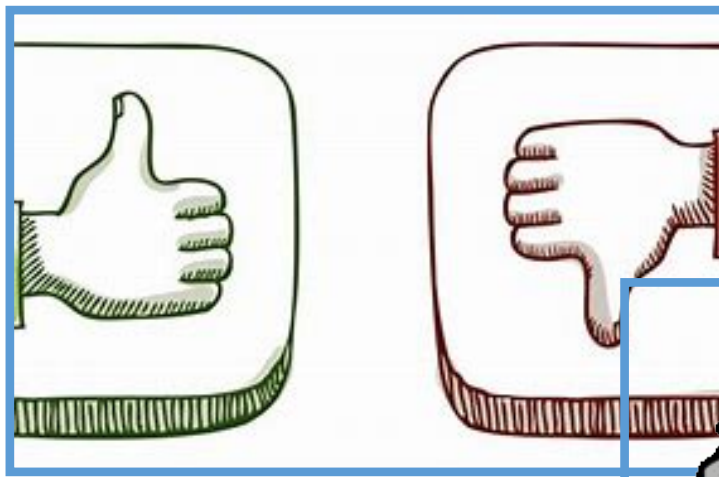


Child & Adult Nutrition Services (CANS)



Working **WITH** your
Food Service Management Company





HIGH FIVE

WAY TO GO

CHEERS

CONGRATS

HOORAY









Regulations - Food Service Management Company contracts 7 CFR 210.16

Any school food authority that employs a food service management company in the operation of its nonprofit school food service shall:

- (a)(1) Adhere to the procurement standards specified in §210.21 when contracting with the food service management company;**
- (2) Ensure that the food service operation is in conformance with the school food authority's agreement under the Program;**
- (3) Monitor the food service operation through periodic on-site visits**




(4) Retain control of the quality, extent, and general nature of its food service, and the prices to be charged the children for meals;

(5) Retain signature authority on the State agency-school food authority agreement, free and reduced price policy statement and claims;

(6) Ensure that all federally donated foods received by the school food authority and made available to the food service management company accrue only to the benefit of the school food authority's nonprofit school food service and are fully utilized therein;



- (7) Maintain applicable health certification and assure that all State and local regulations are being met by a food service management company preparing or serving meals at a school food authority facility;**
- (8) Establish an advisory board composed of parents, teachers, and students to assist in menu planning;**
- (9) Obtain written approval of invitations for bids and requests for proposals before their issuance when required by the State agency. The school food authority must incorporate all State agency required changes to its solicitation documents before issuing those documents; and**

- 
- **(10) Ensure that the State agency has reviewed and approved the contract terms and that the school food authority has incorporated all State agency required changes into the contract or amendment before any contract or amendment to an existing food service management company contract is executed. Any changes made by the school food authority or a food service management company to a State agency pre-approved prototype contract or State agency approved contract term must be approved in writing by the State agency before the contract is executed. When requested, the school food authority must submit all procurement documents, including responses submitted by potential contractors, to the State agency, by the due date established by the State agency.**

COMPLIANCE



RULES



STANDARDS



POLICIES



REQUIREMENTS



REGULATIONS



TRANSPARENCY



LAW

**PILOT CAR
FOLLOW ME**

PROCUREMENT

PRODUCTION RECORDS

FOOD SAFETY

**NUTRIENT
STANDARDS**

MONITORING



**REIMBURSABLE
MEALS**

**ADVISORY
BOARD**

**OFFER VS
SERVE**

Required Training for School Nutrition Program Employees (All Local Educational Agencies)

Continuing education/training annually

- **Directors-** At least **12** hours
- **Managers-** At least **10** hours
- **Full-time staff-** At least **6** hours
- **Part-time staff-** At least **4** hours
- **Other staff** – Training as needed





7 CFR 210.16

(a)(1) Adhere to the procurement standards specified in §210.21 when contracting with the food service management company

How you adhere to the procurement standards will depend on who you are.



Who are you?

FOOD SERVICE MANAGEMENT COMPANY

School Food Authority

School not operating a School Nutrition Program – **Becomes SFA Site**

CACFP Head Start operating on the SFA premises

Competitive Contract

Non-Competitive Inter-Agency Agreement

School Food Authority Operating a School Nutrition Program

Child and Adult Care Food Program



Responsibilities – School Food Authorities (SFA)

The SFA shall ensure that FSMC operation of the SFA's school food service is in conformance with the SFA's agreement under the program. (7CFR 210.16(a)(2)).

Establish an advisory board composed of parents, teachers, and students

The SFA shall monitor the food service program through periodic on-site reviews to include the inspection of meals, food preparation, storage and service areas, sanitation practices, and, if included in the contract, procedures for accurately counting meals for the claim. (7CFR 210.16(a)(3)) The SFA shall be responsible for resolution of program review and audit findings.

