



School Food Authority / Food Service Management Company Monitoring Form

The School Food Authority (SFA) / Food Service Management Company (FSMC) Monitoring Form is a formal evaluation conducted by the SFA to ensure the FSMC is adhering to the terms of their contract and all applicable regulations. It is a requirement of [7 CFR 210.16](#) to monitor the food service operation through periodic on-site visits. This review assesses FSMC compliance with program requirements for menu planning, food safety, financial management, and other contractual requirements.

This form must be completed at least once per school year for each SFA site that the FSMC oversees. It must be completed by SFA personnel with a representative of the FSMC present. Any forms completed by the FSMC will be deemed invalid and a new form must be completed and submitted.

Select the programs that the FSMC operates for the SFA:

- | | |
|--|---|
| <input type="checkbox"/> National School Lunch Program (NSLP) | <input type="checkbox"/> Summer Food Service Program (SFSP) |
| <input type="checkbox"/> Child and Adult Care Food Program (CACFP) | <input type="checkbox"/> Fresh Fruit and Vegetable Program (FFVP) |
| <input type="checkbox"/> School Breakfast Program (SBP) | <input type="checkbox"/> After School Snack Program (ASSP) |

Instructions: Indicate if the site complies with each area by checking "Yes" or "No." If the area is not applicable, check "Not applicable." Use [Part 7](#) to explain all "No" responses and indicate any corrective action required and the date it was completed. Maintain completed forms on site. These forms will be checked by the Indiana Department of Education (IDOE) during the SFA's Procurement Review of the school nutrition programs and during contract renewal years.

Sponsor name:

Site name:

FSMC name:

Current contract year (*check one*): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Current management fee: Current administrative fee:

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Part 1: Menus and Service

1. Has the FSMC followed the 21-day cycle menu, as described in the contract, for the first 21 days of the contract? *Monitored during the first year of the contract only.*
☐ Yes ☐ No ☐ Not applicable
2. Did the SFA approve any changes to menus following the first 21 days of the contract?
☐ Yes ☐ No ☐ Not applicable
3. Is the meal provided on the day of inspection the same as the menu posted for the corresponding day?
☐ Yes ☐ No ☐ Not applicable
If not, were substitutions consistent with USDA requirements and approved by the SFA?
☐ Yes ☐ No ☐ Not applicable
4. For each type of meal service outlined in the contract, do all meals comply with the required meal components of the applicable meal pattern? Check all programs that apply.

a. <input type="checkbox"/> SBP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
b. <input type="checkbox"/> NSLP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
c. <input type="checkbox"/> ASSP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
d. <input type="checkbox"/> FFVP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
e. <input type="checkbox"/> CACFP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
f. <input type="checkbox"/> SFSP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
5. For each type of meal service outlined in the contract, do all meals comply with the required meal pattern portion sizes? Check all programs that apply.

a. <input type="checkbox"/> SBP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
b. <input type="checkbox"/> NSLP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
c. <input type="checkbox"/> ASSP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
d. <input type="checkbox"/> FFVP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
e. <input type="checkbox"/> CACFP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
f. <input type="checkbox"/> SFSP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
6. **This question applies only to NLSP and SBP meals:** Do all weekly menus served in the NSLP and SBP comply with the required weekly [breakfast](#) and [lunch](#) meal pattern requirements (nutrition standards)?
☐ Yes ☐ No ☐ Not applicable
7. Are all menus developed using the agreed upon menu planning systems?
☐ Yes ☐ No ☐ Not applicable
8. Has the SFA retained control of the quality, extent, and general nature of its food service?
☐ Yes ☐ No ☐ Not applicable

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9. Has the SFA declined to make payment to the FSMC for meals that are spoiled or unwholesome at the time of delivery; or do not meet detailed specifications, or do not otherwise meet the requirements of the contract?
☐ Yes ☐ No ☐ Not applicable
10. Are [production records](#) completed daily for all meals/snacks claimed for reimbursement? Check all programs that apply.
- | | |
|-----------------------------------|--|
| a. <input type="checkbox"/> SBP | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |
| b. <input type="checkbox"/> NSLP | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |
| c. <input type="checkbox"/> ASSP | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |
| d. <input type="checkbox"/> CACFP | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |
| e. <input type="checkbox"/> SFSP | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |
11. Are meals monitored throughout the entire meal service and until the last food or menu item is served/selected to ensure that only reimbursable meals are claimed?
☐ Yes ☐ No ☐ Not applicable
12. Do foods served meet the quality specification standards indicated in the contract?
☐ Yes ☐ No ☐ Not applicable
13. Does the SFA evaluate the FSMC's menus for affordability, nutrition requirements, and appeal to the students?
☐ Yes ☐ No ☐ Not applicable
14. Is the FSMC following all federal [Smart Snacks](#) requirements for food sold to students outside of reimbursable meals and reimbursable snacks, on school premises during the school day ([USDA final rule 81 FR 50132](#))?
☐ Yes ☐ No ☐ Not applicable

