

Food Service Management Company (FSMC) Monitoring Form

Contracting Entities (CEs) use this form to monitor the FSMC's operation of the program.

Purpose

The CE is responsible for ensuring the FSMC operates the program according to the contract and in compliance with all regulations and guidance. **Contracting with an FSMC does not release the CE from any responsibilities for the Child Nutrition Programs.**

This form is intended to be used quarterly to assist the CE in onsite monitoring an FSMC's operation of the program. A CE may use local monitoring tools in addition to this form.

The monitoring reviews should be conducted by the district employee responsible for oversight of the FSMC contract or district-employed designee.

For additional guidance for the issues included in this form, see *Administrator's Reference Manual*.

Use of This Form	
Frequency	This form must be completed each quarter for one site and available for review by TDA upon request.
Record Retention	<p>Completed forms kept onsite and made available on request.</p> <p>Public and charter schools are required to keep documentation related to school nutrition programs for 5 years.</p> <p>Private schools, other nonprofit organizations, and residential child care institutions (RCCIs) are required to keep documentation for 3 years.</p>

Directions for Completing This Form

General Information

- **Contracting Entity (CE) Name:** Record the name of the CE in the designated space.
- **CE ID Number:** Record the ID number of the CE in the designated space.
- **Date of Review:** Record the date the review was completed.
- **Site Name:** Record the site or school location name in the designated space.

Parts I–XIII

- Answer each question by marking the appropriate box under *Yes*, *No*, or *N/A* and fill in any blank spaces as requested.
- Comments must be written for all replies (*Yes*, *No*, or *N/A*) for better understanding of why the answer was selected. Please refer to the comments box at the end of each section.
- Review the FSMC's retained documentation related to each question topic area.
 - Is the documentation readily accessible?
 - Is the documentation kept in an organized manner?
 - Does the documentation support the answer?
 - If not, what changes need to be made to ensure that the FSMC is implementing the program correctly?
- Compare results from the FSMC monitoring form to previous assessments.
- Develop strategies to address areas of need.

Part XIV

- Determine if any of the answers to Parts I–XIII require a corrective action plan (CAP).
- Mark the appropriate response once that determination is made.
- Record any comments, notes, or observations about the corrective action in the comment text box.

Part XV

- Determine if a follow-up review is needed to make sure the CAP has been completed successfully. A follow-up review is mandatory for claim errors, meal pattern errors, or improper financial practices, including USDA Foods credits.

- Mark the appropriate response once that determination is made.
- Record any comments, about the follow-up that will help to improve the school nutrition program in the *CE Comment* box.

Part XVI

- Have the reviewer sign in the designated space.
- Have the FSMC/site manager sign in the designated space.

Contracting Entity (CE) Name:

Date of Review:

CE ID Number:

Site Name

	Yes	No	N/A
I. Eligibility and Verification			
1. Is the FSMC involved in application processing? Who is responsible for determining student eligibility? Name/Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the FSMC involved in application verification? Who is responsible for determining student eligibility? Name/Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>NOTE: The FSMC may not assist with eligibility and verification duties. If the answer is Yes to either question, a Corrective Action Plan (CAP) is required.</i>			
II. Menu Cycle/Meal Pattern			
1. Has the FSMC followed the 21-day cycle menu, as described in contract, for the first 21 days of the contract? <i>NOTE: Monitored during the first year of contract only.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the FSMC serving products that meet the specifications from initial solicitation? Provide 3 examples of specifications reviewed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the FSMC obtain approval from the CE for all menu changes made after the first 21 days of the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have all menus been developed to meet menu planning guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the FSMC serving reimbursable meals as described in the contract and in compliance with program regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the FSMC provide meal service to all enrolled students as specified in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are food production records completed each day for all meals served using the TDA prototype or another instrument that collects the same information as the TDA prototype?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the FSMC correctly complete a nutrient analysis or simplified nutrient assessment for all planned meals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Has the FSMC used an advisory committee of parents, students, and teachers to assist in menu planning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Has the FSMC implemented meal accommodations based on medical statements provided by authorized medical authorities or Individualized Education Plans (IEP) or special dietary accommodations based on CE policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CE Comments – Please provide rationale for all answers in Part II:

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
III. Competitive Foods			
1. Is the FSMC following the requirements of the Competitive Food Nutrition Standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the FSMC following local policy related to fundraisers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CE Comments – Please provide rational for all answers in Part III:

IV. USDA Foods			
1. Is the FSMC storing and managing USDA Foods received on behalf of the CE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the FSMC ensured that the CE has received credit for the value of USDA Foods received during the school year or fiscal year, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is the amount received to date? \$			
3. Does the FSMC provide the CE with clear documentation that demonstrates that the CE has received credit for the value of its USDA Foods, if applicable? If yes, please file a copy of the documentation with this form for verification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>NOTE: This includes crediting for the value of donated foods contained in processed end products.</i>			
4. How often does the CE receive credit for value of USDA Foods? <i>Check all that apply</i>			
<input type="checkbox"/> Monthly			
<input type="checkbox"/> Quarterly			
<input type="checkbox"/> End of the school year			
<input type="checkbox"/> Other:			
5. How is the CE credited for the value of donated foods? <i>Check all that apply</i>			
<input type="checkbox"/> Invoice reductions			
<input type="checkbox"/> Refunds			
<input type="checkbox"/> Discounts			
<input type="checkbox"/> Other:			
6. For cost-reimbursable contracts, does the FSMC ensure that its system of inventory management does not result in the CE being charged for USDA Foods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the FSMC ensure that the CE retains ownership to all USDA Foods including processed foods, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the FSMC use USDA Foods to the maximum extent possible? What is the SFA's current entitlement balance? \$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the FSMC use all donated ground beef, ground pork, and all processed end products in the CE's food service without substitution, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CE Comments – Please provide rational for all answers in Part IV:

