



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

FSMC RFP Division of Responsibilities for Food Service Program

Full Name of Sponsor:			
Sponsor Number:			
COSTS: Check the box for those that will be the responsibility of the FSMC and those costs that will be the responsibility of the LEA.	FSMC	SFA	N/A
Food Cost (food, condiments, beverages)			
Food Purchasing			
Processing of Invoices			
Payment of Invoices			
Donated Food Inventory Control (USDA Foods)			
Storage/Delivery Charges of Donated Foods (USDA Foods)			
Delivery of Donated Foods between school buildings (USDA Foods)			
Labor Cost			
Payment of Managers, and/or Supervisors			
Payment of Hourly Wage Employees			
Payroll Taxes of all Employees			
Preparation of all Employee Payroll			
Processing of all Employee Payroll			
FICA			
Retirement for Contractor's Employees			
Unemployment Insurance for Contractor's Employees			
Workers' Compensation for Contractor's Employees			
Health Insurance for Contractor's Employees			
Life Insurance and Disability for Contractor's Employees			
Holidays for Contractor's Employees			
Labor Charges for Supervision of Outside Groups using Facilities			
Student Labor (IF Any)			
Other Purchased Services			
Telephone, local service			
Telephone, long distance			
Utilities (heat, power, water)			
Extermination			
Laundry			
Removal of Trash and Garbage from Kitchen			
Removal of Trash and Garbage from Premises			
Other:			
Supplies			
Disposable Service ware			
Cleaning Supplies			
Paper Supplies			
Uniforms			
Menu Paper			
Menu Printing			
Promotional Materials			
Nutrition Education and Materials			
Office Supplies			
Postage			

Equipment and Facilities			
Repair of Equipment (Normal wear and tear)			
Routine Cleaning of Cafeteria Walls and Floors			
Routine Cleaning of Kitchen Walls and Floors			
Periodic Waxing and Buffing of Floors			
Sanitation and Proper Use of Equipment			
Daily Cleaning of Cafeteria Tables and Chairs			
Other			
NSLP Application Agreement Forms			
NSLP Free/Reduced Application Distribution			
NSLP Free/Reduced Application Approval			
NSLP Free/Reduced Application Verification			
Records Supporting Reimbursement Claims			
Claims for Federal & State Reimbursement			
Point-of-Sale Accountability			
Receipt of Federal & State Reimbursement			
Pricing of NSLP Meals			
Collection and Deposit of Daily Cash Receipts			
Menu Development			
Menu Distribution			
Pricing of A la Carte Offerings			
Inter-LEA Deliver to Satellite Areas			
Vehicle Lease or Purchase			
Vehicle Maintenance			
Vehicle Fuel and Oil			
Vehicle Taxes			
Vehicle Insurance			
Vehicle Licenses			
Vehicle Registration			
Depreciation			
Audit fees			
Licenses/Permits			
Promotions			
Mileage			
Employee Physicals			
Sales Tax			
Performance Bond (if applicable)			
Liability Insurance			
Miscellaneous			
Paid lunch equity calculations are conducted according to 7 CFR 210.14(e)			
Other:			
Other:			
Other:			

Name of SFA Authorized Representative Completing Division of Responsibilities

Date