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 for this approval? (Monitor during the first year of contract only)			
2. 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 track the purchase of non-domestic foods using the Buy American Tracker?			
Sanitation and Safety Procedures			
1. Does every school and food preparation service site have a Hazard Analysis Critical Control Point (HACCP) manual readily 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?			
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. Does the FSMC bill the requesting organization directly for catering services, with payment made directly to the FSMC, and are all catering revenues and expenses kept out of the nonprofit school food service account?			
6. Are all FSMC invoices monitored to ensure 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.)			
7. Does the credit on the monthly FSMC invoice show a credit for the full value of USDA foods received in that month and match documentation provided by the FSMC? (This includes crediting for the value of donated foods contained in processed end products.)			
8. For sites with the Fresh Fruit and Vegetable Program Grant: a. Time certification of all operational and on-site administrative labor is required monthly. Is documentation available? b. Are actual Invoices for the purchase of fresh fruits, vegetables, and operational supplies available by claiming month?			

Staffing and Professional Development	Yes	Needs Improvement	N A
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 training requirements for food service employees?			
3. Is the FSMC providing adequate staffing and complying with the staffing plan as detailed in the contract?			
Other Contractual Requirements			
1. Has the SFA conducted and documented advisory committee meetings at least once per semester?			

FSMC response/corrective action to all items marked "Needs Improvement"	Date of Implementation

Signature of SFA Monitoring Official _____ Title _____ Date _____

Signature of FSMC Representative _____ Title _____ Date _____