

| | Additional definitions can be located in the Appendix of The SNAP-Ed Guidance for words in bold. Acronyms are in bold. |
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| 5 class series | In general refers to minimum number of classes required to complete IOE requirements. |
| Acknowledgment Statement | Acknowledges USDA and the NEOPB as a funding source. Newly printed/revised materials must have the USDA/NEOPB Acknowledgment Statement and NEOPB logo. |
| Activities | Specific and quantified intervention that reflects efforts to coordinate, complement and collaborate with other programs in order to deliver consistent behavior focused message and more comprehensive intervention. |
| Adults | Per state objective: 18 - 60+ years of age |
| Allocable | See page 63 SNAP-Ed Guidance FFY 16 |
| Allowable | Reasonable and necessary Supplemental Nutrition Assistance Program Education (SNAP-Ed) activity expenses that may be legally reimbursed under USDA guidelines. |
| Applicant | Person/households who have actually applied for SNAP |
| Approaches | Means of reaching target audience includes strategies, interventions. |
| Attribution Statement | Interchangeable with Acknowledgment Statement. |
| Bay Area Nutrition and Physical Activity Collaborative | BANPAC: a regional collaborative of over 200 health related organization dedicated to empowering communities to make healthy changes. |
| Behaviorally focused | Interventions that are focused towards changing behavior. |
| Budget Adjustment Request | BAR: changes made to the budget during the year. Handled by the Contract Manager. |
| CalFresh Outreach | CalFresh (formerly Food Stamp) Outreach is supported by a separate USDA funding stream. Most NEOPB projects are not allowed to conduct CalFresh Outreach except to provide a very brief outreach message. |
| CalFresh Promotion | CalFresh (formerly Food Stamp) Promotion is SNAP-Ed allowable; however, CalFresh promotion activities can not stand alone. They must be part of and integrated within a larger educational program and must occur in the context of nutrition education. |
| California Adolescent Nutrition and Fitness | CANFIT: a community partner, is all about creating tools, strategies, lessons, and recipes that appeal to youth and reflect foods from their culture along with fitness activities. CANFIT also works to make nutrition more understandable so all families can make healthy food choices. |
| Coordinated Approach to Child Health | CATCH: the largest evidence base of any obesity prevention program by impacting a child's nutrition, level of physical activity, classroom environment, childcare programs, schools and community. |
| California Children's Healthy Eating and Exercise Practices Survey | CalCHEEPS: provide detailed information about California children's fruit and vegetable consumption, physical and screen time, high calorie low nutrient food consumption, awareness of the California Children's Power Play! Campaign and Harvest of the Month, and factors that influence these behaviors including out-of-home eating, school environment, poverty status, and weight status. |
| California Conference of Local Health Dept. Nutritionists | CCLHDN: Professional organization that strives to build leadership capacity among local health department nutritionists to influence nutrition funding and programs at the local and state levels. |

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| California Conference of Local Health Officers | CCLHO: a membership organization of the 61 legally appointed physician Health Officers in California, one for each of the 58 counties and the cities of Berkeley, Long Beach, and Pasadena. The mission of CCLHO is to prevent disease and improve the health of all California residents. |
| California Dept. of Social Services | CDSS: receives funding from USDA and then dispurses to CDPH. Oversees CDPH. |
| California Teen Eating, Exercise and Nutrition Survey | Cal TEENS: is a survey that is administered bi-annually in even years. The data tables provide detailed information about California adolescent eating and physical activity behaviors. The 2012 CalTEENS covers dietary intake and practices, physical and sedentary activity, factors that influence these behaviors including out-of-home eating, social norms, school environment, weight status, weight loss practices, as well as knowledge, attitudes, and beliefs associated with eating and exercise. |
| Census tract | Defined area where at least 50 percent of person have gross incomes that are equal to or less than 185% of the poverty threshold. |
| Channel | Refers to the various message delivery systems where services are offered. The NEOPB works with a variety of channels, including school districts, county offices of education, local health departments, city governments, parks and recreations, Indian tribal organizations, public colleges and universities, cooperative extension agencies, and non-profit organizations. |
| Chronic Disease and Injury Control | CDIC: Division of CDPH (CDPH>CDIC>NEOP branch) |
| Close of business | COB: end of work day. |
| Coalitions | Group of similarly focused business or individuals who collaborate to maximize nutrition education efforts and improve coordination, cooperation, partnerships, and communication |
| Collaboration | Individuals, business or organizations working together to achieve a common goal. |
| Collaboratives | Cohesive group formed to work together to achieve a common goal. |
| Collective impact | Highly structured approach to large scale social impact. Increases effectiveness by moving from an isolated impact when entities work independently to address a concern. |
| Communities of Excellence | CX 3: a tool that captures and communicates neighborhood-level data to promote healthier communities. It provides tools for collecting and measuring food quality, availability and affordability in low-income communities. |
| Community assessment | Collection and analysis of qualitative and quantitative data from sources within the community. Assessment of barriers as well as positive attributes of the community. Includes advisory groups, interested stakeholders and community members. |
| Community based organizations | CBO: A community based organization, public or private nonprofit that is representative of a community or a significant segment of a community, and is engaged in meeting human, educational, environmental, or public safety community needs. |

