

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 completed forms in your FSMC file.

Monitoring Date: _____

Menus and Services	Yes	Needs Improvement	NA
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? (<i>Monitor during the first year of contract only</i>) If changes were made to menus following the first 21 days of the contract, did the sponsor approve them?			
2. To assure menu requirements are met: a. <u>Food Based Menu Planning</u> Are all required food components served for each reimbursable meal? Do menus meet requirements for all grade groups? 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? 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. 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: \$ _____			

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Financial Accountability Procedures	Yes	Needs Improvement	NA
1. Does 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. Does 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 SFA billed separately? (i.e. ensures labor and food are not double billed)			
7. 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? • Are actual Invoices for the purchase of fresh fruits, vegetables and operational supplies available by claiming month? 			
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?			
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 as a result of the meetings has the FSMC implemented recommendations 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 sponsor and the FSMC been implemented as defined by the terms of the contract? If no, explain.			
6. Are FSMC records available for review on premises?			
List Corrective Actions taken for all "Needs Improvement" items on page 1 and 2.		Date of Implementation	

Other Comments:

Signature of Sponsor's Monitoring Official

Title

Date