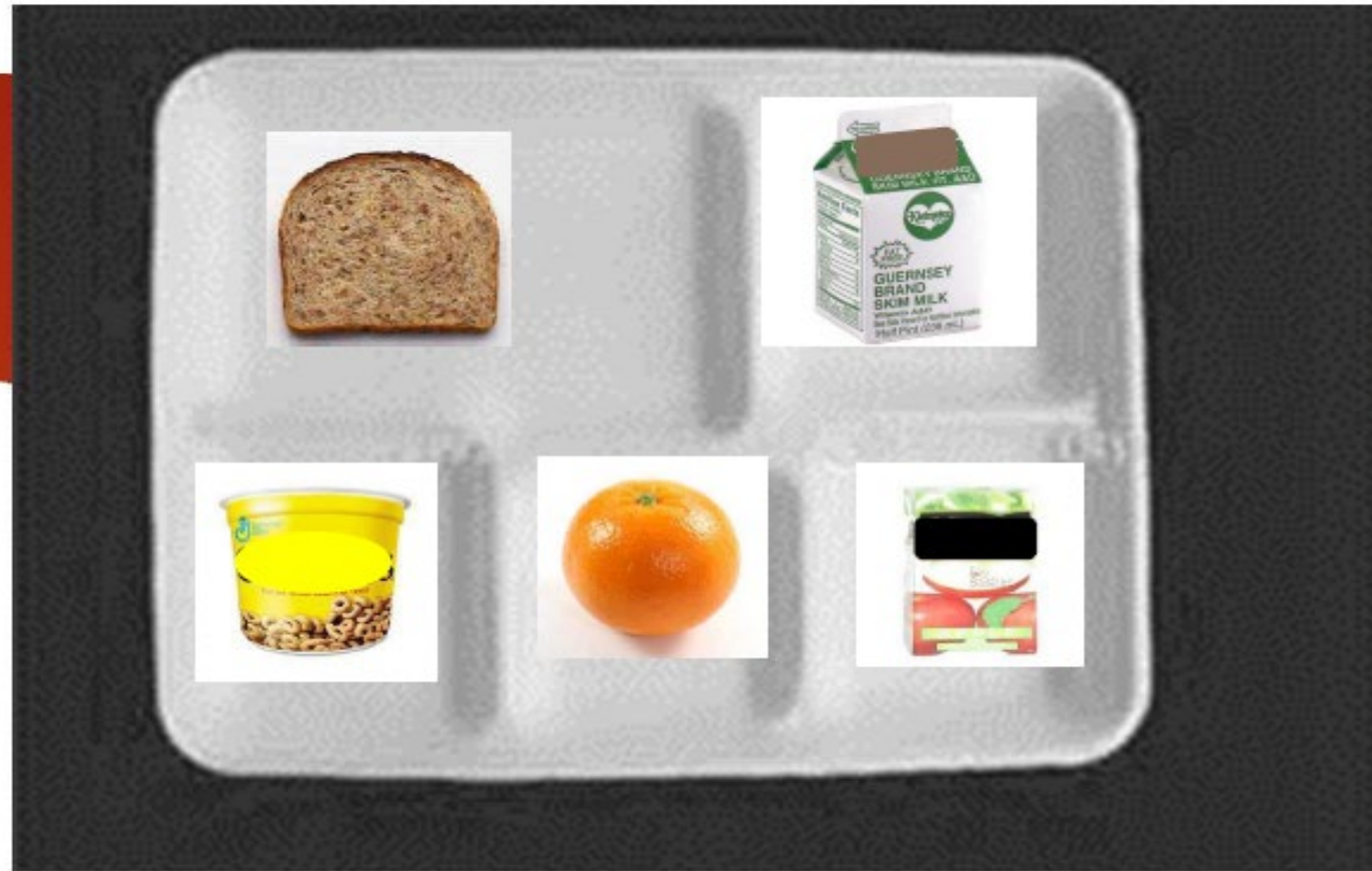
Execution of all contracts and amendments is contingent on approval by the South Dakota Department of Education (SDDOE).

Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs – May 2020

	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5	Grades 6-8	Grades 9-12	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food^a Per Week (Minimum Per Day)					
Fruits (cups) ^b	5 (1) ^c	5 (1) ^c	5 (1) ^c	2½ (½)	2½ (½)	5 (1) ½
Vegetables (cups) ^b	0	0	0	3¾ (¾)	3¾ (¾)	5 (1)
Dark green ^d	0	0	0	½	½	½
Red/Orange ^d	0	0	0	¾	¾	1¼
Beans/Peas (Legumes) ^d	0	0	0	½	½	½
Starchy ^d	0	0	0	½	½	½
Other ^{de}	0	0	0	½	½	¾
Additional Veg to Reach Total ^f	0	0	0	1	1	1½
Grains (oz eq) ^e	7-10 (1)	8-10 (1)	9-10 (1)	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	0 ^h	0 ^h	0 ^h	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) ⁱ	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
	Other Specifications: Daily Amount Based on the Average for a 5-Day Week					
Min-max calories (kcal) ^j	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories) ^j	< 10	< 10	< 10	< 10	< 10	< 10
Sodium Target 1(mg) ^{jk}	≤540	≤600	≤640	≤1,230	≤1,360	≤1,420
Sodium Target 2(mg) ^{jk}	≤ 485	≤ 535	≤ 570	≤ 935	≤ 1,035	≤ 1,080
Trans fat ^{jl}	Nutrition label or manufacturer specifications must indicate zero grams of <u>trans</u> fat per serving.					



