

# Exhibit I: Sample School Food Authority (SFA)/Food Service Management Company (FSMC) Monitoring Form

**District Name:** \_\_\_\_\_ **Site Name:** \_\_\_\_\_

**FSMC Name:** \_\_\_\_\_ **Current Contract Year (check one):**  1     2     3     4     5

**Current Management Fee:** \_\_\_\_\_ **Current Administrative Fee:** \_\_\_\_\_

**INSTRUCTIONS:** This form addresses all school nutrition programs operated under the SFA/FSMC contract and must be completed twice per year for each site. Indicate whether the site complies with each area by checking the “Yes” or “No” column. If the area is not applicable, check the “NA” column. Use the “Notes” column to provide information and explanations, and indicate any corrective action required. For areas requiring corrective action, indicate the date the area was corrected in the “Date Corrected” column. Maintain completed forms on site. These forms will be checked by the Connecticut State Department of Education (CSDE) during the SFA’s Procurement Review.

MENUS AND SERVICE	Yes	No	NA	Notes	Date Corrected
1. Has the FSMC followed the 21-day cycle menu, as described in the contract for the first 21 days of the contract? <i>Monitored during the first year of the contract only.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Did the SFA approve any changes to menus following the first 21 days of the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. For each type of meal service outlined in the contract, do all meals comply with the required meal pattern food components? <i>Check all that apply.</i>					
<input type="checkbox"/> SBP					
<input type="checkbox"/> NSLP					
<input type="checkbox"/> Afterschool Snack Program					
<input type="checkbox"/> FFVP					
<input type="checkbox"/> CACFP At-risk Afterschool Supper Program					
4. For each type of meal service outlined in the contract, do all meals comply with the required meal pattern portion sizes? <i>Check all that apply.</i>					
<input type="checkbox"/> SBP					
<input type="checkbox"/> NSLP					
<input type="checkbox"/> Afterschool Snack Program					
<input type="checkbox"/> FFVP					
<input type="checkbox"/> CACFP At-risk Afterschool Supper Program					

## Exhibit I: Sample SFA/ FSMC Monitoring Form, continued

MENUS AND SERVICE (continued)	Yes	No	NA	Notes	Date Corrected
<i>Question 5 applies only to NLSP and SBP meals</i>					
5. Do all meals served in the NSLP and SBP comply with the required dietary specification (nutrition standards)?  <input type="checkbox"/> NSLP ----- <input type="checkbox"/> SBP					
6. Have all menus been developed using the agreed upon menu planning systems?					
7. Has the SFA retained control of the quality, extent, and general nature of its food service?					
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?					
9. Are production records completed for all meals/snacks claimed for reimbursement? <i>Check all programs that apply.</i>  <input type="checkbox"/> SBP ----- <input type="checkbox"/> NSLP ----- <input type="checkbox"/> Afterschool Snack Program ----- <input type="checkbox"/> FFVP ----- <input type="checkbox"/> CACFP At-risk Afterschool Supper Program					

## Exhibit I: Sample SFA/ FSMC Monitoring Form, continued

MENUS AND SERVICE (continued)	Yes	No	NA	Notes	Date Corrected
10. Are meals monitored after the last food or menu item is served/selected to ensure that only reimbursable meals are claimed?					
11. Do foods purchased meet the quality specification standards indicated in the contract?					
12. Does the SFA evaluate the FSMC's menus for affordability, nutrition requirements, and appeal to the students?					
13. Is the FSMC following all federal and state requirements for competitive foods? <i>Competitive foods are all foods and beverages sold to students on school premises other than meals served through the USDA school nutrition programs.</i>					
<input type="checkbox"/> <a href="#">Healthy Food Certification (HFC)</a> requirements under Connecticut General Statutes (C.G.S.) <a href="#">Section 10-215f</a> ( <i>Applies only to HFC public schools</i> )					
<input type="checkbox"/> <a href="#">Connecticut Nutrition Standards</a> under C.G.S. <a href="#">Section 10-215e</a> : ( <i>Applies only to HFC public schools</i> )					
<input type="checkbox"/> C.G.S. <a href="#">Section 10-221p</a> : Boards to make available for purchase nutritious and low-fat foods ( <i>Applies only to public schools</i> )					
<input type="checkbox"/> C.G.S. <a href="#">Section 10-221q</a> : Sale of beverages ( <i>Applies only to public schools</i> )					
<input type="checkbox"/> <a href="#">Connecticut Competitive Foods Regulations</a> (Sections 10-215b-1 and 10-215b-23 ( <i>Applies to public schools, private schools and residential child care institutions (RCCIs)</i> ))					
<input type="checkbox"/> USDA <a href="#">Smart Snacks</a> nutrition standards under the USDA <a href="#">final rule</a> (Federal Register, Vol. 81, No. 146, July 29, 2016) ( <i>Applies only to non-HFC public schools, private schools, and RCCIs</i> )					

