**SFA-FSMC Monitoring Form:**

**Menus and Service**

*The SFA must conduct performance management of the FSMC contract through periodic on-site monitoring of the contracted requirements, as per 7 CFR 210.16(a)(3).*

Monitoring Date:Click here to enter text.

Name of Sponsor and Site(s) Monitored:Click here to enter text.

Name of SFA Official Conducting Monitoring:Click here to enter text.

Documents/Actions needed to assess compliance: (Items 1-3 are only needed during the first year of the contract):

1. Menu for first 21 days of school
2. Production records for first 21 days of school
3. FSMC response to procurement that includes proposed 21-day cycle menu OR 21-day cycle menu developed by the SFA and included in the FSMC solicitation
4. Executed contract with FSMC
5. FSMC monthly invoices
6. Vendor monthly invoices
7. USDA Menu Certification Workbook (completed for seven (7) days)
8. Cafeteria walk-through
9. Meal service observation
10. Student surveys (if applicable)
11. Child Nutrition Program Ledger
12. List of a la carte food items and Smart Snack calculator documentation

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| **Menus and Service** | **Explanation** |  |
| Monitored During the First Year of Contract Only:  1. Has the FSMC followed the 21-day cycle menu, as described in contract, for the first 21 days of the contract? 7 CFR 210.16(b)(1)  *Validation Activity:*  *Compare 21-day cycle menu submitted by FSMC and/or SFA developed menu in proposal to menus for the first 21 days of meal service* | **Yes**: The FSMC followed the 21-day cycle menu, as described in the contract, for the first 21 days of meal service.  **No**: The FSMC did not follow the 21-day cycle menu for the first 21 days.  **N/A**: The contract is currently in a renewal year. | **Yes**    **No**    **N/A** |
| 2. If changes were made to menus following the first 21 days of the contract, did the SFA approve them? (Monitored during the first year of contract only)  *7 CFR 210.16(b)(1)*  *Validation Activity:*  *Compare current month’s menu to the 21-day cycle menu included in initial contract. If changes were made, review documentation to confirm the FSMC obtained approval from the SFA prior to implementing any changes?* | **Yes**: Changes made to the menu after the first 21 days of meal service were approved by the SFA.  **Needs Improvement**: Changes were made to the menu but were not approved by the SFA.  **N/A**: No changes were made to the menu. | **Yes**    **Needs**  **Improvement**    **N/A** |
| 3. Have all menu standards been maintained as to type and quality of meal service as outlined in the contract?  *7 CFR 220.16(a)(4)*  *NSLP 7 CFR 210.10*  *SBP 7 CFR 220.8*  *CACFP 7 CFR 226.20*  *Validation Activity:*  *Review menus/vendor invoices for the most recent billed service month to ensure they meet the required meal patterns.*  *See Attachments T and V of the Contract* | **Yes**: Menu standards are being maintained in regard to type and quality of meal service as outlined in the contract.  **Needs Improvement**: Menu standards are not being maintained in regard to type and quality of meal service as outlined in the contract. | **Yes**    **Needs Improvement** |
| 4. Is the FSMC planning and serving reimbursable meals using the food-based menu planning approach comply with the latest USDA dietary guidelines as established by USDA in Federal regulations for the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and all other USDA contracted meal Programs?  *NSLP 7 CFR 210.10*  *SBP 7 CFR 220.8*  *CACFP 7 CFR 226.20*  *Validation Activity:*  *Review one week of menus/production records for each program the FSMC is contracted for to ensure that they meet the USDA dietary guidelines. SFA can plug information into USDA menu certification workbook to determine compliance.* | **Yes**: The FSMC is serving reimbursable meals that comply with the latest USDA dietary guidelines and Federal regulations for the NSLP, SBP, and all other USDA contracted meal programs.  **Needs Improvement**: The FSMC is serving meals that do not comply with the latest USDA dietary guidelines and Federal regulations for the NSLP, SBP, and all other USDA contracted meal programs. | **Yes**    **Needs Improvement** |
| 5. Has the SFA retained control of the quality, extent, and general nature of its food service?  *7 CFR 210.16(a)(4)*  *Validation Activity:*  *Review Section 3.3 B(5) – Control of the Food Service Program in the Contract to ensure that the SFA has maintained control in all areas to include: the non-profit school food service account, establishing all meal prices, establishing a la carte prices, development of 21 day cycle menu, conveying menu adjustments to FSMC, monitoring those adjustments, and ensuring any credits and refunds are returned to the SFA.* | **Yes**: The SFA maintains oversight and control of the foodservice operation, including quality, extent, and the general nature of the program.  **Needs Improvement**: Either quality, extent, or the general nature of the foodservice program is not being maintained by the SFA. | **Yes**    **Needs Improvement** |
| 6. Has the SFA made no payment to the FSMC for meals that are spoiled or unwholesome at time of delivery; or do not meet detailed specifications, or do not otherwise meet the requirements of the contract?  *7 CFR 210.16(c)(3)*  *Validation Activity:*  *The SFA should compare FSMC invoices to Vendor invoices to validate that the*  *SFA was not charged for items that were rejected.* | **Yes**: No payment was made for meals that were (1) spoiled or unwholesome at time of delivery, (2) did not meet detailed specifications as developed by the SFA for each food component, or (3) did not otherwise meet the requirements of the contract. This includes items such as age/grade group meal pattern requirements, purchase units, style, condition, weight, ingredients, formulations, and/or delivery time.  **Needs Improvement**: Payment was made for meals that were either (1) spoiled or unwholesome at time of delivery, (2) did not meet detailed specifications as developed by the SFA for each food component, or (3) did not otherwise meet the requirements of the contract. | **Yes**    **Needs Improvement** |