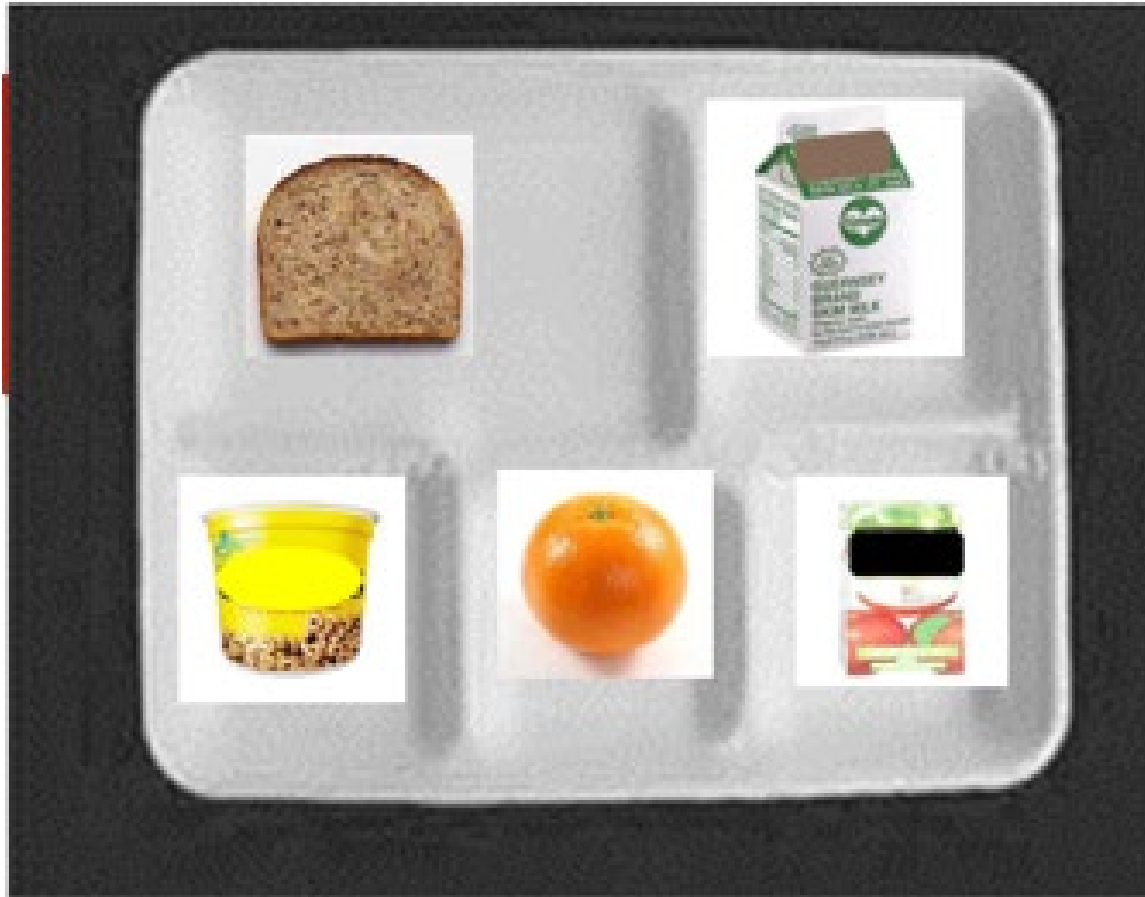
Breakfast Meal Pattern			
	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food Per Week (Minimum Per Day)		
Fruits (cups)	5 (1)	5 (1)	5 (1)
Fluid Milk (cups)	5 (1)	5 (1)	5 (1)
Vegetables (cups)	No requirement, substitution for fruit allowed.		
Grains (oz eq)	7-10 (1)	8-10 (1)	9-10 (1)
Meat/Meat Alternates (oz eq)	No requirement, substitution in place of grains allowed after 1 oz eq daily requirement met.		



The Menu (5 items)

1 oz eq WGR bread
1 oz eq Cereal

1 orange (1/2 c fruit)
1/2 c 100% apple juice
1 c milk



Breakfast Meal Pattern			
	Grades K-5	Grades 6-8	Grades 9-12
	Amount of Food Per Week (Minimum Per Day)		
Meal Pattern			
Fruits (cups)	5 (1)	5 (1)	5 (1)
Fluid Milk (cups)	5 (1)	5 (1)	5 (1)
Vegetables (cups)	No requirement, substitution for fruit allowed.		
Grains (oz eq)	7-10 (1)	8-10 (1)	9-10 (1)
Meat/Meat Alternates (oz eq)	No requirement, substitution in place of grains allowed after 1 oz eq daily requirement met.		

The Menu (5 items)

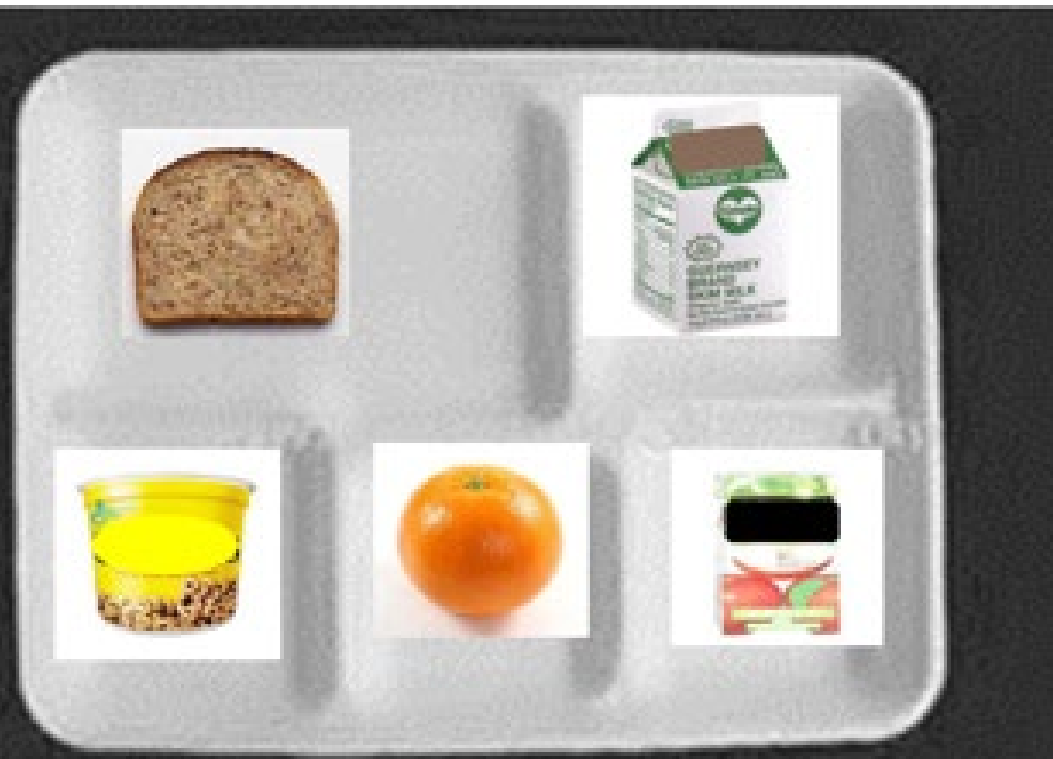
1 oz eq WGR bread
1 oz eq Cereal

1 orange (1/2 c fruit)
1/2 c 100% apple juice
1 c milk

Offer vs. Serve at Breakfast – Optional for Elementary, Middle and High School

4 food items equaling the full amount of three components must be available to every student for a reimbursable meal: Fruit, Grains, Fluid Milk

