

Food Service Management Company (FSMC) Contract Review Form

General Information

SFA Name and ID Number: _____

Name of Site Monitored: _____

Date Site Monitored: _____

Meal Service Reviewed: _____

Date FSMC Contract Review Completed: _____

Required Items and Supporting Documents to Review:

- | | |
|---|---|
| ☐ Food specifications reviewed | ☐ List of advisory board members |
| ☐ Menu for meal service/site observed | ☐ FSMC invoices and supporting documents |
| ☐ Food production records for meal service/site observed | |

I. Menus and Service

1. Did the FSMC follow the 21-day cycle menu described in the contract for all programs during the first 21 days of meal service? (Monitored during the first year of the contract only.)
- ☐ Yes ☐ No ☐ N/A – not reviewing the base year

NOTE: This is monitored during the first 21 days of meal service and is a requirement per 7 CFR 210.16(b)(1). No substitutions are allowed. If the menu was not followed, a finding and fiscal action will be accessed during the Procurement Review (PR).

2. Do the foods purchased meet the quality specification standards indicated in the contract?
- ☐ Yes ☐ No

Provide three examples of food specifications reviewed.

1. _____

2. _____

3. _____

3. Does the SFA have an advisory board?
- ☐ Yes ☐ No

4. Is the advisory board composed of parents, teachers, and students to assist with menu planning?
☐ Yes ☐ No

List the advisory board members and titles below.

Name	Title

If additional space is needed, attach a document with all names and titles.

5. Does the SFA utilize the advisory board to assist with menu planning?
☐ Yes ☐ No
6. Does the SFA approve menu changes outside the 21-day cycle menu process?
☐ Yes ☐ No
7. Do all menus meet the meal pattern requirements for the appropriate age/grade groups and the nutrient specifications?
☐ Yes ☐ No
8. Is the FSMC serving reimbursable meals as described in the contract and in compliance with program regulations?
☐ Yes ☐ No
9. Does the FSMC provide meal service to all enrolled students as specified in the contract?
☐ Yes ☐ No
10. Are food production records completed daily for all meals served using the TDA prototype or another instrument that collects the same information as the TDA prototype?
☐ Yes ☐ No
11. Does the SFA evaluate the FSMC's menu for affordability, nutrition requirements, and student appeal?
☐ Yes ☐ No
12. Does the FSMC implement meal accommodations based on medical statements provided by licensed medical professionals, Individualized Education Plans (IEP), or special dietary accommodations based on the SFA policy? (Parent/Guardian permission is acceptable for Milk substitution only.)
☐ Yes ☐ No
13. Are meals monitored to ensure that only reimbursable meals are claimed?
☐ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Menus/Services:

II. Competitive Foods

1. Is the FSMC following Competitive Food Standards?
☐ Yes ☐ No
2. Is the FSMC following the local policy related to fundraisers?
☐ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Competitive Foods:

III. USDA Foods

1. Is the SFA responsible for receiving USDA Foods instead of the FSMC?
☐ Yes ☐ No

If no, is the SFA verifying the delivery of USDA Foods shipments and processed end products?
☐ Yes ☐ No ☐ N/A
2. Does the FSMC provide the SFA credit for the full value of USDA Foods received during the school year or fiscal year?
☐ Yes ☐ No

What is the amount received to date? \$_____

3. Does the FSMC provide the SFA with clear documentation that demonstrates that the SFA has received credit for the value of its USDA Foods?
☐ Yes ☐ No

NOTE: This includes crediting for the value of donated foods, including direct delivery (brown box), Department of Defense (DoD) Fresh and processed end products.

4. How often does the SFA receive credit for the value of USDA Foods? Check all that apply.

☐ Monthly	☐ End of the school year
☐ Quarterly	☐ Other

5. How is the SFA credited for the value of USDA Foods? **Check all that apply.**

- | | |
|---|------------------------------------|
| ☐ Invoice Reductions | ☐ Discounts |
| ☐ Refunds | ☐ Other |

6. Does the FSMC ensure that SFA retains ownership of all USDA Foods, including processed end products, if applicable?

- ☐ Yes ☐ No

7. Does the SFA/FSMC use USDA Foods to the maximum extent in quantities that can be used and stored without waste?

- ☐ Yes ☐ No

What is the SFA's beginning entitlement balance? \$ _____

What is the SFA's current entitlement balance? \$ _____

8. When substituting, does the FSMC use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods in the SFA's Child Nutrition Program?

- ☐ Yes ☐ No

9. Does the FSMC use all donated ground beef, ground pork, and all processed end products in the SFA's food service without substitution?

- ☐ Yes ☐ No

SFA Comments – Provide a rationale for all responses in USDA Foods:

IV. Inventory

1. Does the FSMC have an organized method for storing, preserving, and accounting for the SFA's food inventory?

- ☐ Yes ☐ No

2. Are the food items stored in a manner consistent with all health and safety rules that apply to the stored items?

- ☐ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Inventory:

V. Financial Procedures

(Review the most recent FSMC invoice and supporting documentation (e.g. detailed transaction summary report) that validate each amount charged, then answer questions in this section.)

1. Do the daily meal count records accurately reflect the counts of student, adult meals and a la carte sales by meal type and eligibility category?
☐ Yes ☐ No
2. Does the SFA have a backup system to ensure that all counting and claiming data is maintained?
☐ Yes ☐ No

Describe the system:

3. Does the FSMC maintain records to support the claims for monthly reimbursement, Daily Record/Accuclaim information, and provide them to the SFA promptly?
☐ Yes ☐ No
4. Does the FSMC maintain records to support meal count records for other meals not covered by the claim (adult meals, alternative meals)?
☐ Yes ☐ No
5. Does the SFA maintain responsibility for submitting claims for reimbursement?
☐ Yes ☐ No

Provide the name and title of the person responsible for submission.