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| 7. Are production records completed each day for all meals claimed for reimbursement?  *7 CFR 210.10(a)(3)*  *Validation Activity:*  *Conduct a meal service observation. At the conclusion of the meal service, review the production records for that meal service and any other services that have occurred for the day to ensure they have been completed properly (i.e., how each item offered contributes to the required food components, food quantities for each age/grade group)* | **Yes**: Production records are completed for all meals produced and claimed for reimbursement. The records document how each item offered contributes to the required food components and food quantities for each age/grade group every day.  **Needs Improvement**: Production records are incomplete OR are not completed at all. | **Yes**    **Needs Improvement** |
| 8. Are meals monitored after the last food or menu item is served/selected to ensure that only reimbursable meals are claimed?  *7 CFR 210.7(c)(1)(iii)*  *Validation Activity:*  *Ensure that all cashiers are at the end of the serving line and that all cashiers are trained to recognize a reimbursable meal. Observe 10% of meals served on each service line for compliance.* | **Yes**: Meals are monitored to ensure that only reimbursable meals are claimed. (Ex. Cashier or monitor at the end of the line)  **Needs Improvement**: Non-reimbursable meals are being claimed. | **Yes**    **Needs Improvement** |
| 9. Is the FSMC following regulations concerning Smart Snacks/Competitive Foods in the food service areas during meal service periods?  *7 CFR 210.11*  *SP 53-2014*  *Validation Activity:*  *Ensure that any items sold outside of a reimbursable meal (including a la carte and vending machine items) have been run through the Smart Snack Calculator and documentation for these items are maintained showing Smart Snack compliance. Monitor should sample 10% of the smart snack items purchased the previous month using the Calculator.* | **Yes**: The FSMC is not selling non-compliant smart snacks/competitive foods in food service areas during meal service. Or, the items being sold are compliant with smart snacks guidance and Smart Snack calculator documentation is on file for each item.  **Needs Improvement**: The FSMC is selling non-compliant smart snacks/competitive foods in food service areas during meal service.  **N/A**: Smart Snacks/Competitive foods are not sold. | **Yes**    **Needs Improvement**    **N/A** |
| 11. Do the foods purchased meet the quality specification standards indicated in the contract?  *USDA FSMC Guidance for SFAs, May 2016*  *Validation Activity:*  *See Attachments T and V of the Contract-Review one month of vendor invoices to ensure the initial quality specifications standards identified in the initial contract are being met.* | **Yes**: The foods purchased meet the quality specifications standards indicated in the FSMC’s contract.  **Needs Improvement**: The foods purchased do not meet the quality specifications standards indicated in the FSMC’s contract. | **Yes**    **Needs Improvement** |
| 10. Does the SFA evaluate the FSMC’s menus for affordability, nutrition requirements, and appeal to the students?  *USDA FSMC Guidance for SFAs, May 2016*  *(Examples: Student surveys for appeal, financial position of SFA for affordability, and production records for nutrition requirements.)*  *Validation Activity:*  *Review meeting materials and/or agendas from SFA-FSMC meetings for the prior year to ensure that financial position, menu content, and student feedback are discussed.* | **Yes**: The SFA evaluates the FSMC’s menus for affordability, nutrition requirements, and appeal to the students.  **Needs Improvement**: The SFA is not evaluating the FSMC’s menus for affordability, nutrition requirement, or student appeal. | **Yes**    **Needs Improvement** |

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| **List Corrective Actions taken for all “Needs Improvement” items.**   1. Click here to enter text. 2. Click here to enter text. 3. Click here to enter text. 4. Click here to enter text. 5. Click here to enter text. | **Date of Implementation**  Click here to enter Date |

Other Comments: Click or tap here to enter text.

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| Signature of FSMC Representative:  Click here to enter text. | Title:  Click here to enter text. | Date:  Click here to enter text. |
| Signature of SFA Official:  Click here to enter text. | Title:  Click here to enter text. | Date:  Click here to enter text. |