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| Community change goals | Long-term community change goals around obesity prevention. These are multi-year goals that support future efforts. Community change goals may have non-SNAP-Ed components. |
| Community of concern | Zip code areas that may have nutritional and /or health concerns. |
| Community Youth Organization | CYO: is a network of community organizations providing opportunities that lead to the healthy transformation of local, personal and community improvements. |
| Compendium of surveys | A compendium is a collection of tools for evaluating programs or interventions. Some of the surveys contained within the compendium have been validated and should not be modified. |
| County Nutrition Action Plan | CNAP: County partners which can provide support, training and capacity building to LHDs to engage and build purposeful partnerships/alliances at the local level. It is recommended that each county establish a CNAP or similar group and meet on |
| Curriculum/curricula | Specifically planned sequence of instruction. |
| Data cards | Information cards that record a participant's information regarding: gender, race/ethnicity/age and CalFresh status. Information is used for EARS reporting. |
| Dietary Guidelines for Americans | DGA: encourages individuals to eat a healthful diet — one that focuses on foods and beverages that help achieve and maintain a healthy weight, promote health, and prevent chronic disease. |
| Documentation (IWP last column) | Farthest right column in the IWP that notes what item will be required to show completion of the activity. |
| Duplicated Counts | When reporting a duplicated count, an individual is counted every time he/she participates. For example, if Sue attends 6 nutrition education sessions, it would be counted as 6 duplicated counts. |
| Education and Administrative Reporting System | EARS: an annual data and collection process completed by CalFresh (formerly Food Stamp Program) State agencies for USDA. It collects uniform demographic characteristics of participants receiving nutrition education benefits, nutrition education intervention topics, education delivery sites, strategies, and resource allocation for the prior fiscal year. |
| Electronic Benefit Transfer | EBT: type of machine that accepts SNAP benefits. |
| Emerging programs | Approaches that have not yet been formally evaluated. |
| Environmental | Refers to the "E" in PSE. Sustainable environmental changes that are expected within a community due to interventions. |
| Ethnicity | Comprised of: Hispanic/Latino or Not Hispanic/Latino |
| Evaluation | Evaluation is a systematic determination of a subject's merit, worth and significance, using criteria governed by a set of standards. NEOP and USDA require evaluation of interventions performed by funded projects. |
| Evaluation Framework | Guidance from WRO regarding evaluation. |
| Evidence based | Integration of best research evidence. |

