

# Food Service Management Company (FSMC) Monitoring Form

## For Administrative Review

LEA Name: \_\_\_\_\_ Site Name \_\_\_\_\_

FSMC Name: \_\_\_\_\_ Review Date: \_\_\_\_\_

Breakfast Fixed Fee \_\_\_\_\_ Lunch Fixed Fee \_\_\_\_\_ Snack Fixed Fee \_\_\_\_\_

Meal Equivalency Factor \_\_\_\_\_

Menus and Service	Person Responsible for Duty	Response
1. During the first year, did the FSMC followed the 21-day cycle menu, as described in the contract, for the first 21 days of the contract?		
2. Who plans the menu? Are cycle menus used?		
3. If changes were made to menus following the first 21 days of the contract, did the LEA approve them?		
4. Are production records completed each day for all meals claimed for reimbursement and component contributions available for each menu item?		
5. Who is responsible to monitor the meals to make sure they meet requirements?		
6. If "Offer vs Serve" provision is implemented, are students required to take the minimum number of food or menu items?		
7. If "Offer vs Serve" provision is implemented, are students required to take at least the minimal serving of fruits and/or vegetables?		
8. Are meals monitored after the last food or menu item is served/selected to ensure only reimbursable meals are claimed?		
9. Are the Smart Snack regulations followed concerning sale of foods?		
10. Do the foods purchased meet the quality specification standards indicated in the contract?		
<b>Financial Accountability Procedures</b>		
1. Do the school food service daily meal count record forms accurately reflect the counts of student and adult meals by meal type and eligibility category if the FSMC completes meal counts?		
2. Have records of meals served and billed been compared to attendance records to determine if meal counts are reasonable?		
3. Do the school food service daily income records accurately reflect the revenue received by meal		

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type? (Student meals, adult meals, a la carte, etc.)		
4. Are all bills monitored to assure the FSMC bills according to the current pricing agreement indicated in the contract or addendum and have not double-billed or included costs which are not allowed by the contract?		
5. Do the records show a la carte, adult, and other food sales are being billed at the meal equivalency rate?		
6. Do records show that bills from the company accurately show credit for USDA Foods listing the full value of USDA foods received that month?		
<b>Sanitation and Safety Procedures</b>		
1. Are facilities and equipment adequately maintained for safety and sanitation?		
2. Do employees practice safe food handling procedures?		
3. Is the current health inspection posted? Is a copy kept on file of prior inspections?		
4. Are temperature logs maintained daily and kept on file?		
<b>Other Contractual Requirements</b>		
1. Has the advisory committee of parents, students and teachers met at least twice per year to assist in menu planning? (Retain Documentation on file including Agendas, Minutes, Surveys, Taste Testing Results, etc...)		
2. Have all corrections been made as required if problems were noted during a LEA review, health inspection, the administrative review, or a program audit?		
3. Were the LEA's Civil Rights policies followed?		
4. Have there been any Civil Rights complaints this year?		
5. a. Is the FSMC performing any outside activities?  b. Is the LEA being charged for these activities? (ex: catering, special functions, etc...)		
6. Do records show that credit has been given or payment made to the Local Education Agency (LEA) for use of the facility for these outside activities as outlined in the contract?		
7. Is the FSMC adhering to the LEA's free and reduced priced policy statement?		
8. If the FSMC employees have access to any student personally identifiable information, is a signed statement of confidentiality on file for those		

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employees?		
9. Have all responsibilities of the LEA and the FSMC been implemented as defined by the terms of the contract? Yes No Please explain your decision.		
<b>Renewal Process (If Applicable)</b>	<b>Responsible Person</b>	<b>Response</b>
1. Do all the invoices match the prices with the current renewal addendum prices?		
2. Did the charges/fee adjustment follow the basis for fee adjustment as described in the contract?		
3. Were credits for the value of USDA Foods applied to the billing following the frequency and price determination as outlined in the contract?		
4. Has the guaranteed return, capped subsidy, or break even, been applied to the non-profit food service account? (only if applicable)		
<b>List any Corrective Actions (if applicable)</b>		<b>Date Corrective Action Due</b>

**Other Comments: (Date and initial later additions such as follow-up on corrective action)**

\_\_\_\_\_  
Signature of LEA's Monitoring Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date