Name: _____ Title: _____

6. Does the FSMC monthly invoice reconcile with the point of service (POS) Daily Record/Accuclaim Report for each month?
☐ Yes ☐ No
7. Do the FSMC food service daily income records, such as end-of-day POS reports, accurately reflect the revenue received by meal type (student meals, adult meals, à la carte, etc.)?
☐ Yes ☐ No
8. Has the SFA received all applicable discounts, credits, and rebates from the FSMC?
☐ Yes ☐ No

9. Does the FSMC ensure that all invoice statements are accurate and that unallowable costs and duplicative services are not billed to the SFA?
☐ Yes ☐ No
10. Does all income to the program (including non-program revenue) accrue to the nonprofit school food service account?
☐ Yes ☐ No
11. Does the FSMC provide the SFA with all information and documentation needed for the SFA to calculate its program and non-program revenue and cost proportion as required by regulations? (For example, POS records, cost-per-meal data, and inventory or financial reports).
☐ Yes ☐ No
12. Does the FSMC utilize the correct meal equivalency factor (MEF) to convert non-program revenue to meal equivalents?
☐ Yes ☐ No

List the MEF: _____

13. Does the FSMC accurately charge for meals claimed by the SFA at the fixed rate?
☐ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Financial Procedures:

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VI. Financial – Procurement

1. Does the FSMC follow the SFA's internal process to ensure that foods are procured in compliance with the Buy American provision?
☐ Yes ☐ No
2. Does the FSMC provide sufficient documentation for the SFA to determine if all procurement was conducted correctly and in compliance with all applicable regulations?
☐ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Financial - Procurement:

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VII. Sanitation and Safety Procedures

1. Does the FSMC have a Hazard Analysis and Critical Control Point (HACCP) plan, and is there confirmation of its implementation?
☐ Yes ☐ No
2. Do employees practice safe food-handling procedures?
☐ Yes ☐ No

3. Does the FSMC ensure that all facilities have health inspections as required by law?
☐ Yes ☐ No
4. Are facilities and equipment adequately maintained for safety and sanitation?
☐ Yes ☐ No
5. Is the FSMC's use of the facilities consistent with the facility use clauses included in the contract?
☐ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Sanitation and Safety Procedures:

VIII. Local Wellness Policy

1. Does the FSMC follow the SFA's local wellness policy?
☐ Yes ☐ No

SFA Comments – Provide a rationale for how the FSMC is following the SFA local wellness policy.

IX. Staffing

1. Is the FSMC's staffing plan consistent with the staffing clauses included in the contract?
☐ Yes ☐ No
 # FSMC employees in contract: _____
 # FSMC current employees: _____
2. If there are FSMC vacancies, is there a plan for the FSMC to come into staffing compliance per the contract?
☐ Yes ☐ No – **submit a staffing plan in the rationale comment section.**
3. Are the District and FSMC paying for staff according to the approved contract?
☐ Yes ☐ No
4. Does the FSMC ensure that all School Nutrition staff have the required training annually?
☐ Yes ☐ No

5. Does the FSMC ensure that the School Nutrition Program employees adhere to the USDA professional standards and continuing education training requirements as required by federal regulations (7 CFR 210.30)?
☐ Yes ☐ No
6. Does the FSMC maintain documentation that demonstrates compliance with the School Nutrition Director's position and tracks continuing education for all School Nutrition staff?
☐ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Staffing:

X. Record Retention

1. Does the FSMC coordinate with the SFA to transfer all records to long-term storage?
☐ Yes ☐ No
2. Does the FSMC provide all documentation demonstrating that the SFA complies with all local, state, and federal regulations?
☐ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Record Retention:

XI. Contractual Requirements

1. Does the FSMC operate the program(s) contracted as defined by the terms of the contract?
☐ Yes ☐ No
2. Were additional terms and conditions included that are outside of the executed contract?
☐ Yes ☐ No
3. Have all corrections been made as required, if problems were noted during the Administrative Review and/or Procurement Review?
☐ Yes ☐ No

4. Did the SFA delegate any responsibilities not permitted by the contract's Exhibit Q to the FSMC?
☐ Yes – **list what was delegated in the comment box below.**
☐ No
5. Does the SFA monitor the FSMC's food service operations by performing periodic on-site visits to ensure that the food service conforms with program regulations and that program review and audit findings are resolved?
☐ Yes ☐ No
6. Is documentation of monitoring maintained by the SFA?
☐ Yes ☐ No
7. If there were findings, did they get resolved?
☐ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Contractual Requirements:

XII. Results
of Review

1. Is a Corrective Action Plan (CAP) required?
☐ Yes ☐ No

SFA Comments – Provide a rationale for the plan and what sections will be reviewed:

XIII. Corrective Action Plan

1. Was the CAP completed with a follow-up review within 45 days?
☐ Yes ☐ No ☐ N/A

Date the follow-up review was completed:

2. Have all the items been resolved, and is the FSMC contract compliant?
☐ Yes ☐ No ☐ N/A

SFA Comments – Provide a rationale for all responses in CAP:

XIV: Attestation and Signatures:

I attest that this information is true and accurate and complete to the best of my knowledge.
This information has been shared with the FSMC partner, as determined by the date below.

Signature of SFA Designee

Signature of FSMC Designee

Printed Name of SFA Designee

Printed Name of FSMC Designee

Title of SFA Designee

Title of FSMC Designee

Date