

Food Service Management Company (FSMC) Monitoring Form Fixed Price Contract

The school sponsor must conduct a monitoring visit of how the FSMC is operating. Please keep the completed forms in your FSMC file.

Monitoring Date: _____

Menus and Services	Yes	Needs Improvement	N/A
1. Did the FSMC follow the 21-day menu, as described in Exhibit B of the contract, for the first 21 days of the contract? If not, did the FSMC request approval from the SFA prior to implementing menu changes? Is there documentation of this approval? (Monitor during the first year of contract only)			
2. USDA Meal Pattern Requirements: a. <u>Food Based Menu Planning</u> Are all required food components served for each reimbursable meal? Do menus meet portion size requirements for each grade group? b. <u>"Offer versus Serve" Provision</u> Are students required to take the minimum number of food components or items? Lunch-3 different components, 1 of which is ½ cup fruit/veg Breakfast-3 items, 1 of which is ½ cup fruit/veg c. <u>Water</u> Is water available to students at all meals free of charge?			
3. Are production records completed each day for all meals claimed for reimbursement and component contributions available for each menu item?			
4. All foods sold during the school day must meet the nutrition standards as outlined in the Smart Snacks guidance. Do foods sold a la carte, in the school store and in vending machines run by the FSMC meet the Smart Snacks in Schools regulations? Is documentation on file to verify product compliance?			
5. Is the point of service meal count taken after all food components are offered to ensure only reimbursable meals are claimed?			
6. Does the FSMC meet the Buy American Provisions of the contract and USDA regulations? Complete a spot check of canned, fresh, frozen food/produce to assure compliance with the Buy American Provision.			
7. Does the FSMC/SFA have a procedure in place to address exceptions to the Buy American Provision?			
8. Has the SFA approved the exceptions?			
Sanitation and Safety Procedures			
1. Are facilities and equipment adequately maintained for safety, sanitation and are HACCP records maintained?			
2. Do employees practice safe food handling procedures?			
3. Is the most current food inspection report posted in an area visible to the public?			
USDA Foods			
1. Does the monthly invoice from the FSMC show a credit for the full value of USDA foods received in that month?			
2. Credit for the value of donated foods was received through (underline all that apply): Invoice Reductions Refunds Discounts Other			
3. Does the FSMC provide clear documentation of the value of USDA Foods and USDA Department of Defense Fresh Fruit and Vegetable Program (USDA DoD/FFAVORS) received per month?			
4. Does the credit on the monthly FSMC invoice match documentation provided? (This includes crediting for the value of donated foods contained in processed end products.)			
5. Does the FSMC retain title to all USDA donated foods and ensure that all USDA donated foods are made available to the FSMC, including processed foods?			

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	Yes	Needs Improvement	N A
6. Does the FSMC use all donated ground beef, ground pork, and all processed end products in the SFA's food service without substitution?			
7. Does the FSMC use USDA donated foods to the maximum extent in quantities that can be used and stored without waste? Value of USDA Foods Used: \$ _____ USDA Foods Entitlement Amount Available: \$ _____			
Financial Accountability Procedures			
1. Do the school's food service daily meal count record forms accurately reflect the counts of student and adult meals by type and eligibility category?			
2. Do the school food service daily income records accurately reflect the revenue received by meal type? (Student meals, adult meals, a la carte, etc.)			
3. Does FSMC billing reflect the current Fixed Meal Prices as established in the contract/renewal?			
4. Do records show a la care, adult and other food sales are being billed at the current meal equivalency rate?			
5. Is the FSMC performing any special functions/catering outside the non-profit food service account? List functions in the comments section.			
6. If "yes" to the above, is the responsible party billed by the FSMC on a separate invoice?			
7. Are all FSMC invoices monitored to assure the FSMC has not double-billed, or does it include costs not allowed by the contract? (For example, small wares/minor equipment included in the fixed price.)			
8. For sites with the Fresh Fruit and Vegetable Program Grant: <ul style="list-style-type: none"> Time certification of all operational and on-site administrative labor is required monthly. Is documentation available? 			
9. Are actual Invoices for the purchase of fresh fruits, vegetables, and operational supplies available by claiming month?			
10. Is the FSMC providing invoices to document the use of Supply Chain Assistance funds?			
Staffing and Professional Development			
1. Is annual Civil Rights Training provided and documented for all staff who work with any part of the school meals program?			
2. Is the FSMC complying with Professional Standards requirements for food service employees?			
3. Is the FSMC complying with the staffing plan as detailed in the contract? (For example, if stated in the contract that the food service director will be full time and on-site daily, is the FSMC providing a full time, on-site food service director daily?)			
Other Contractual Requirements			
1. Has the advisory committee of parents, students and teachers, administration, and FSMC representatives met at least once per semester to assist in menu planning?			
2. Have the advisory committee meetings been documented and kept on file?			
3. If recommendations or concerns have been noted from the meetings, has the FSMC implemented them or addressed the concerns brought forth by the committee?			
4. Have all corrections been made as required if problems were noted during a review by NDE- Nutrition Services?			
5. Have all responsibilities of the SFA and the FSMC been implemented as defined by the terms of the contract? If not, explain.			

