**SFA-FSMC Monitoring Form:**

**Other Contractual Requirements**

*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 Needed to assess compliance:

1. Agenda/Minutes/Sign-in Sheet from menu planning session with the Advisory Committee
2. Most recent State Agency Administrative/Procurement Review to include corrective action
   1. List of any corrective action items resulting from an audit/review (internal or external) that need to be rectified
3. Most recent internal audit results
4. Procedures to monitor FSMC contract compliance
5. FSMC Contract
6. FSMC Staffing Plan
7. FSMC Monitoring Form(s)

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| **Other Contractual Requirements** |  |  |
| 1. Has the FSMC used the advisory committee of parents, students, and teachers to assist in menu planning?  *7 CFR 210.16(a)(8)*  *Validation Activity:*  *Review item 1 from the above list to ensure that the FSMC used an advisory committee consisting of parents, teachers, and students in menu planning. Please note that while some SFAs may allow the FSMC to met this requirement via participation in the SFA’s Health and Wellness Committee, this is permissible only to the extent that the requirements above are met (i.e., includes parents, students, and teachers AND menu planning is a specific agenda item for these meetings.)* | **Yes**: The FSMC is utilizing an advisory board composed of parents, teachers, and students to assist in menu planning. A documented meeting that includes an agenda is held at least annually. A sign in sheet of attendees should be available.  **Needs Improvement**: The FSMC is not utilizing an advisory board composed of parents, teachers, and students to assist in menu planning. No meeting was held or is scheduled. OR Documentation of the meeting was not maintained. | **Yes**    **Needs Improvement** |
| 2. Have all corrections been made as required if problems were noted during an SFA review, administrative review, or a program audit?  *USDA FSMC Guidance for SFAs, May 2016*  *Validation Activity:*  *Review Item 2 above, for corrective action to be implemented by the FSMC, validate that the approved corrective action plan has been put into place by the FSMC. The specific validation will vary depending upon the required corrective action but may include document review and/or meal service observation.* | **Yes**: All corrections have been made (by the SFA) as required, that were noted during previous reviews (e.g., SFA review, administrative review, or program audit).  **Needs Improvement**: Not all corrections were made (by the SFA) as required, that were noted during prior reviews (e.g., SFA review, administrative review, or program audit).  **N/A**: There were no corrections needed or deficiencies noted during prior reviews. | **Yes**    **Needs Improvement**    **N/A** |

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| 3. Does the SFA have procedures in place to monitor the FSMC’s contract compliance?  *USDA FSMC Guidance for SFAs, May 2016*  *Validation Activity:*  *Review Item 4 above to ensure procedures are in place. Conducting the FSMC monitoring process outlined in this training is a means to ensure contract compliance, but the SFA should have specific procedures in place to ensure that monitoring is completed and documented as required by regulation.* | **Yes**: The SFA has procedures in place to monitor the FSMC’s contract compliance.  **Needs Improvement**: The SFA does not have procedures in place to monitor the FSMC’s contract compliance. | **Yes**    **Needs Improvement** |
| 4. Is documentation of monitoring the FSMC’s contract maintained?  *USDA FSMC Guidance for SFAs, May 2016*  *Validation Activity:*  *Verify if FSMC monitoring forms are on file and complete.* | **Yes**: Documentation of monitoring the FSMC’s contract compliance is maintained.  **Needs Improvement**: Documentation of annual monitoring the FSMC’s contract compliance is not maintained, OR annual monitoring is not documented, OR annual monitoring is not completed. | **Yes**    **Needs Improvement** |
| 5. Has the staffing plan been followed per the Contract?  *USDA FSMC Guidance for SFAs, May 2016*  *Validation Activity:*  *Review the FSMC Contract and current FSMC staffing schedule.* | **Yes**: The FSMC’s staffing plan is being followed per the contract.  **No**: The FSMC’s staffing plan is not being followed per the contract. | **Yes**    **No** |
| 6. If No to question #5, has the FSMC staffing plan been approved by the SFA?  *USDA FSMC Guidance for SFAs, May 2016*  *Validation Activity:*  *Verify if approval documentation of the staffing plan is on file. This would be submitted by the FSMC and approved by the SFA.* | **Yes**: The FSMC staffing plan was approved by the SFA. Documentation of approval is maintained.  **Needs Improvement**: The FSMC staffing plan was not approved by the SFA.  **N/A**: The FSMC does not provide labor to the SFA. | **Yes**    **Needs Improvement**    **N/A** |
| 7. Has the SFA retained all food service responsibilities not allowed to be delegated to the FSMC?  *7 CFR 210.16(a)*  If “no,” list what was delegated:  *Validation Activity:*  *Review Section W (Cost Reimbursable) or Section AC (Fixed Price) of the Contract that explains SFA responsibilities and verify that the SFA retains all required responsibilities.* | **Yes**: The SFA retains all food service responsibilities not allowed to be delegated to the FSMC. These responsibilities are: (1) preparation of solicitation and contract documents, (2) State Agency contract review, (3) SFA program oversight, (4) SFA program monitoring, (5) control of the quality, extent, and nature of food service, (6) signature authority, (7) free and reduced-price meal policy , (8) USDA Foods, (9) health/ food safety certification, (10) establishment of an advisory board, (11) development of the 21-day cycle menu (obtained State Agency approval), and (12) internal controls and reports.  **Needs Improvement**: The SFA is delegating unallowable responsibilities to the FSMC. One or more of the following responsibilities are being performed by the FSMC: (1) preparation of solicitation and contract documents, (2) State Agency contract review, (3) SFA program oversight, (4) SFA program monitoring, (5) control of the quality, extent, and nature of food service, (6) signature authority, (7) free and reduced-price meal process, (8) USDA Foods, (9) health/food safety certification, (10) establishment of an advisory board, (11) development of the 21-day cycle menu (did not obtain State Agency Approval), or (12) internal controls and reports. | **Yes**    **Needs Improvement** |
| 8. FSMC’s food service operations are monitored by the SFA, at least once annually, to ensure that the food service is in conformance with program regulations and that program review and audit findings are resolved.  *7 CFR 210.16(a)(3); 7 CFR 210.16(a)(2)*  *Validation Activity:*  *Review previous monitoring forms as well as the current monitoring activity.* | **Yes**: On-site visits are completed by the SFA to ensure that the FSMC is in conformance with program regulations (e.g., completing this form). *Please note this is different than the onsite monitoring forms/visits required by February 1st each year.*  **Needs Improvement**: The SFA is not completing on-site visits to ensure that the FSMC is in conformance with program regulations. | **Yes**    **Needs Improvement** |
| 9. Is documentation of monitoring maintained?  *7 CFR 210.9(b)(17)*  *Validation Activity:*  *Complete this form and keep it on file for three years. Determine if previous monitoring documentation has been kept on file.* | **Yes**: Monitoring documentation is maintained and accessible for a period of three years.  **Needs Improvement**: Documentation is not maintained or is not maintained for the required length of time. | **Yes**    **Needs Improvement** |
| 10. Have all responsibilities of the sponsor and the FSMC been implemented as defined by the terms of the contract?  7 CFR 210.16  a. If no, explain.  *Validation Activity:*  *Review Section W (Cost Reimbursable) or Section AC (Fixed Price) of the Contract to ensure the responsibilities are being implemented per the Contract. These are sections 3.3 and 3.4 in the FSMC solicitation and contract.* | **Yes**: All responsibilities of the SFA and the FSMC are implemented as defined by the terms of the contract.  **Needs Improvement**: The SFA and FSMC are not implementing all responsibilities as defined by the terms of the contract. | **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 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. |