- A student must select at least 3 food items AND
- Student must select at least a ½ cup fruit or ½ cup 100% fruit juice



The Menu (5 items)

1 oz eq WGR bread

1 oz eq Cereal

1 orange (1/2 c fruit)

½ c 100% apple juice

1 c milk

	Grades K-5	Grades 6-8	Grades 9-12
Lunch Meal Pattern	Amount of Food^a Per Week (Minimum Per Day)		
Fruits (cups) ^b	2.5 (0.5)	2.5 (0.5)	5 (1)
Vegetables (cups) ^b	3.75 (0.75)	3.75 (0.75)	5 (1)
Dark green ^c	0.5	0.5	0.5
Red/Orange ^c	0.75	0.75	1.25
Beans and peas (legumes) ^c	0.5	0.5	0.5
Starchy ^c	0.5	0.5	0.5
Other ^{c,d}	0.5	0.5	0.75
Additional Veg to Reach Total ^e	1	1	1.5
Grains (oz eq) ^f	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) ^g	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week			
Min-max calories (kcal) ^h	550-650	600-700	750-850
Saturated fat (% of total calories) ^h	< 10	< 10	< 10
Sodium (mg) ^{h,i}	≤ 935	≤ 1035	≤ 1080
Trans fat ^h	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.		



The Menu

Smoked Turkey Sandwich
2 oz WGR Bread
2 oz turkey

1 orange (1/2c Fruit)
Steamed Broccoli (1/2 cup)
1 c. Fluid Milk

Salad / Fruit Bar



	Grades K-5	Grades 6-8	Grades 9-12
Lunch Meal Pattern	Amount of Food^a Per Week (Minimum Per Day)		
Fruits (cups) ^b	2.5 (0.5)	2.5 (0.5)	5 (1)
Vegetables (cups) ^b	3.75 (0.75)	3.75 (0.75)	5 (1)
Dark green ^c	0.5	0.5	0.5
Red/Orange ^c	0.75	0.75	1.25
Beans and peas (legumes) ^c	0.5	0.5	0.5
Starchy ^c	0.5	0.5	0.5
Other ^{c,d}	0.5	0.5	0.75
Additional Veg to Reach Total ^e	1	1	1.5
Grains (oz eq) ^f	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) ^g	5 (1)	5 (1)	5 (1)

The Menu

Smoked Turkey Sandwich
2 oz WGR Bread
2 oz turkey

1 orange (1/2c Fruit)
Steamed Broccoli (1/2 cup)
1 c. Fluid Milk
Salad / Fruit Bar

**At Lunch Offer vs. Serve is required for high school students in grades 9 – 12
Optional for Elementary and Middle School**



Smoked Turkey Sandwich
2 oz WGR Bread
2 oz turkey
1 orange (1/2c Fruit)
Steamed Broccoli (1/2 cup)
1 c. Fluid Milk
Salad / Fruit Bar

The student may decline food components of their choice.

For a reimbursable meal, students must take at least 3 of 5 components and 1 component must be ½ cup fruit or vegetable

DAILY LUNCH MENU PRODUCTION RECORD SCHOOL YEAR 20XX-20XX

Serving Size

Lunch Menu

K-8 9-12

DATE: 04/01/20XX

Signature: _____
 Counts _____
 School Dist: PBA
 Site Name: _____
 Offer Versus Serve: _____
K-12

Serving Size		Lunch Menu
K-8	9-12	
1 ea 5ea/1ea 1/2c&3	1 ea 5ea/1 ea 1/2c &3	Hamburger on WW Bun Hamburger on WW Bun Chicken Nuggets/Angel Biscuit Mac & Cheese/Meatballs
1/2 cup 1/2 cup	1/2 cup 1/2 cup	Broccoli & Cauliflower Baby Carrots
1/2 ea	1 ea	Fresh Banana
1/2 cup	1 cup	Watermelon chunks
1 cup	1 cup	Milk choice

Hamburger on WW Bun
 Chicken Nuggets/Angel Biscuit
 Mac & Cheese/Meatballs
 Cauliflower
 Carrots
 Banana
 Watermelon chunks
 Milk choice

Purchased A la Carte? _____
 Free Seconds? _____

Menu
 Recipe Name & #
 Product Name & C

Meat/Meat Alternate

Hamburger patty (T)
 size q m m
 Chicken Nuggets (T)

Grains/Bread

Hamburger patty (T)
 size q
 Chicken Nuggets (T)

Fruits

See Food Bar Form
 Watermelon Chunks

Vegetables

Broccoli & Cauliflower
 Baby Carrots

See Food Bar Form

2 Milk Choices: 1% unflavored

Prepared
 10 Cans,
 etc.)
 Revised Added (-) or
 Left Over (-)

50/can
 500/can
 300/can

1 dozen
 +10 bun

none

0 can
 r (1-18x2)
 -2 cups
 -3 cups

50
 100
 none
 -5

Chocolate Skim 1% White

pint 45 pint 45 1/2 pint 5 95

Other Foods (Condiments, etc.)