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| Expanded Food and Nutrition Ed. Program | EFNEP: federally-funded program through the United States Department of Agriculture National Institute of Food and Agriculture (USDA NIFA) that offers nutrition education to limited-resource families and children. gain the knowledge, skills, attitudes, and changed behavior necessary to choose nutritionally sound diets and improve well-being. |
| Federal Fiscal Year | FFY: Each Federal Fiscal Year (FFY) begins October 1 and ends the following September 30th. FFY 2016 covers October 1, 2016 through September 30, 2017. |
| Food Bank | Public or charitable institution that maintains an established operation involving the provision of food or edible commodities or the products of food or edible commodities to food pantries, soup kitchens, hunger relief centers or other food and feeding centers which provide food to needy people on a regular basis. |
| Food resource management skills | Includes meal planning, comparing prices, using shopping list. |
| Food security | Able to obtain adequate amount and quality of food. |
| Food store quality score | Score derived from assessing a retail store using CX3 standards. |
| Free and Reduced Price Meals. | FRPM: USDA pays a portion or all for a school meal based on income level. |
| Geographic Information System | The online GIS system is primarily used to identify qualifying census tracts or to determine the income eligibility of a specific site. Tutorials are available on the GIS website. |
| Guidelines | Refers to USDA SNAP-Ed Guidance for Nutrition Education and Obesity Prevention document. |
| Harvest of the month | HOTM: features ready-to-go tools and resources that can be used in diverse applications to support healthy eating and daily physical activity. These tools and resources can be used in a variety of settings. California grown produce is featured. |
| Impact outcome evaluation | Evaluation of an intervention that has face-to-face contact with the same individuals. LHDs are expected to measure change in fruit and vegetable consumption and factors that influence it or beverage consumption and factors that influence it using a pre-test/post-test survey design. Requires at least 30 minutes, on five or more different occasions. |
| Implementing Agencies | Contract with State agencies to provide SNAP-Ed. |
| Indirect education | The distribution of information and resources, including any mass communications, public events and materials distribution that do not meet the USDA definitions of Direct Education or Social Marketing Campaigns. |
| Intervention categories | CED community educating direct; CEI community education indirect; MPR media, social media, public relations & messaging; C&C coordination and collaboration; TTA training and technical assistance. |
| Intervention plan | A defined set or proposal of activities and methods in which SNAP-Ed nutrition education will be implemented. |
| Interventions | Specific set of evidence based, behaviorally focused activities and /or actions to promote healthy eating and active lifestyles |
| Justification | A reason or premise which explains the allowance of an item or activity. |
| Lesson plan | A lesson plan is a teacher's detailed description of the course of instruction, or 'learning trajectory' for a lesson. Direct education must come from an approved lesson plan. |

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| Letter of commitment | LOC: A letter of commitment is a statement of active participation in the project. It specifies resources that the group will commit to the project and identifies what role it will play in bringing the project to a successful conclusion. |
| Local Implementing Agency | LIA: County receiving SNAP funding. |
| Low-income persons | People participating in or applying for CalFresh (formerly Food Stamp Program), as well as people with low financial resources defined as gross household incomes ≤ 185 percent of Federal Poverty Level. Data sources that can be used to identify low-income populations include: National School Lunch Program data on number of children enrolled for Free and Reduced Price Meals; or census data identifying areas where low-income persons reside. |
| Means tested | A means test is a determination of whether an individual or family is eligible for government assistance, based upon whether the individual or family possesses the means to do without that help. |
| Means tested programs | Programs that require the income and/or assets of an individual or family to fall below specified thresholds in order to qualify for benefits. |
| Means tested sites | Participants in means tested locations automatically qualify for SNAP-Ed activities based on similar income requirements for these programs or services. These include: Food Banks, Food Pantries, CalFresh (formerly Food Stamp) Offices, Public Housing, Shelters/Temporary Housing, Soup Kitchens, and the TANF Job Readiness Program and other programs. |
| Media | Program websites, SNAP websites, press releases, TV, radio, bus shelter ads and billboards. |
| Memorandum of understanding | MOU: A legal document outlining the terms and details of an agreement between parties, including each parties requirements and responsibilities. |
| Multi level interventions | Interventions that reach the target audience at more than one level of the SEM and mutually reinforce each other. Generally thought of as having 3 or more level of influence. |
| National Health and Nutrition Examination Survey | NHANES: the National Health and Nutrition Examination Survey (NHANES) is a program of studies designed to assess the health and nutritional status of adults and children in the United States. |
| Needs assessment | Identify and describe types of health, nutrition problems of a person, community. |
| Negotiations | Discussion of points in the Integrated Work Plan between LHD and Project Officer. Means of clarifying documentation. |
| Necessary | Needed to complete an expectation or job. |
| Nutrition education | along with obesity prevention are any combination of educational strategies with environmental supports designed for voluntary adoption of food and physical activity choices and other nutrition related behaviors. Nutrition education are delivered through multiple venues and involve activities at the individual, community and appropriate policy levels. The allowable activities must be evidenced based. |
| Nutrition education materials | Items, lesson plans, materials, etc. that are used in providing direct or indirect nutrition education. |
| Nutrition education reinforcement item | NERI: items costing less than \$4.00 that are provided to the SNAP-Ed audience to convey nutrition messages. |

