

# School Food Authority/Food Service Management Company Monitoring Form

This form addresses all [school nutrition programs](#) operated under the contract between the school food authority (SFA) and food service management company (FSMC) and must be completed twice per year for each site. The school nutrition programs include the [School Breakfast Program \(SBP\)](#), [National School Lunch Program \(NSLP\)](#), [Seamless Summer Option \(SSO\)](#) of the NSLP, [Afterschool Snack Program \(ASP\)](#) of the NSLP, [Fresh Fruit and Vegetable Program \(FFVP\)](#), and [Special Milk Program \(SMP\)](#).

**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: Comments and Corrective Action](#) 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 Connecticut State Department of Education (CSDE) during the SFA’s Procurement Review of the school nutrition programs.

District name: \_\_\_\_\_

Site name: \_\_\_\_\_

FSMC name: \_\_\_\_\_

Current contract year (*check one*):

- Year 1
- Year 2
- Year 3
- Year 4
- Year 5

Current management fee: \_\_\_\_\_

Current administrative fee: \_\_\_\_\_

# SFA/FSMC Monitoring Form

## 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. 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"/> ASP	<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 At-risk Afterschool Supper Program	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable

4. 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"/> ASP	<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 At-risk Afterschool Supper Program	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable

5. **This question applies only to NLSP and SBP meals:** Do all weekly menus served in the NSLP and SBP comply with the required weekly dietary specifications (nutrition standards)?

Yes  No  Not applicable

6. Are all menus developed using the agreed upon menu planning systems?

Yes  No  Not applicable

7. Has the SFA retained control of the quality, extent, and general nature of its food service?

Yes  No  Not applicable

8. 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

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9. Are production records completed 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"/> ASP	<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 At-risk Afterschool Supper Program	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable

10. Are meals monitored after the last food or menu item is served/selected to ensure that only reimbursable meals are claimed?

Yes  No  Not applicable

11. Do foods purchased meet the quality specification standards indicated in the contract?

Yes  No  Not applicable

12. Does the SFA evaluate the FSMC's menus for affordability, nutrition requirements, and appeal to the students?

Yes  No  Not applicable

13. Is the FSMC following all federal and state requirements for competitive foods? Competitive foods are all foods and beverages sold to students on school premises other than meals served through the USDA school nutrition programs.

- Healthy Food Certification (HFC) requirements under Connecticut General Statutes (C.G.S.) Section 10-215f (Applies only to HFC public schools).  
 Yes  No  Not applicable
- Connecticut Nutrition Standards under C.G.S. Section 10-215e (Applies only to HFC public schools).  
 Yes  No  Not applicable
- C.G.S. Section 10-221p: Boards to make available for purchase nutritious and low-fat foods (Applies only to public schools).  
 Yes  No  Not applicable
- C.G.S. Section 10-221q: Sale of beverages (Applies only to public schools).  
 Yes  No  Not applicable
- Connecticut Competitive Foods Regulations (Section 10-215b-1 and Section 10-215b-23 (Applies to public schools, private schools, and residential child care institutions [RCCIs]).  
 Yes  No  Not applicable

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f. USDA [Smart Snacks nutrition standards](#) under the [USDA final rule 81 FR 50132](#) (Applies only to non-HFC public schools, private schools, and RCCIs).  
 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  Yes  No  Not applicable
  - b. Refunds  Yes  No  Not applicable
  - c. Discounts  Yes  No  Not applicable
  - d. Other (specify below):  Yes  No  Not applicable
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?  
 Yes  No  Not applicable
7. Does the SFA/FSMC use USDA Foods to the maximum extent in quantities that can be used and stored without waste?  
 Yes  No  Not applicable
8. Does the FSMC use all USDA Foods, or 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 food service?  
 Yes  No  Not applicable

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9. For cost-reimbursable contracts, 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

10. Is the FSMC responsible for receiving USDA Foods on behalf of the SFA?

Yes: Does the SFA verify delivery of USDA Foods shipments and end products, not relying solely on the FSMC records?  Yes  No  Not applicable

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?  
 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
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 allowable costs paid from the [nonprofit school food service account \(NSFSA\)](#) net of all discounts, rebates, and other applicable credits accruing to or received by the FSMC?  
 Yes  No  Not applicable
6. Is the FSMC transparent in their identification of all rebates, discounts, and applicable credits?  
 Yes  No  Not applicable
7. Is the FSMC transparent in their identification of unallowable costs?  
 Yes  No  Not applicable
8. 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?  
 Yes  No  Not applicable

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## Part 4: Sanitation and Food Safety Procedures

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

## Part 5: Other Contractual Requirements

1. Has the SFA established an advisory board consisting of parents, teachers, and students (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?  
 Yes: Is documentation maintained?  Yes  No  
 No  
 Not applicable
5. Has the FSMC staffing plan been approved by the SFA?  
 Yes  No  Not applicable

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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  
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

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?

Yes: Is the documentation maintained?     Yes     No     Not applicable  
 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 [NSFSA](#) reflect the surplus, subsidy, or break even?

Yes     No     Not applicable

## 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. Does the FSMC/SFA have a procedure in place to address exceptions to the Buy American Requirement?

Yes     No     Not applicable

4. Does the FSMC procure and purchase produce based on the RFP/contract specifications?

Yes     No     Not applicable

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5. Does the FSMC use the SFA's [geographic preference](#) to purchase locally from Connecticut farms?

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

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No

Not applicable

## 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: \_\_\_\_\_

For more information, visit the CSDE's [Food Service Management Company](#) webpage or contact the [FSMC staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at [https://portal.ct.gov/-/media/sde/nutrition/fsmc/sfa\\_fsmc\\_monitoring\\_form.pdf](https://portal.ct.gov/-/media/sde/nutrition/fsmc/sfa_fsmc_monitoring_form.pdf).



# SFA/FSMC Monitoring Form

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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](mailto:program.intake@usda.gov)

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