See Food Bar Form

DAILY LUNCH MENU PRODUCTION RECORD SCHOOL YEAR 20XX-20XX

DATE: 04/01/20XX

Signature:

Counts

School D

Site Nam

Offer Vers

K-12

Purchase

Free Seco

Meat/Meat

Ha

oz

Ch

Grains/B

Ha

oz

Ch

Fruits

See Fo

Watermel

Vegetabl

Brocco

Baby C

See Fo

2 Milk Choic

Chocolate Skim 1% White

Other Foods (Condiments, etc.)

✓✓ See Food Bar Form

Meal

Serving Size

K-8

9-12

1 ea
5ea/1ea
1/2c&3

1 ea
5ea/1 ea
1/2c &3

Lunch Menu

Hamburger on w/w Bun
Chicken Nuggets/Angel Biscuit
Mac & Cheese/Meatballs

Menu Item

(ground beef, canned corn)

Recipe Name & # Spaghetti (D35)

Product Name & Code# (Tyson 1234)

Food Temperat

Grades: K-8

Grades: 9-12

Serving Size

Planned Servings

Serving Size

Planned Servings

Meat/Meat Alternate

Hamburger patty (Tyson #9780) CN#68512 - 2 ozeq mma

Chicken Nuggets (Tyson #1234) CN#1234 - 2 ozeq mma

Mac & Cheese w/Meatballs (MooFood #4321) CN#4321 - 2 ozeq mma

1 ea

15

1 ea

75

5ea

50

5ea

50

1/2c&3

50

1/2c&3

10

Grains/Bread

Hamburger Bun (Old Home #7794) CN#7794 - 2 ozeq

Angel Biscuit (Old Home #7748) CN#7748 - 2 ozeq

Mac & Cheese w/Meatballs (MooFood #4321) CN#4321 - 2 ozeq

1 ea

15

1 ea

75

1ea

50

1ea

50

1/2c&3

50

1/2c&3

10

Fruits

See Food Bar Form

Watermelon Chunks

1/2 cup

105

1 cup

125

Vegetables

Broccoli & Cauliflower

Baby Carrots

1/2 cup

75

1/2 cup

100

1/2 cup

90

1/2 cup

100

1 1/2 pint

45

1 1/2 pint

45

1/2 pint

5

95

100

-5

DAILY LUNCH MENU PRODUCTION RECORD SCHOOL YEAR 20XX-20XX

Serving Size

Lunch Menu

DATE: 04/01/20XX

Signature:

Counts

School Dist: PB Activity

Site Name:

Offer Versus Serve: Yes: No: OVS Grades:

K-12

	Planned
K-8:	105
9-12:	125

Meal Counts

	Planned	Actual
K-8:	105	130
9-12:	125	120
Adults:	8	10
Total:	238	260

H	I	J
Total Planned Servings (slices, cups, etc)	Total Units Prepared (lbs, #10 Cans, # Recipes, etc.)	Amount Added (+) or Left Over (-)
98	2 cases, 50/case	+10 patties
101	2cases, 250ea/case	-15 nuggets
61	2 cases, 30sv/case	-7 svgs
238 buns	20 dozen	+10 buns
186 cups	124#	none
92 cups	8 #10 cans	-2 cups
99 cups	100 cups (I-18x2)	-3 cups

n w/w Bun
uit

J

Amount Added (+) or Left Over (-)

+10 pattie
15 nugget
-7 svgs

+10 bun

none

2 cups
3 cups

none
-5

Broccoli & Cauliflower	1/2 cup	75	1/2 cup	100
Baby Carrots	1/2 cup	90	1/2 cup	100
1 See Food Bar Form				
2 Milk Choices: 1% unflavored, skim flavored, skim unflavored				
Chocolate Skim 1% White	1/2 pint 1/2 pint	70 45	1/2 pint 1/2 pint	90 45
Other Foods (Condiments, etc.)				
✓✓ See Food Bar Form				

	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Weekly Total	Weekly Requirement (cups)	Weekly Requirement Check
Minimum Vegetables	1	1	1 1/4	1	1	1	1	7 1/4	7	Yes
Cups of DARK GREEN	0	0	0	1	0	0	0	1	1/2	Yes
Cups of RED/ORANGE	3/8	1	0	0	0	1	0	2 3/8	1 1/4	Yes
Cups of BEANS/PEAS(Legumes)	0	0	0	0	3/4	0	0	3/4	1/2	Yes
Cups of STARCHY vegetables	1	0	1 1/4	1/2	0	0	0	2 3/4	1/2	Yes
Cups of OTHER (any other type of vegetable)	1/8	0	0	0	1/4	3/4	1	2 1/8	3/4	Yes

	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Weekly Total	Weekly Requirement (oz equivalents)	Weekly Requirement Check
Minimum Meat/Meat Alternate	2.00	2.00	1.00	2.00	2.00	2.50	2.00	13.50	14	No
Maximum Meat/Meat Alternate	2.00	2.00	2.25	2.50	2.25	2.50	2.25	15.75	17	Yes

	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Weekly Total	Weekly Requirement (oz equivalents)	Weekly Requirement Check
Minimum Grain	2.00	3.00	2.00	2.00	2.25	2.00	3.00	16.25	14	Yes
Maximum Grain	2.00	3.50	2.00	3.00	2.25	2.25	3.00	18.00	17	No
Grain Based Dessert Total for all weekly meals								1.25	No more 2 oz equivalents	Yes
Whole Grain Rich Weekly Amount	Weekly Grains Total:	34.25	Weekly Whole Grain Rich Total:	34.25			100.0%	100% whole grain rich	Yes	



Advisory Board meets twice per School Year
Keep documentation of meeting minutes.

