**SFA-FSMC Monitoring Form:**

**Sanitation and Safety Procedures**

*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:

1. Food Business License for the facility/facilities
2. Local Department of Health notification and request for inspection
3. Food safety certificates for workers (e.g., Food Handler cards, ServSafe Certification, etc.)
4. Food Safety inspections
5. Food Safety training documentation
6. Temperature charts (e.g., cook to temperatures, holding temperatures, cool down temperatures, or equipment temperature checks)
7. Food safety self-monitoring documentation (i.e., temperature charts, food safety checklists)
8. Food Safety/ HACCP plan
9. Walkthrough of child nutrition facilities
10. Meal preparation and meal service observation

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| **Sanitation and Safety Procedures** |  |  |
| 1. Are facilities and equipment adequately maintained for safety and sanitation?  *7 CFR 210.16(a)(7)*  *Validation Activity:*  *Compare the inspections to the condition of the facility and equipment utilized by the FSMC for food service for any uncorrected violations.* | **Yes**: The facilities and equipment (used for food storage, preparation, and service) are all in accordance with the sanitation and health standards established under State and local laws and regulations.  **Needs Improvement**:  The facility(ies) or equipment used by the FSMC is not in accordance with the sanitation and health standards established under State and local laws and regulations. | **Yes**    **Needs Improvement** |
| 2. Do employees practice safe food-handling procedures?  *7 CFR 210.16(a)(7)*  *Validation Activity:*  *Are employees following the Food Safety/HACCP plan (hand washing, completing accurate temperature logs, etc.-refer to items 6, 7, and 8 above).* | **Yes**: FSMC employees practice safe food-handling procedures. If applicable, the FSMC shipped prepared foods to the SFA and provided food safety certifications (e.g., temperature charts) to the SFA for review.  **Needs Improvement**: FSMC employees do not practice safe food-handling procedures. If applicable, the FSMC shipped prepared foods to the SFA and did not provide certifications to the SFA for review. | **Yes**    **Needs Improvement** |

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| 3. Are State health licenses (Food Business Licenses) maintained as required by the contract?  *7 CFR 210.16(a)(7); 7 CFR 210.16(c)(2)*  *Validation Activity:*  *Review the state and/or local health certificates (Food Business Licenses) for any facility outside the school in which meals are prepared (if applicable), and/or review Food safety certificates for workers (e.g., Food Handler cards, ServSafe Certification, etc.)* | **Yes**: The FSMC has State and/or local health certification/licenses (Food Business Licenses) for any facility outside the school in which it proposes to prepare meals. The health licenses (Food Business Licenses) are maintained for the duration of the contract. **AND/OR** The FSMC maintains certification/licenses (Food Safety Manager Certification) for applicable employees and maintains State and/or local health certification/licenses (Food Business Licenses) at the SFA, as required by Federal, State, and local regulations.  **Needs Improvement**: The FSMC is not compliant with the items listed above, or it has not requested the two inspections from the local health department. | **Yes**    **Needs Improvement** |
| 4. Does the SFA assure that all State and local regulations are being met by the FSMC?  *7 CFR 210.16(a)(7)*  *Validation Activity:*  *Verify that the FSMC has completed or requested food safety inspections, all sites have food safety plans, all staff have food worker/handler cards, etc.* | **Yes**: The SFA maintains oversight to assure that all State and local regulations are being met by the FSMC.  **Needs Improvement**: The SFA does not maintain oversight to assure that all State and local regulations are being met by the FSMC. | **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. |