Part 2: USDA Foods

1. Does the SFA receive credit for the value of [USDA Foods](#) received during the school year?
☐ Yes ☐ No ☐ Not applicable
2. Does the FSMC provide credits per the terms of the contract?
☐ Yes ☐ No ☐ Not applicable
3. Credit for the value of USDA Foods was received through (check all that apply):
- | | |
|---------------------------|--|
| a. Disclosure | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |
| b. Refunds | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |
| c. Discounts | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |
| d. Other (specify below): | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |

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4. Does the FSMC provide clear documentation of the value received and of the credit recognized? (This includes crediting for the value of donated foods contained in processed end products.)
☐ Yes ☐ No ☐ Not applicable
5. Does the USDA Foods billing statement detail the value of the USDA Foods received and that it was used as the value for all credits?
☐ Yes ☐ No ☐ Not applicable
6. Does the SFA retain title to all USDA foods and ensure that all USDA Foods are made available to the FSMC, including processed foods and Department of Defense (DoD) fresh produce?
☐ Yes ☐ No ☐ Not applicable
7. Does the SFA/FSMC incorporate USDA Foods into all menus and use them to the maximum extent in quantities that can be used and stored without waste?
☐ Yes ☐ No ☐ Not applicable
8. Does the FSMC ensure that its system of inventory management does not result in the SFA being charged for USDA Foods?
☐ Yes ☐ No ☐ Not applicable
9. Is the FSMC responsible for receiving USDA Foods on behalf of the SFA?
☐ Yes ☐ No ☐ Not applicable
10. Does the SFA verify delivery of USDA Foods shipments and end products, not relying solely on the FSMC records?
☐ Yes ☐ No ☐ Not applicable

Part 3: Financial Accountability Procedures

1. Do the food service [daily meal count records](#) accurately reflect the counts of student and adult meals by meal type and eligibility category (including days the SFA was closed due to inclement weather or other mitigating circumstances)?
☐ Yes ☐ No ☐ Not applicable
2. Do the food service daily income records accurately reflect the revenue received by each meal type (e.g., free, reduced, and paid student meals, and adult meals) and other revenue such as a la carte sales, catering, rebates, and other nonprogram sales?
☐ Yes ☐ No ☐ Not applicable
3. Has the SFA verified the food and non-food invoices to ensure that bills sent reflect actual expenses?
☐ Yes ☐ No ☐ Not applicable

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4. Has the SFA verified time reporting documents to ensure only actual hours worked are billed to the SFA?
☐ Yes ☐ No ☐ Not applicable
5. Are all costs paid from the Nonprofit School Food Service Account considered direct allowable costs per federal and state regulations?
☐ Yes ☐ No ☐ Not applicable
6. Are all applicable discounts, rebates and other credits accruing to or received by the FSMC passed onto the SFA? ☐ Yes ☐ No ☐ Not applicable
7. Is the FSMC transparent in their identification of all rebates, discounts, and applicable credits?
☐ Yes ☐ No ☐ Not applicable
8. Is the FSMC transparent in their identification of unallowable costs and does the SFA ensure these costs are not charged to the Nonprofit School Food Service Account?
☐ Yes ☐ No ☐ Not applicable
9. Are all bills monitored to ensure that the FSMC has not double-billed or included costs that are unallowable by the terms of the contract (i.e., was the school billed on closure days)?
☐ Yes ☐ No ☐ Not applicable
10. Do the monthly invoices align with billing requirements?
- A. Meals multiplied by the rate then subtract USDA Foods?
☐ Yes ☐ No ☐ Not applicable
- B. Do invoice meal rates match contracted meal rates?
☐ Yes ☐ No ☐ Not applicable
- C. Is the contractually agreed upon Meal Equivalency Factor used to determine a la carte meal equivalents?
☐ Yes ☐ No ☐ Not applicable
11. Does the FSMC maintain records to support the claims for reimbursement, report claim information to the SFA promptly at the end of each month, and have meal count records for meals not covered by the claim e.g., adult meals?
☐ Yes ☐ No ☐ Not applicable
12. Is reconciliation conducted at least annually and at contract termination to ensure the FSMC has credited for the full value of all USDA Foods received?
☐ Yes ☐ No ☐ Not applicable

Part 4: Sanitation and Food Safety Procedures

1. Are facilities and equipment adequately maintained for [food safety](#) and sanitation?
☐ Yes ☐ No ☐ Not applicable

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2. Do employees practice safe food-handling procedures?