Parents
Students
Teachers

MENU PLANNING ASSISTANCE
VERIFY CONSISTENT MEAL QUALITY
REPORT TASTE TEST FINDINGS
CONDUCT SATISFACTION SURVEYS





Food Service Management Company (FSMC) Monitoring Form

From Memo Number: SNP 228-1: Every school year, each School Food Authority (SFA) with more than one school must perform no less than one on-site review of the meal counting and claiming system and some general areas identified under 7 CFR 210.18(h) in each school operating the National School Lunch Program (NSLP) and half of the schools operating the School Breakfast Program (SBP).

In addition to the site monitoring, an official from the SFA (for this document: Local Education Agency - LEA) must conduct a monitoring visit of **each food service site operated by the FSMC** where meals are prepared and/or served to be sure they are in compliance with the contract and with USDA requirements **twice per year.**



If the monitoring visit discovers errors in the Food Service Management Company's operation of the School Nutrition Program, the LEA must issue specific corrective actions for each error. The approved completion of the corrective action within 30 days of the review will return the FSMC to the scope of their contract and return the LEA to SNP compliance.

Complete a copy of this form for **each site** monitored, any additional documentation of corrective action, and retain in program files. The results of monitoring visits may be used as support for renewing or not renewing the FSMC contract. A copy of the completed forms must be sent to Child & Adult Nutrition Services with the contract renewal documents.



Scheduled Contract Monitoring

Financial Accountability

- Invoiced meal prices match current contract
- A La Carte and Adult meals billed at MEF

Menus and Service

- Claim numbers support Meal Sales
- Meal Counts supported by attendance
- USDA Foods being utilized fully
- USDA nutrition requirements met?
- Production Records accurate and complete?

Sanitation and Safety

- Food Safety HACCP based Standard Operating Procedures up to date?
- Health inspection posted?

Other Contract Requirements

- Civil Rights policies followed?
- Annual employee confidentiality form on file?

School Nutrition Programs



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications >

School Year: 2021 - 2022

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Application Manager Dashboard	Application Management Tool
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Site Enrollment	Site Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

School Nutrition Programs

Applications | Claims | Reports | Security | Search

Programs

Applications > Download Forms

Download Forms

View:

<input type="checkbox"/>	Form ID	Description
<input type="checkbox"/>	SSO (8)	
<input type="checkbox"/>	SNP (22)	
	SNP0001	Income Eligibility Guidelines - SY21-22
	SNP0003	Parent Packets
	SNP0004	Notification Letters
	SNP0006	RCCI Prototype Roster
	SNP0007	Verification & Monitoring
	SNP0008	Annual Information Update
	SNP0010	Meal Count Method
	SNP0011	On-Site Monitoring Memo 228-1
	SNP0013	Breakfast Production Record - CANS Prototype
	SNP0014	Lunch Production Record - CANS Prototype
	SNP0015	Afterschool Snack Monitoring 224-1
	SNP0017	Audit Requirements
	SNP0018	Civil Rights Planning
	SNP0019	Free & Reduced Application - SY21-22 (PDF)
	SNP0020	Free & Reduced Application - SY21-22 (Word Doc)
	SNP0021	Public Release
	SNP0022	NonProgram Food Decision Tree
	SNP0023	Online F/R Application System Approval Request Form
	SNP0024	Permanent Agreement & F/R Policy Statement FAQ
	SNP0025	SNP Permanent Agreement 10-2018
	SNP0026	SNP F/R Policy Statement 10-2018
	SNP0027	FSMC Confidentiality Agreement

< Back



Employee Confidentiality Agreement Regarding Student Data

(Agency name)

I, _____ (person name) _____ agree to safeguard and maintain strict confidentiality regarding any student data received by or accessible to me as an employee of the _____ (company) _____. I acknowledge that personally identifiable information, as that term is defined by 34 C.F.R. § 99.3, is confidential and that I am prohibited from further disclosing that information unless disclosure is specifically authorized by the Family Educational Rights and Privacy Act, the Individuals With Disabilities Education Act, the National School Lunch Act, and all other applicable state or federal laws. Unauthorized disclosure of any student data could result in termination of my employment and other civil and criminal penalties. This Confidentiality Agreement amends and supersedes all previous non-disclosure and confidentiality agreements regarding student data signed by me as an employee of the _____ (company) _____.

