

## **Food Service Management Company (FSMC) Contract Review Form Instructions**

*School Food Authorities (SFAs) must use this form to oversee and manage the Child Nutrition Programs (CNP) and assess the FSMCs performance according to the contract, rules, and regulations.*

### **Purpose**

The SFA 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 SFA from any responsibilities for the CN programs (7 CFR 210.16).

The review must be conducted by the SFA employee responsible for oversight of the FSMC contract or SFA designee. An FSMC employee cannot complete this form on behalf of the SFA. The SFA designee must understand the terms of the contract and have CNP knowledge. For additional FSMC guidance, see NSLP Handbook: Administrator's Reference Manual Section 18.

### **Frequency**

This form must be completed once a semester (2 times per year) for one site and be available for review by TDA upon request. The SFA must review a different site type (Elementary School, Middle School, High School, etc.) each semester.

### **Record Retention**

Public and charter schools are required to keep documentation related to CNP for five years after the applicable program year. Private schools, other nonprofit organizations, and residential childcare institutions (RCCIs) are required to keep documentation for three years after the applicable program year. Completed forms must be kept onsite and made available on request.

### **Directions**

General information:

- SFA Name and ID Number: Record the name and number of the SFA in the designated space.
- Site Monitored: Record the site visited on SFA application.
- Date of Site Monitored: Record the date the meal service was reviewed.
- Meal Service Reviewed: Record the meal service that was observed.
- Contract Type: Record the contract type.
- Date FSMC Contract Review Completed: Record the date the review was completed.

Part I – XII

- Answer each question by marking the appropriate box yes or no and fill in any blank spaces as requested. If the question is not applicable, select no and explain in the comments box at the end of each part.
- The SFA must record answers in all comments boxes by providing a rationale for responses and attaching documentation. Use an additional sheet of paper if additional space is needed.
- Review the FSMCs documentation related to each question topic area.
  - Is the documentation readily accessible and organized?
  - Is the documentation accurate?
  - 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 previous contract review form. If corrective action was previously required, was it resolved?
- Develop strategies to address areas of need or non-compliance.

#### Part XIII

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

#### Part XIV

- If corrective action is required, complete a follow-up review within 45 days.
- Record any comments about the follow-up that will help to improve the CN program in the comment box.

#### Part XV

- The SFA representative must sign in the designated space.
- The FSMC representative must sign in the designated space.