## Exhibit I: Sample SFA/ FSMC Monitoring Form, continued

USDA Donated Foods	Yes	No	NA	Notes	Date Corrected
1. Does the SFA receive credit for the value of USDA Donated Foods received during the school year? If “Yes,” note if credited when product was received or when product was used. If “No,” note why.					
2. Does the FSMC provide credits per the terms of the contract?					
3. Credit for the value of donated foods was received through <i>(check all that apply)</i> : <input type="checkbox"/> Invoice reductions					
<input type="checkbox"/> Refunds					
<input type="checkbox"/> Discounts					
<input type="checkbox"/> Other <i>(describe)</i> :					
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.)					
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?					
6. Does the SFA retain title to all USDA foods and ensure that all USDA Donated Foods are made available to the FSMC, including processed foods?					
7. Does the SFA/FSMC use USDA donated foods to the maximum extent in quantities that can be used and stored without waste?					
8. Does the FSMC use all donated foods, or commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods in the SFA’s food service?					

**Exhibit I: Sample SFA/ FSMC Monitoring Form, continued**

<b>USDA DONATED FOODS (continued)</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Notes</b>	<b>Date Corrected</b>
9. For cost-reimbursable contracts, does the FSMC ensure that its system of inventory management does not result in the SFA being charged for donated foods?					
10. Is the FSMC responsible for receiving donated foods on behalf of the SFA?					
a. If “Yes,” does the SFA verify delivery of donated food shipments and end products, not relying solely on the FSMC records?					
<b>FINANCIAL ACCOUNTABILITY PROCEDURES</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Notes</b>	<b>Date Corrected</b>
1. Do the food service daily meal count records accurately reflect the counts of student and adult meals by meal type and eligibility category?					
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.					
3. Has the SFA verified the food and non-food invoices to ensure that bills sent reflect actual expenses?					
4. Has the SFA verified time reporting documents to ensure only actual hours worked are billed to the SFA?					
5. Are allowable costs paid from the non-profit school food service account net of all discounts, rebates, and other applicable credits accruing to or received by the FSMC?					
6. Is the FSMC transparent in their identification of all rebates, discounts, and applicable credits?					
7. Is the FSMC transparent in their identification of unallowable costs?					
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?					

## Exhibit I: Sample SFA/ FSMC Monitoring Form, continued

SANITATION AND SAFETY PROCEDURES	Yes	No	NA	Notes	Date Corrected
1. Are facilities and equipment adequately maintained for safety and sanitation?					
2. Do employees practice safe food-handling procedures?					
3. Are state health licenses maintained as required by the contract?					
4. Does the SFA assure that all state and local regulations are being met by the FSMC?					
OTHER CONTRACTUAL REQUIREMENTS	Yes	No	NA	Notes	Date Corrected
1. Has the SFA established an advisory board consisting of parents, teachers and students (all three groups must be represented)? If "No," why?					
2. How many advisory board meetings have taken place at each school?					
3. Has the FSMC implemented any suggestions for menu planning from the advisory board?					
4. Did SFA/FSMC submit and implement all corrective action noted during an SFA review, Administrative Review, or program audit this year?					
5. Does the SFA have procedures in place to monitor FSMC contract compliance?					
a. If "Yes," is documentation maintained?					
6. Has the FSMC staffing plan been approved by the SFA?					
7. Has the SFA retained all food service responsibilities required by USDA regulations?					
• Signature authority on state agency/SFA Agreement					
• Free and reduced-price policy statement					
• Claims					
• Prices of meals					

## Exhibit I: Sample SFA/ FSMC Monitoring Form, continued


OTHER CONTRACTUAL REQUIREMENTS (continued)	Yes	No	NA	Notes	Date Corrected
8. Is SFA in compliance with periodic monitoring of FSMC's food service operations at each site to ensure the program conforms with program regulations?					
a. Is the documentation maintained?					
9. Have all responsibilities of the SFA and FSMC been implemented as defined by the terms of the contract? <i>If "No," explain.</i>					
10. Did the FSMC meet the contract guarantee?					
11. Does the non-profit school food service account reflect the surplus, subsidy, or breakeven?					
PROCUREMENT REQUIREMENTS	Yes	No	NA	Notes	Date Corrected
1. Does the FSMC follow proper procurement procedures on behalf of the SFA? <i>If "No," explain.</i>					
2. Does the FSMC meet the <a href="#">Buy American Provision</a> of the contract and USDA regulations? Spot check canned, fresh, frozen food/produce country of origin. <i>If "No," explain.</i>					
3. Does the FSMC/SFA have a procedure in place to address exceptions to the Buy American Provision?					

**Additional comments/notes:**

## Exhibit I: Sample SFA/ FSMC Monitoring Form, continued

**Additional comments/notes (continued):**

Signature of FSMC Representative	Title	Date
Signature of SFA Representative	Title	Date



For more information, visit the Connecticut State Department of Education’s (CSDE) [FSMC](#) webpage or contact the [school nutrition programs staff](#) in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103.

*This form is available at <http://portal.ct.gov/-/media/SDE/Nutrition/FSMC/SFAFSMCmonitor.pdf>.*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442;
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education’s nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).