Signature of Employee: _____

Name of Employee: _____

Date: _____

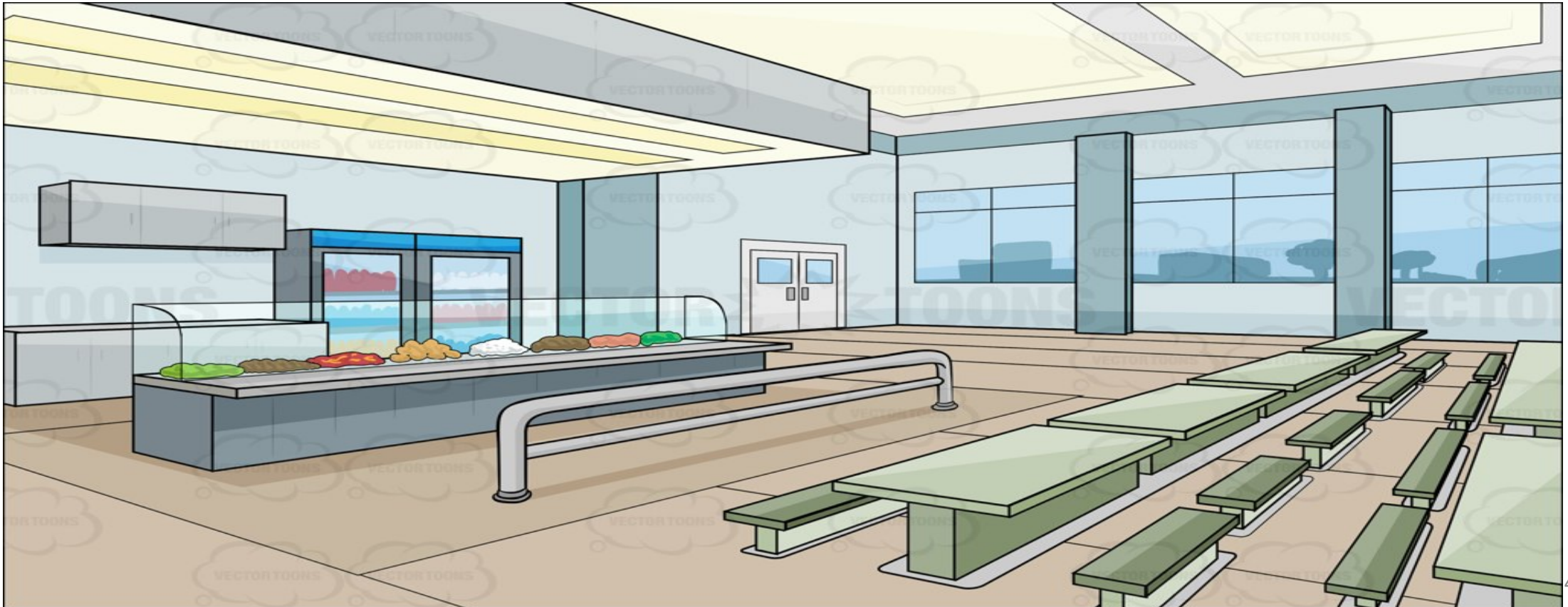
Visual Confirmation

- Safe food handling observed
- Offer vs Serve properly performed
- Are all food items and menus available through entire meal service.
- Are reimbursable meals correctly identified?
- If applicable, is the Fresh Fruit and Vegetable Program operated correctly?



- Are food temperature logs current and complete?
- Do lines move efficiently?

- Is free potable water available to students?
- Is the area clean, secure, and appealing?





Corrective Actions

Number and Area Requiring Correction	Name	Date
<p>_____</p>	<p>Responsible Individual for FSMC _____ Approving Authority for LEA _____</p>	<p>Due Date: _____ Date Completed & Approved:</p>
<p>_____</p>	<p>Responsible Individual for FSMC _____ Approving Authority for LEA _____</p>	<p>Due Date: _____ Date Completed & Approved:</p>
<p>_____</p>	<p>Responsible Individual for FSMC _____ Approving Authority for LEA _____</p>	<p>Due Date: _____ Date Completed & Approved:</p>
<p>_____</p>	<p>Responsible Individual for FSMC _____ Approving Authority for LEA _____</p>	<p>Due Date: _____ Date Completed & Approved:</p>



1st Monitoring – October or November
After first cycle menu is completed.

2nd Monitoring – February or March
Before contract renewal considerations begin.





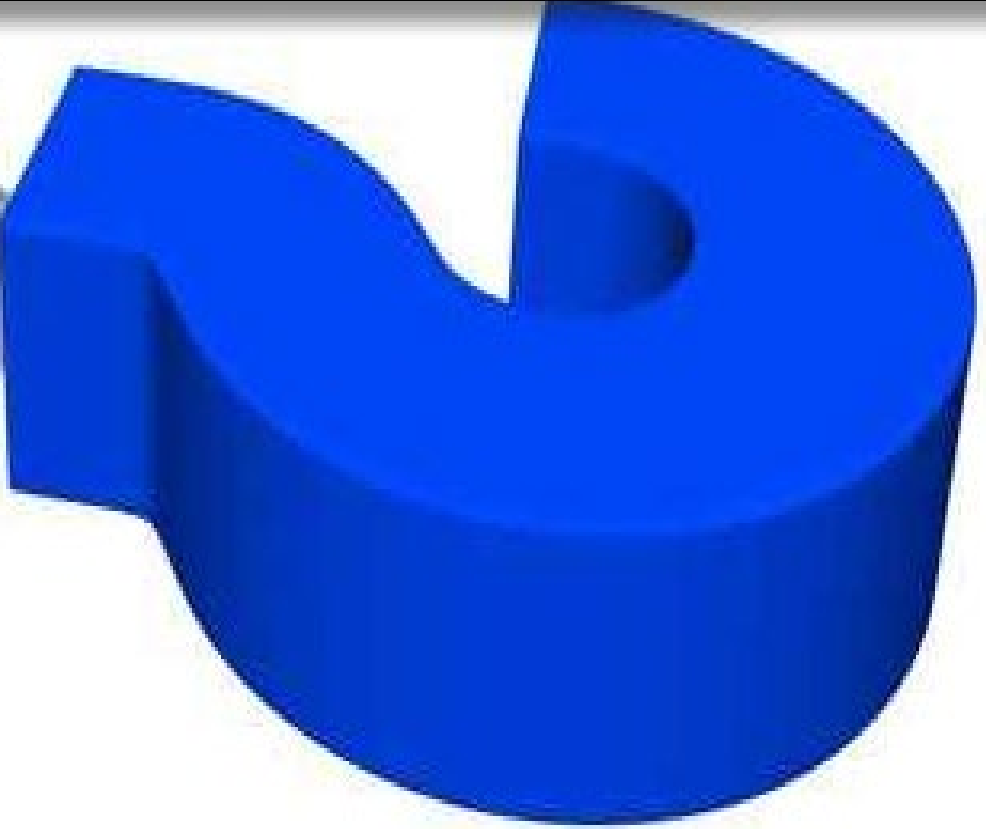
The monitoring form should be reviewed when considering whether to:

Rebid the Food Service Management Company contract.

Renew the Food Service Management Company contract.

Choose to convert the School Nutrition Program to Self Operation.