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| Objective | Something you are trying to do or achieve. LHDs provide Objectives they will complete with USDA funding. Activities are provided to show how the Objective will be met. |
| Partnerships | An arrangement where parties, known as partners, agree to cooperate to advance their mutual interests. The partners in a partnership may be individuals, businesses, interest-based organizations, schools, governments or combinations organizations may partner together to increase the likelihood of each achieving their mission and to amplify their reach. Partners may or may not be USDA funded. |
| Physical Activity | PA: physical activity includes exercise as well as other activities which involve bodily movement and are done as part of playing, working, active transportation, house chores and recreational activities. |
| Physical Education | PE: is a subcategory of physical activity that is planned, structured, repetitive, and purposeful in the sense that the improvement or maintenance of one or more components of physical fitness is the objective. |
| Policy | A statement of intent, and implemented as a procedure or protocol. Policies are generally adopted by the Board of or senior governance body within an organization whereas procedures or protocols would be developed and adopted by senior executive officers. |
| Policy, systems and environmental | PSE: Policy: written statement of organizational position, decision or course of action. System: changes in organizational procedures. Environment: physical, observable changes in the built, economic, and/or social environment. |
| Practice tested | One of three categories of evidence for strategies and interventions along a continuum. Practice tested is based on published or unpublished evaluation reports and case studies by practitioners working in the field that have shown positive effects on individual behavior, environments or policies. |
| Process evaluation | Looks at how program activities are delivered. It helps determine the degree to which an intervention was implemented as planned and the extent to which it reached the targeted participants. Process evaluation provides the tools to monitor quality and information needed to make adjustments to strategy implementation in order to strengthen effectiveness. |
| Progress report | NEOPB form submitted every quarter by the LHDs that reports on the status of their Deliverables. |
| Public event | Examples: health fairs, back to school night, fruit and veggie fest. |
| Public health approach | Four step process: define/monitor problems, identify risk/portective factors, develop /test prevention strategies, assure widespread adoption |
| Public service announcement | PSA: messages in the public interest disseminated by the media without charge, with the objective of raising awareness, changing public attitudes and behavior towards a social issue. |
| Race | Comprised of: African American, Asian, American Indian/Alaskan Native, Native Hawaiian/Pacific Islander, White or of multiple races. |

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| Reach, Efficiency, Adoption, Implementation and Maintenance | RE-AIM: tool or method of considering strengths and weakness of interventions. Type of evaluation. |
| Reasonable | What would be expected by the average person under specified conditions. One of the criteria used by USDA to decide if something is allowable. |
| Research tested | One of three categories of evidence for strategies and interventions along a continuum. Based on rigorous nutrition and public health nutrition research and other published studies and evaluation reports. |
| Research and Evaluation Section | RES: one of the sections within NEOPB. |
| Retail food store | Definition from 2014 Farm Bill: includes governmental or private nonprofit services that purchase and deliver food to the homebound elderly or disabled. |
| School wellness | National School Lunch Program or other federal Child Nutrition programs is required by federal law to establish a local school wellness policy for all schools. It is a tool for parents, local educational agencies (LEAs) and school districts in promoting student wellness, preventing and reducing childhood obesity, and providing assurance that school meal nutrition guidelines meet the minimum federal school meal standards. |
| Shaping Health as Partners in Education | SHAPE: organization that provides physical activity, health education for children. NEOP no longer encourages participation. |
| Share point | A collaborative site developed by Microsoft. Designed for many people to generate, organize and easily manage content and for only a few to approve. |
| Site change spreadsheet (aka Site List) | Required form by CDSS to indicate changes, additions or deletions to sites of interventions. |
| Smarter Lunchroom Movement | SLM: endeavors to equip school lunchrooms with evidence-based tools that improve child eating behaviors and thus improve the health of children. |
| SNAP-Ed Connection | Web site from USDA that is specifically geared towards resources for the SNAP-Ed population. |
| SNAP-Ed target audience | Supplemental Nutrition Assistance Program Education (SNAP-Ed) eligible participants are CalFresh (formerly Food Stamp Program) eligible persons (\leq 185 percent of the Federal Poverty Level). |
| Social ecological model | SEM: theoretical framework. There are five spheres of influence in the SEM: individual, interpersonal, institutional/organizational, community, and social structure/public policy. |
| Social marketing | Social Marketing is defined as the application of commercial marketing technologies to the analysis, planning, execution and evaluation of programs designed to influence voluntary behavior of target audiences in order to improve their personal welfare and society. |
| Specific, measurable, attainable, realistic & timely | SMART: required format/requirements for components of objectives. |
| State Implementing Agency. | SIA: UCCE, Catholic Charities, CDA, CDPH, CDSS |
| State level objective | Objective that is addressed by the CDPH, rather than one developed by the LHD. |

