

School Food Authority (SFA) Food Service Management Company (FSMC) Monitoring Form

The SFA must conduct performance management of the FSMC contract through periodic on-site monitoring of the contracted requirements, as per 7 CFR 210.16(a)(3).

Review Date: _____

Name of District and Site(s) Monitored: _____

Name and title of SFA official conducting monitoring visit: _____

Menus and Service	Yes	Needs Improvement	N/A
If changes were made to menus following the first 21 days of the contract, did the SFA approve them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all menu standards been maintained as to type and quality of meal service as outlined in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the FSMC only serving reimbursable meals that comply with the latest USDA dietary guidelines as established by USDA in Federal regulations for the National School Lunch Program, the School Breakfast Program, and all other USDA contracted meal programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the SFA retained control of the quality, extent, and general nature of its food service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the SFA made no payment to the FSMC for meals that are spoiled or unwholesome at time of delivery; or do not meet detailed specifications, or do not otherwise meet the requirements of the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are production records completed each day for all meals claimed for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the FSMC in compliance with the Smart Snacks requirements of the SNP regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are meals monitored after the last food or menu item is served/selected to ensure that only reimbursable meals are claimed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the foods purchased meet the quality specification standards indicated in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the SFA evaluate the FSMC's menus for affordability, nutrition requirements, and appeal to the students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

USDA Donated Foods	Yes	Needs Improvement	N/A
Does the SFA receive credit for the value of USDA- donated foods, received during the school year or fiscal year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the FSMC provide clear documentation of the value received and of credit being recognized? (This includes crediting for the value of donated foods contained in processed end products.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the USDA Foods billing statement detail the value of the USDA Foods received and that it was used as the value for all credits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the SFA retain title to all USDA donated foods and ensure that all USDA donated foods are made available to the FSMC, including processed foods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the SFA/FSMC use USDA donated foods to the maximum extent in quantities that can be used and stored without waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the FSMC compliant with the Buy American Provision by using all donated foods, or commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods in the SFA's food service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the FSMC use all donated ground beef, ground pork, and all processed end products in the SFA's food service without substitution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the FSMC responsible for receiving donated foods on behalf of the SFA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is the SFA verifying delivery of donated food shipments and end products and not relying solely on the FSMC records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Financial Accountability Procedures	Yes	Needs Improvement	N/A
Does the monthly invoice align with billing requirements: <ul style="list-style-type: none"> Meals x rate – commodities Invoices meal rates match the contracted meal rates Correct a la carte equivalency factor is used (Reimbursement Rates) Include all supporting documentation as to how the invoice was calculated 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the food service daily meal count records accurately reflect the counts of student and adult meals by meal type and eligibility category?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the FSMC maintain records to support the claims for Reimbursement, report claim information to the SFA promptly at the end of each month and have meal count records for meals not covered by the claim e.g., adult meals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the food service daily income records accurately reflect the revenue received by meal type? (student meals, adult meals, a la carte, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sanitation and Safety Procedures	Yes	Needs Improvement	N/A
Are facilities and equipment adequately maintained for safety and sanitation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees practice safe food-handling procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are State health licenses maintained as required by the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the SFA assure that all state and local regulations are being met by the FSMC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Contractual Requirements	Yes	Needs Improvement	N/A
Has the FSMC used the advisory committee of parents, students, and teachers to assist in menu planning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all corrections been made as required if problems were noted during an SFA review, administrative review, or a program audit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the SFA have procedures in place to monitor the FSMC's contract compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is documentation of monitoring being maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the FSMC followed the staffing plan per the Contract Exhibit G?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the SFA retained all food service responsibilities not allowed to be delegated to the FSMC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If "no," list what was delegated:			
FSMC's food service operations are monitored by the SFA through periodic on-site visits to ensure that the food service is in conformance with program regulations and that program review and audit findings are resolved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is documentation of monitoring maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all responsibilities of the sponsor and the FSMC been implemented as defined by the terms of the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If no, explain.			

List Corrective Actions taken for all “Needs Improvement” items.	Date of Implementation
---	-------------------------------

Signature of FSMC Representative	Title	Date
Signature of SFA Official	Title	Date