**TO RENEW
OR
NOT TO RENEW
THAT IS THE QUESTION**





SELF OPERATION



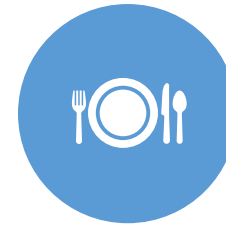
**MENU
PLAN**



**FOOD
SAFETY**



**PROFESSIONAL
STANDARDS**



**NONPROGRAM
FOODS**



PROCUREMENT



south dakota
DEPARTMENT OF EDUCATION

Learning. Leadership. Service.

800 Governors Drive
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To: School Food Authorities with renewable Food Service Management Company
Contracts for School Year **20xx-20xx**

Food Service Management Companies with current contracts in South Dakota
SFAs

From: **XXXXXXXXXX** Program Specialist
SD Department of Education, Child and Adult Nutrition Services

Date: **XXXX**

Subject: FSMC Renewal Process



FSMC Renewal Packet for School Year 20xx-20xx

School Food Authority	
City	
List of Serving Sites included in this Contract	
SFA Contact	Phone
Email of SFA Contact	
Food Service Management Company Name	
Renewal Year (Circle): 1 2 3 4	



Complete and submit contents of this packet:

- 1. Checklist of FSMC allowable charges and required credits
- 2. Projected Food Service budget for contract year 20xx-20xx
- 3. School Food Authority non-delegable responsibilities
- 4. Anti-Collusion Affidavit
- 5. Suspension and Debarment Certification
- 6. Restrictions on Lobbying and Certification regarding Lobbying

Submit additional documents

- 1. Copy of January 20xx invoice with supporting documentation
- 2. Copy of Monitoring Forms. Two per year for each site.
- 3. Copy of previous year's USDA entitlement reconciliation
- 4. Prototype Amendment to renew fixed price food service management contract.

AMENDMENT TO RENEW FIXED PRICE FOOD SERVICE MANAGEMENT CONTRACT

Date of Base Contract:	Enter Date of Base Contract	Renewal Year (Circle):	1	2	3	4
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This term of the original Contract was for One (1) year. This is to renew that contract and will cover the period *(start date)* and continuing until *(end date)* unless terminated by either party as provided.

This amendment is between Local Education Agency (LEA) *(name)* and Food Service Management Company *(Company name)*

The Parties now desire to amend the Contract to extend it for an additional year in accordance with 7 CFR Part 210.16(d) and the terms of the original Contract. In Consideration of the promises contained herein and for other good and valuable consideration, the Parties hereto agree as follows:



Methodologies for Fee Increases/Decreases:

The maximum allowed fee increase/decrease, including Allocated Charges, is linked to the following CPI:

The Consumer Price Index (CPI) Food Away From Home, Midwest Region, for the month of December of the current contracted School Year SY 20xx-20xx is: .

Please enter below each fee increase/decrease included in the addendum. Enter N/A or additional items as applicable
Allocated Charge Increase:

Meal Service	20XX-20XX Price	20XX – 20XX Price CPI Increase _____ %
Breakfast	\$	\$
Lunch	\$	\$
Milk	\$	\$
Ala Carte / Adult Meal	\$	\$
FFVP	\$	\$



The LEA and FSMC certify that there are no material changes to the original contract. (Delete this if there has been material changes to the contract for SY 20-21.)

For the LEA

For the FSMC

Signature

Signature

Printed or typed name

Printed or typed name

Title

Title

Date

Date

ALL CONTRACT RENEWALS MUST BE PRE-APPROVED BY THE STATE AGENCY

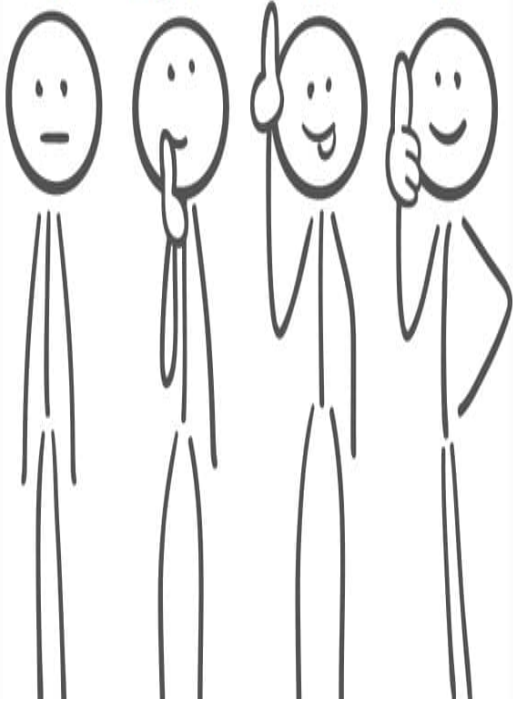
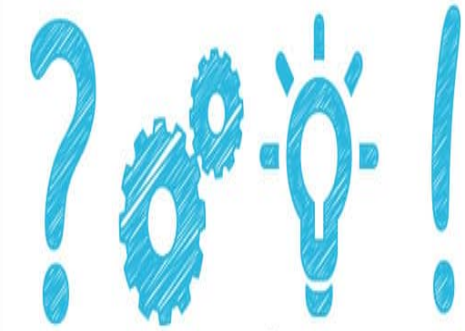
This contract is not valid until it is reviewed and approved by the State Agency. The FSMC is not authorized to begin performance until the contract is signed and dated below. If performance begins prior to date below, the LEA may not be obligated for payment.

Printed or Typed Name of signer

Printed or Typed Title

Signature

Printed or Typed Date



??Questions??

Contact Us



Child & Adult Nutrition Services

- 605-773-3416
- DOE.SchoolLunch@state.sd.us

