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.
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.