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
V. Inventory			
1. Does the FSMC have an organized method for storing, preserving, and accounting for the CE's food inventory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the FSMC storage ensure that the food items are stored in a manner that is consistent with all health and safety rules that apply to the stored items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CE Comments – Please provide rational for all answers in Part V:

VI. Meal Count System			
1. Has the FSMC implemented a point of service system that allows for the collection of accurate data for meals served by eligibility category, a la carte sales, and adult sales without overt identification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. 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"/>
3. Does the FSMC have a backup system to ensure that all counting and claiming data is protected? Describe the system:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the FSMC maintain records to support all claims reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the FSMC complete the Daily Record/Accuclaim form for the CE to validate or provide the data the CE needs to complete the Daily Record/Accuclaim form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the FSMC provide accurate claiming reports to the CE at the end of each month as well as counts for other types of food service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CE Comments – Please provide rational for all answers in Part VI:

VII. Financial, Accounting			
1. Does the FSMC practice acceptable financial accounting and comply with generally accepted accounting principles (GAAP) for federally funded programs as well as accounting and financial requirements specific to the program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do the FSMC's 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"/>
3. Are allowable costs paid from the nonprofit school food service account net of all discounts, rebates, and other applicable credits accruing to or received by the FSMC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the FSMC ensure that all invoice statements are accurate and that unallowable costs and duplicative services are not billed to the CE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|---|--------------------------|--------------------------|--------------------------|
| 5. Does all income to the program accrue to the nonprofit school food service account? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does the FSMC provide the CE with all information and documentation needed for the CE to calculate its program and nonprogram revenue and cost proportion as required by regulations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does the FSMC provide documentation that allows the CE to ensure that the financial system is operated in compliance with all regulations and that all financial reports are accurate? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CE Comments – Please provide rational for all answers in Part VII:

VIII. Financial, Procurement

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Does the FSMC procure foods in compliance with the Buy American provision, including, but not limited to, incorporating the Buy American provision into all contracts where the FSMC is purchasing on behalf of the CE? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the FSMC follow all procurement regulations when purchasing on behalf of the CE? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the FSMC provide sufficient documentation for the CE to determine if all procurement was conducted correctly and in compliance with all applicable regulations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CE Comments – Please provide rational for all answers in Part VIII:

IX. Facilities

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Does the FSMC have a Health Analysis and Critical Control Points (HACCP) plan in place and is there evidence of its implementation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do employees practice safe food-handling procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the FSMC ensure that all facilities have health inspections as required by law? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are facilities and equipment adequately maintained for safety and sanitation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the FSMC's use of the facilities consistent with the facility use clauses included in the contract? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CE Comments – Please provide rational for all answers in Part IX:

X. Local Wellness Policy

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Does the FSMC follow the CE's local wellness policy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

CE Comments – Please provide rational for all answers in Part X:

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
XI. Staffing			
1. Has the FSMC staffing plan been approved by the CE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the FSMC's staffing plan consistent with the staffing clauses included in the contract?			
# Full-time employees in contract:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# Full-time employees (current):			
3. Does the FSMC ensure that all Child Nutrition staff have the required training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the FSMC ensure that the director's position meets the hiring standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the FSMC maintain documentation that demonstrates the professional standards for training and the director's position are compliant with all regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CE Comments – Please provide rational for all answers in Part XI:

XII. Record Retention			
1. Does the FSMC have a system to transfer all records to be retained for long-term storage to the CE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the FSMC provide all documentation required to demonstrate the CE is in compliance with all regulations—local, state, and federal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CE Comments – Please provide rational for all answers in Part XII:

XIII. General Terms of the Contract			
1. Has the FSMC operated and managed the program(s) contracted to operate as defined by the terms of the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CE Comments – Please provide rational for all answers in Part XIII:

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
XIV. Results of Review			
1. Is a corrective action plan required?	<input type="checkbox"/>	<input type="checkbox"/>	--
2. Is a follow-up review required? (Mandatory for claim errors, meal pattern errors, or improper financial practices, including USDA Foods credits.)	<input type="checkbox"/>	<input type="checkbox"/>	--

Comments, Notes and Observations During the Review:

XV. Corrective Action			
1. As part of corrective action, will the CE conduct a follow-up review within 45 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date the follow-up review was completed:

CE Comments – Please provide rational for all answers in Part XV:

XVI. Signatures

Signature of Reviewer

Signature of FSMC/Site Manager