

**Food Service Management Company/  
Vendor Monitor Review**

07-2009

**PURPOSE**

For use in conducting the required annual monitoring review of the food service management company (FSMC)/vendor organization contracted to provide meal service for the Child and Adult Care Food Program (CACFP) contracting organization (contractor). The contractor completes Form H1529 to assess the FSMC/vendor's compliance with CACFP program requirements. The contractor maintains the completed Form H1529 as documentation of compliance with the mandatory annual monitoring review of its contracted food service.

**PROCEDURE**

**When to Prepare**

Complete Form H1529 when conducting the required annual monitoring review of the contractor's FSMC/vendor. An employee of the contracting organization must complete the monitoring review on behalf of the CACFP organization.

**Number of Copies**

Complete one original and one copy.

**Transmittal**

The contractor keeps the original for their records and sends the copy to the FSMC/vendor contact person.

**How to Obtain Copies**

Make additional copies as needed or download Form H1529 by accessing the Texas Department of Agriculture (TDA) website at [www.snptexas.org](http://www.snptexas.org).

## Form Retention

Keep Form H1529 for three years from the end of the program year. **Exception:** If audit findings, claims or litigation have not been resolved by the end of the retention period, you must retain all forms and records until all issues are resolved.

## DETAILED INSTRUCTIONS

**Name of Contracting Organization** — Enter the legal name of the contracting organization.

**Program (TX) No.** — Enter the contracting organization's seven-digit program (TX) number.

**Date of Review** — Enter the date you are conducting the monitor review.

**Time of Arrival** — Enter the time of day you arrived to conduct the review.

**Time of Departure** — Enter the time of day you completed the review.

**Date of Last Review** — Enter the date of the previously completed meal service review.

**Monitor's Name** — Enter the name of the contractor staff conducting the monitor review.

**Monitor's Title** — Enter the title of the monitor conducting the review.

**Food Service Management Company (FSMC)/Vendor Name** — Enter the name of the food service management company or vendor contracted with to provide meal service for the CACFP organization.

**FSMC/Vendor Contact Person and Telephone No.** — Enter the name and telephone number of the contact person for the FSMC/vendor.

**Meal Preparation Site Name and Address** — Enter the name and address of the meal preparation facility where the contractor is conducting the monitor review.

**Hours of Operation** — Enter the time of day the meal preparation facility is open for meal service preparation activities.

**Meal Service Purchased** — Mark each box that represents the type of meal service purchased through your agreement with the FSMC/vendor.

***Person Interviewed at Site and Telephone No.*** — Enter the name and telephone number of the FSMC/Vendor staff person interviewed at the meal preparation site.

***Title of Person Interviewed*** — Enter the title/function of the FSMC/Vendor staff person interviewed during the monitoring review.

***Items 1. through 4.*** — The contracting organization's staff conducting the food service monitor review must visually confirm the existence of the items addressed in Items 1 through 4 and answer each question. Do not leave any questions unanswered. The reviewer will also need to review purchase receipts, invoices, and physical inventory records to obtain necessary information.

***Item 5. Findings and Recommendations*** — Document any problems or areas of concern discovered during the monitor review. Review the documented problems with the authorized representative of the FSMC/Vendor and discuss the appropriate corrective action. Document the agreed upon corrective action and the time frame for accomplishing the corrective action.

***Signature of Authorized Representative of FSMC/Vendor*** — An authorized representative of the FSMC/Vendor must sign and date the completed Form H1529 at the time of the monitor review.

***Signature of Monitor*** — The contracting organization's staff conducting the monitor review must sign and date the completed Form H1529.