



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

## Responsibility Contact List

If a School Food Authority (SFA) or Residential Child Care Institution (RCCI) contracts the management of its Child Nutrition Program (CNP) with a Food Service Management Company (FSMC) or Vended Meals Vendor, the SFA remains responsible for the overall operation of the CNP. This responsibility requires that the SFA maintain direct involvement in the operations of and retain title to all USDA Foods. The SFA **cannot** delegate certain responsibilities to the FSMC. FSMC employees are not permitted to be listed as contacts for the SFA. This contact list must be current and maintained as a part of recordkeeping.

**SFA staff are responsible for completing this form. FSMC personnel are not permitted to complete this form on behalf of the SFA. It is required for SFAs to submit updated contact lists to IDOE for all renewals, reviews, and SFA staffing changes.**

**Name of School Food Authority:** \_\_\_\_\_

**School Sponsor Number:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**School Phone Number:** \_\_\_\_\_

**Instructions:** Check the boxes below for each task that pertains to your school and enter the name and contact information for the individual responsible. If your institution does not utilize USDA Foods, then mark N/A.

SFA Task	N/A	SFA Responsibility	Name(s) of SFA Staff Responsible	Contact Phone Number and Email of SFA Staff
		CNPweb Contact Updates		
		Claims		
		Equipment Purchases		
		USDA Foods Annual Surveys		
		USDA Foods Ordering & Inventory Management		
		USDA Foods Monthly Reconciliation Report		
		USDA Foods DoD Fresh Program		
		Periodic Monitor Review		
		Free and Reduced (F&R) Application Processing		
		Direct Certification		

**Name of FSMC Site Manager:** \_\_\_\_\_

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