

## School Food Authority/Food Service Management Company 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 contract between the school food authority (SFA) and food service management company (FSMC) 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 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"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> NSLP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Afterschool Snack Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> FFVP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> CACFP At-risk Afterschool Supper Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Menus and Service, <i>continued</i>	Yes	No	NA	Notes	Date corrected
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"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> NSLP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Afterschool Snack Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> FFVP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> CACFP At-risk Afterschool Supper Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b><i>Question 5 applies only to NSLP and SBP meals</i></b>					
5. Do all meals served in the NSLP and SBP comply with the required dietary specifications (nutrition standards)?					
<input type="checkbox"/> NSLP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> SBP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6. Have all menus been developed using the agreed upon menu planning systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7. Has the SFA retained control of the quality, extent, and general nature of its food service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> NSLP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Afterschool Snack Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> FFVP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> CACFP At-risk Afterschool Supper Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Menus and Service, <i>continued</i>	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11. Do foods purchased meet the quality specification standards indicated in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12. Does the SFA evaluate the FSMC's menus for affordability, nutrition requirements, and appeal to the students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13. Is the FSMC following all federal and state requirements for <b>competitive foods</b> ? <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"/> <b>Healthy Food Certification (HFC)</b> 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"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> <b>Connecticut Nutrition Standards</b> under C.G.S. <a href="#">Section 10-215e</a> : <i>(Applies only to HFC public schools)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<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"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<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"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Connecticut Competitive Foods Regulations ( <a href="#">Sections 10-215b-1</a> and <a href="#">10-215b-23</a> ) <i>(Applies to public schools, private schools, and residential child care institutions (RCCIs))</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> USDA <b>Smart Snacks</b> nutrition standards under the USDA <a href="#">final rule (81 FR 50132)</a> <i>(Applies only to non-HFC public schools, private schools, and RCCIs)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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USDA Foods	Yes	No	NA	Notes	Date corrected
1. Does the SFA receive credit for the value of USDA Foods received during the school year? If "Yes," note if credited when product was received or when product was used. If "No," note why.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Does the FSMC provide credits per the terms of the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Credit for the value of USDA Foods was received through <i>(check all that apply)</i> :					
<input type="checkbox"/> Invoice reductions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Refunds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Discounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Other <i>(describe)</i> :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7. Does the SFA/FSMC use USDA Foods to the maximum extent in quantities that can be used and stored without waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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USDA Foods, <i>continued</i>	Yes	No	NA	Notes	Date corrected
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10. Is the FSMC responsible for receiving USDA Foods on behalf of the SFA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
a. If “Yes,” does the SFA verify delivery of USDA Foods shipments and end products, not relying solely on the FSMC records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Financial Accountability Procedures	Yes	No	NA	Notes	Date corrected
1. Do the food service daily <b>meal count</b> records accurately reflect the counts of student and adult meals by meal type and eligibility category?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Has the SFA verified the food and non-food invoices to ensure that bills sent reflect actual expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Has the SFA verified time reporting documents to ensure only actual hours worked are billed to the SFA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. Are allowable costs paid from the <b>nonprofit school food service account (NSFSA)</b> net of all discounts, rebates, and other applicable credits accruing to or received by the FSMC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6. Is the FSMC transparent in their identification of all rebates, discounts, and applicable credits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7. Is the FSMC transparent in their identification of unallowable costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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

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Other Contractual Requirements, <i>continued</i>	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
a. Is the documentation maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9. Have all responsibilities of the SFA and FSMC been implemented as defined by the terms of the contract? <i>If "No," explain.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10. Did the FSMC meet the contract guarantee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11. Does the <a href="#">NSFSA</a> reflect the surplus, subsidy, or break even?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Does the FSMC/SFA have a procedure in place to address exceptions to the Buy American Provision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Does the FSMC procure and purchase produce based on the RFP/contract specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
a. Does the FSMC use the SFA's geographic preference to purchase locally from Connecticut farms? <i>Enter the approximate percentage of total purchases from Connecticut farms in the "Notes" column.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
b. Explain how the SFA monitors FSMC compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Additional comments/notes:

\_\_\_\_\_  
Signature of FSMC representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of SFA representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



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For more information, visit the CSDE's [Food Service Management Company](#) webpage or contact the CSDE's [FSMC staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This form 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).

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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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