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| Strategies | A plan or method to obtain a specific goal or result. |
| Sub contractor | LHD often sub-contract out part of their SOW or Work Plan to individuals or other agencies. |
| Success story | Brief narrative from LHD of what they are most proud of accomplishing during the year. Submitted with 4th quarter progress report. |
| Sugar sweetened beverages | SSB : a drink that has added sugar beyond the sugar that would be naturally found in the item (Orange juice vs. Orange drink). |
| Supplantation | To take the place of another. For example this would be where WIC is charged with a certain task, and NEOPB comes in to provide the same task and both are using USDA funding. Supplantation is not allowed. |
| Supplemental Nutrition Assistance Program | SNAP : The Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps) helps low-income people and families buy the food they need for good health. |
| Supplemental Nutrition Assistance Program Education Plan Guidance | The SNAP-Ed Plan Guidance is released annually by the USDA and provides policy guidance for states regarding the operation of SNAP-Ed. It is also used by State agencies to guide the development of the Annual Plan submitted to USDA. |
| Systems | A coordinated body of methods, a scheme or plan of procedure; organizational scheme as in PSE (Policy, Systems & Environment). |
| Target audience | Specific SNAP-Ed audience in an approved qualifying site. |
| Target site | A physical intervention site that has been approved for use with the SNAP-Ed eligible population. |
| Technical assistance | TA includes advice, mentoring, materials, and training to support the provision of accurate and appropriate nutrition education and physical activity promotion to SNAP-Ed eligible individuals and to increase the level of expertise applied by NEOPB funded projects and partners. |
| Toolkit | A set of tools/materials designed to be used together or for a particular purpose such as providing nutrition or physical activity promotion or classes. |
| Targeting Summary Spreadsheet | An Excel spreadsheet completed by the LHD and used to request and list changes, additions or deletions to intervention sites. |
| Travel costs | LHD travel must be allowable and in the budget prior to reimbursement. Handled by both PO and CM. |
| Unallowable | Activities, items and expenses which may not be reimbursed by SNAP-Ed under USDA guidelines. |
| Unduplicated Counts | The number of different individuals who receive any SNAP-Ed direct education. Each individual counts as one participant, regardless of the number of times he/she participates in direct education activities. For example, if David attends a 6-session nutrition education class series, he would be counted as one unduplicated count. |
| Un-funded partners | Organizations or other entities that do not receive SNAP-Ed funds. |
| United States Dept. of Agriculture | USDA funder for NEOPB SNAP-Ed. |

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| USDA Plan | The USDA State Plan is California's plan for SNAP-Ed. It is submitted annually by the NEOPB to CDSS and then to USDA to secure funding for NEOPB activities. The Plan is submitted to the California Department of Social Service (CDSS), California's CalFresh (formerly Food Stamp Program) administrator in July to secure funding by October 1. |
| USDA Western Regional Office | The USDA Food & Nutrition Services Western Regional Office is located in San Francisco. WRO covers California, Hawaii, Alaska, Washington, Oregon, Idaho, Nevada, and Arizona. |
| Western Regional office | WRO: western region of USDA. California is only one of the western states. |
| Work Plan Coordinator | WPC: designated individual responsible for coordinating and compiling the IWP. |
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