

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. ☐ SBP ☐ Yes ☐ No ☐ Not applicable
 - b. ☐ NSLP ☐ Yes ☐ No ☐ Not applicable
 - c. ☐ ASP ☐ Yes ☐ No ☐ Not applicable
 - d. ☐ FFVP ☐ Yes ☐ No ☐ Not applicable
 - e. ☐ CACFP At-risk Afterschool Supper Program ☐ Yes ☐ No ☐ 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. ☐ SBP ☐ Yes ☐ No ☐ Not applicable
 - b. ☐ NSLP ☐ Yes ☐ No ☐ Not applicable
 - c. ☐ ASP ☐ Yes ☐ No ☐ Not applicable
 - d. ☐ FFVP ☐ Yes ☐ No ☐ Not applicable
 - e. ☐ CACFP At-risk Afterschool Supper Program ☐ Yes ☐ No ☐ 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

SFA/FSMC Monitoring Form

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.

- a. [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
- b. [Connecticut Nutrition Standards](#) under [C.G.S. Section 10-215e](#) (Applies only to HFC public schools).
☐ Yes ☐ No ☐ Not applicable
- c. [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
- d. [C.G.S. Section 10-221q](#): Sale of beverages (Applies only to public schools).
☐ Yes ☐ No ☐ Not applicable
- e. 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

SFA/FSMC Monitoring Form

- 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

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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?

☐ 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

SFA/FSMC Monitoring Form

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

SFA/FSMC Monitoring Form

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

SFA/FSMC Monitoring Form

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

SFA/FSMC Monitoring Form

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:

- ☐ No
☐ Not applicable

Part 7: Comments and Corrective Action

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

SFA/FSMC Monitoring Form

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.



SFA/FSMC Monitoring Form

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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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