBP):** The School Breakfast Program provides cash assistance to States to operate nonprofit breakfast programs in schools and residential childcare institutions.

**Summer Food Service Program (SFSP):** The Summer Food Service Program is designed to fill that nutrition gap and make sure children can get the nutritious meals they need during the summer when free or reduced school meals are not available.
See also [http://www.fns.usda.gov/cnd/summer/](http://www.fns.usda.gov/cnd/summer/)

**USDA School Food Terms**

**FSD:** Food Service Director

**FRL:** Free & Reduced Price Meal (breakfast or lunch)

**Free:** Meals provided at no cost to the student

**Reduced:** Meals provided at a reduced cost to student (amount of reduction varies by meal)

**Paid:** Student pays full price for the meal

**Severe Need:** Districts that exceed (in the previous school year) 60% FRL district-wide population for lunch and 40% or more for breakfast of students receive higher reimbursement rates for those meals.

**Nutrition Education Terms:**

**Healthy Diet:** Emphasizes fruits, vegetables, whole grains, and fat-free or low-fat milk and milk products; includes lean meats, poultry, fish, beans, eggs, and nuts; and is low in saturated fats, trans fats, cholesterol, salt (sodium), and added sugars.
See also [http://www.mypyramid.gov/guidelines/index.html](http://www.mypyramid.gov/guidelines/index.html)

**Body Mass Index:** Commonly known as BMI is a practical measure used to determine overweight and obesity. BMI is a measure of weight in relation to height that is used to determine weight status.

**Obesity vs. Overweight in Children:** Overweight is defined as a BMI at or above the 85th percentile and lower than the 95th percentile. Obesity is defined as a BMI at or above the 95th percentile for children of the same age and sex.
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<thead>
<tr>
<th>Weight Status Category</th>
<th>Percentile Range</th>
</tr>
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<tbody>
<tr>
<td>Underweight</td>
<td>Less than the 5th percentile</td>
</tr>
<tr>
<td>Healthy weight</td>
<td>5th percentile to less than the 85th percentile</td>
</tr>
<tr>
<td>Overweight</td>
<td>85th to less than the 95th percentile</td>
</tr>
<tr>
<td>Obese</td>
<td>Equal to or greater than the 95th percentile</td>
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http://www.cdc.gov/obesity/index.html
How to calculate personal BMI: http://www.nhlbisupport.com/bmi/

**Produce/Producer Attributes (from Colorado Department of Agriculture)**

**Certified Humane Care:** The egg, dairy, meat or poultry product has been produced with the welfare of the farm animal in mind. Food products that carry the label are certified to have come from facilities that meet precise, objective standards for farm animal treatment. For the specific animal standards set for this certification, see the Humane Farm Animal Care website at http://www.certifiedhumane.com/whatis.html

**Certified Organic:** Organic agriculture is a system of production that promotes management practices that restore, maintain and enhance ecological harmony while minimizing the use of off-farm inputs. The NOP (National Organic Program) establishes the legal requirements for organic certification and is the national standard for certification. See also http://www.ams.usda.gov/nop/

**Free Range:** Animals are allowed to roam freely instead of being contained in any manner. (Applies to meat, eggs and dairy farming).

**GMO Feed Free/GMO Free:** A product that does not contain genetically modified organisms. What are Genetically Modified (GM) Foods? Although "biotechnology" and "genetic modification" commonly are used interchangeably, GM is a special set of technologies that alter the genetic makeup of such living organisms as animals, plants, or bacteria.

**Good Agricultural Practices (GAP) Certified:** A systems approach for food safety risk management where produce providers are certified through third party auditing companies. **Halal:** Arabic term meaning "permissible". It most frequently refers to food that is permissible according to Islamic law, especially where meat and poultry are concerned. See also http://www.ifanca.org/halal/

**Hormone Free:** The term "no hormones administered" may be approved for use on the label of beef products if the producer provides sufficient documentation to the Agency showing no hormones have been used in raising the animals. Hormones are not allowed in raising hogs or poultry. Therefore, the claim "no hormones added" cannot be used on the labels of pork or poultry unless it is followed by a statement that says, "Federal regulations prohibit the use of hormones."
**Hydroponics**: Hydroponics is used to describe many different types of systems for growing plants without soil. Among the most common are: water culture, aquaculture, or nutriculture, aggregate culture, aeroponics, continuous flow systems.

**Kosher**: Kosher” may be used only on the labels of meat and poultry products prepared under Rabbinical supervision. See also [http://www.oukosher.org/](http://www.oukosher.org/)

**Natural**: A product containing no artificial ingredient or added color and is only minimally processed (a process which does not fundamentally alter the raw product) may be labeled natural. The label must explain the use of the term natural (such as - no added colorings or artificial ingredients; minimally processed.)

**No Antibiotics Fed/No Antibiotics Ever**: Many producers raise meat without antibiotics. The U.S. Department of Agriculture allows meat to carry "no antibiotics" on the label if "sufficient documentation is provided by the producer to the Agency demonstrating that the animals were raised without antibiotics."

**Regional Food Hub**: A centralized facility designed to aggregate, store, process, distribute, and market locally or regionally produced food products.

**Source-Verified**: Knowing the origin of the product.

**Other Resources & Supports**

Funding Sources: See USDA Farm to School Site [http://www.fns.usda.gov/cnd/F2S/Default.htm](http://www.fns.usda.gov/cnd/F2S/Default.htm)