☐ Yes ☐ No ☐ Not applicable

3. Are state health licenses maintained as required by the contract?

☐ Yes ☐ No ☐ Not applicable

4. Does the SFA assure that all state and local regulations are being met by the FSMC?

☐ Yes ☐ No ☐ Not applicable

5. Indicate the dates of the two most recent food safety inspections from state or local authorities:

Date of Inspection:

List all findings and the corrective actions here:

Date of Inspection:

List all findings and the corrective actions here:

Part 5: Other Contractual Requirements

1. Has the SFA established an advisory board consisting of parents, teachers, and students to assist in menu planning? All three groups must be represented.

☐ Yes ☐ No ☐ Not applicable

2. Has the FSMC implemented any suggestions for menu planning from the advisory board?

☐ Yes ☐ No ☐ Not applicable

3. Did SFA/FSMC submit and implement all corrective action noted during an SFA review, Administrative Review, or program audit this year?

☐ Yes ☐ No ☐ Not applicable

4. Does the SFA have procedures in place to monitor FSMC contract compliance and is documentation maintained?

☐ Yes ☐ No ☐ Not applicable

5. Has the FSMC staffing plan been approved by the SFA? Is it being followed per contract?

☐ Yes ☐ No ☐ Not applicable

6. Indicate below if the SFA retained all food service responsibilities required by USDA regulations.

a. Signature authority on state agency/SFA Agreement ☐ Yes ☐ No ☐ Not applicable

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- b. Free and reduced-price policy statement ☐ Yes ☐ No ☐ Not applicable
- c. Claims ☐ Yes ☐ No ☐ Not applicable
- d. Prices of meals ☐ Yes ☐ No ☐ Not applicable
- e. Equipment Procurement ☐ Yes ☐ No ☐ Not applicable
8. Is the SFA in compliance with periodic monitoring of FSMC's food service operations at each site to ensure the program conforms with program regulations and is documentation maintained?
☐ Yes ☐ No ☐ Not applicable
9. Have all responsibilities of the SFA and FSMC been implemented as defined by the terms of the contract?
☐ Yes ☐ No ☐ Not applicable
10. Did the FSMC meet the contract guarantee?
☐ Yes ☐ No ☐ Not applicable
11. Does the Nonprofit School Food Service Account reflect a profit, loss or break even as of June 30th annually? ☐ Profit ☐ Loss ☐ Break Even

Part 6: Procurement Requirements

1. Does the FSMC follow proper procurement procedures on behalf of the SFA?
☐ Yes ☐ No ☐ Not applicable
2. Does the FSMC meet the [Buy American Requirement](#) of the contract and USDA regulations?
Spot check canned, fresh, frozen food/produce country of origin.
☐ Yes ☐ No ☐ Not applicable .
3. Do processed foods have CN labels or a manufacturer's product formulary?
☐ Yes ☐ No ☐ Not applicable
4. Does the SFA/FSMC have a procedure in place to address exceptions to the Buy American Requirement?
☐ Yes ☐ No ☐ Not applicable
5. Does the FSMC procure and purchase produce based on the RFP/contract specifications?
☐ Yes ☐ No ☐ Not applicable
6. Does the FSMC use the SFA's geographic preference to purchase locally?
☐ Yes ☐ No ☐ Not applicable

Enter the approximate percentage of total purchases from local farms and producers and explain how the SFA monitors FSMC compliance:

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Part 7: Comments and Corrective Action

Explain all “No” responses and indicate the applicable corrective action with the date corrected.

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Part 8: Signatures

The FSMC representative and SFA representative must sign and date this form.

Signature of FSMC representative

Title

Date

Signature of SFA representative

Title

Date

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For more information, visit IDOE's Food Service Management and Vendors webpage (link webpage too) or contact us via email at scnprocurement@doe.in.gov or by mail at the Indiana Department of Education, Division of School and Community Nutrition, 100 North Senate Avenue, Suite N900, Indianapolis, IN 46204.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington,
D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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