

# Food Service Management Company (FSMC) Monitoring Form

**2020-2021**

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.

LEA Name:		Site Name:	
FSMC Name:		Review Date:	
Contract Begin Date:		Contract Year (circle): 1 2 3 4 5	
Breakfast Fixed Fee:	Lunch Fixed Fee:	Snack Fixed Fee:	
FFVP Fixed Fee:		Meal Equivalency Factor:	

Financial Accountability Procedures	Answer	Comments
<b>1.</b> Do all the invoices match the prices with the current renewal addendum prices?	YES ___ NO ___	
<b>2.</b> Did the charges/fee adjustment follow the basis for fee adjustment as described in the contract?	YES ___ NO ___	
<b>3.</b> Are USDA Foods ordered and utilized and are on track to use 100% of the entitlement?  Were credits for the value of USDA Foods applied to the billing following the frequency and price determination as outlined in the contract?	YES ___ NO ___  YES ___ NO ___	
<b>4. First year</b> - Did the FSMC follow the 21-day cycle menu, as described in the contract, for the first 21 days of the contract?	NA ___ YES ___ NO ___	If NO please explain:

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<p><b>5.</b> If changes were made to menus following the first 21 days of the contract, did the LEA approve them?</p>	<p>YES ___ NO ___</p>	
<p><b>6.</b> Do the daily meal count records accurately reflect the counts of student and adult meals by meal type and eligibility category if the FSMC completes meal counts?</p>	<p>NA ___ YES ___ NO ___</p>	
<p><b>7.</b> Has the school compared numbers of meals counted and billed to attendance records to determine if meal counts are reasonable?</p>	<p>YES ___ NO ___</p>	
<p><b>8.</b> Do the school food service daily income records accurately reflect the revenue received by meal type? (Student meals, adult meals, a la carte/seconds, etc.)</p>	<p>YES ___ NO ___</p>	
<p><b>9.</b> Are all bills monitored to ensure use of the current pricing agreement (in the contract or addendum) and have not double-billed or included costs which are not allowed by the contract?</p>	<p>YES ___ NO ___</p>	
<p><b>10.</b> Do the records show a la carte, adult, and other food sales are being billed at the correct meal equivalency rate?</p>	<p>YES ___ NO ___</p>	
<p><b>11.</b> Do records show that bills accurately credit USDA Foods, listing the full value of USDA foods received that month?</p>	<p>YES ___ NO ___</p>	
<p><b>12.</b> Is the FSMC performing any outside activities?  Is the LEA being charged for these activities? (ex: catering, special functions, etc...)</p>	<p>NA ___ YES ___ NO ___  YES ___ NO ___</p>	<p>If yes, please explain:</p>
<p><b>13.</b> Do records show that credit has been given or payment made to the Local Education Agency (LEA) for use of the facility for outside activities as outlined in the contract?</p>	<p>NA ___ YES ___ NO ___</p>	
<p><b>14.</b> Is the FSMC adhering to the LEA's free and reduced priced policy statement?</p>	<p>YES ___ NO ___</p>	
<p><b>Menus and Service</b></p>	<p><b>Answer</b></p>	<p><b>Comments</b></p>
<p><b>15.</b> Are cycle menus used and followed?  Who plans the menu?</p>	<p>YES ___ NO ___</p>	<p>Name:</p>
<p><b>16.</b> Who is responsible from LEA and FSMC to monitor the meals to make sure they meet requirements?</p>	<p>LEA Name: FSMC Name:</p>	

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17. Do purchased meals meet the quality specification standards indicated in the contract?	YES___ NO___	
18. Have all menu standards been maintained as to type and quality of meal service as outlined in the contract?	YES___ NO___	
19. Are daily production records completed each day for all meals claimed for reimbursement?  Are component contributions recorded for each menu item?	YES___ NO___  YES___ NO___	
20. How are meals monitored after the last food or menu item is served/selected to ensure only reimbursable meals are claimed?		
21. If "Offer vs Serve" is implemented, are students required to take the minimum number of food or menu items which includes ½ cup fruit or vegetable for a reimbursable meal?	NA___ YES___ NO___	
22. Are all food items and menus available to students at the at the beginning of the meal service day also available at the end of the meal service day?	YES___ NO___	
23. Is free (potable) drinking water available to students without cost or restriction?	YES___ NO___	
24. Are Smart Snack regulations followed concerning sale of competitive foods (a la carte food sales, seconds, etc.)?	YES___ NO___	
25. Are the requirements of the FFVP met?	NA___ YES___ NO___	
<b>Sanitation and Safety Procedures</b>	<b>Answer</b>	<b>Comments</b>
26. Are facilities and equipment adequately maintained for safety and sanitation?	YES___ NO___	
27. Do employees practice safe food handling procedures?	YES___ NO___	
28. Is the current health inspection posted?  Are copies of prior inspections kept on file by the school?	YES___ NO___  YES___ NO___	
29. Are temperature logs maintained daily and kept on file in each kitchen?	YES___ NO___	
<b>Other Contractual Requirements</b>		

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<b>30.</b> Has the advisory committee of parents, students and teachers met at least twice per year to assist in menu planning? (Retain documentation on file including: agendas, minutes, surveys, taste testing results, etc.)	YES ___ NO ___ Date of meeting:	
<b>31.</b> Have all corrections been made as required if problems were noted during an LEA review, health inspection, the administrative review, or a program audit?	YES ___ NO ___	
<b>32.</b> Were USDA Civil Rights policies followed?	YES ___ NO ___	
<b>33.</b> Have there been any Civil Rights complaints this year?	YES ___ NO ___	
<b>34.</b> If the FSMC employees have access to any student personally identifiable information, is a current signed statement of confidentiality on file for those employees?	YES ___ NO ___	
<b>35.</b> Have all responsibilities of the LEA and the FSMC been implemented as defined by the terms of the contract?	YES ___ NO ___	If no, please explain:

**Other Comments:**

<b>LEA's Monitoring Official</b>		
Name:	Title:	Date:
Signature:		

<b>FSMC Official</b>		
Name:	Title:	Date:
Signature:		

**Documentation of Corrective Action**

In the space below, enter the number and area that requires correction. Describe how the error was corrected and, if required by the LEA, submitted for approval. Attach any additional documentation needed to show lasting correction.

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Number and Area Requiring Correction	Names	Dates
	Responsible Individual for FSMC _____ Approving Authority for LEA _____	Due Date:  Date Completed & Approved:
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