



Washington Office of Superintendent of
PUBLIC INSTRUCTION

SFA-FSMC Monitoring Form

Review Date: _____

District/Site Monitored: _____

Menus and Service

	Yes	Needs Improvement	N/A
Has the FSMC followed the 21-day cycle menu, as described in contract, for the first 21 days of the contract? (Monitored during the first year of contract only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If changes were made to menus following the first 21 days of the contract, did the SFA approve them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all menu standards been maintained as to type and quality of meal service as outlined in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all menus been developed using the agreed upon menu planning system(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the FSMC only serving reimbursable meals that comply with the latest USDA dietary guidelines as established by USDA in Federal regulations for the National School Lunch Program, the School Breakfast Program, and all other USDA contracted meal programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are production records completed each day for all meals claimed for reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the FSMC following regulations concerning Smart Snack Regulations and not selling restricted foods of minimal nutritional value in the food service areas during meal service periods (e.g., carbonated beverages, certain candies, water ices and chewing gum)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Do the foods purchased meet the quality specification standards indicated in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>

Notes & Corrective Action taken for all Needs Improvement items with Date of Implementation:

USDA Donated Foods

	Yes	Needs Improvement	N/A
Does the SFA receive credit for the value of USDA donated foods, received during the school year or fiscal year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit for the value of donated foods was received through (circle all that apply): Invoice reductions / Refunds / Discounts / Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the FSMC provide clear documentation of the value received and of credit being recognized? (This includes crediting for the value of donated foods contained in processed end products.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Does the FSMC contract outline the frequency by which crediting will occur and was that followed? (Crediting is to be performed at least annually.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the SFA retain title to all USDA donated foods and ensure that all USDA donated foods are made available to the FSMC, including processed foods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the SFA/FSMC use USDA donated foods to the maximum extent in quantities that can be used and stored without waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the FSMC use all donated ground beef, ground pork, and all processed end products in the SFA's food service without substitution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the FSMC responsible for receiving donated foods on behalf of the SFA? If yes , is the SFA verifying delivery of donated food shipments and end products and not relying solely on the FSMC records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes & Corrective Action taken for all Needs Improvement items with Date of Implementation:

