

OSPI CNS School Meal Programs

Reference Sheet

Food Service Management Company Contract Monitoring

Local Education Agencies (LEAs) of Child Nutrition Programs who contract with a Food Service Management Company (FSMC), maintain responsibility of oversight of the Child Nutrition Program operations. The operations and contract with the FSMC must be monitored by the LEA to ensure the FSMC performs in accordance with the terms, conditions and specifications of the contract.

Requirements for LEA

- ✓ The role of the Food Service Director (FSD) must remain with the LEA; in some cases, both the LEA contact and the FSMC contact must meet hiring and training standards depending on the duties of these individuals. ([see Question 55 in SP 05-2020](#))
- ✓ Ensures cycle menus and meal patterns are being met per 7 CFR 210 and 7 CFR 220.
- ✓ Apply internal control procedures, including edit checks, to prepare the claim for reimbursement.
 - Claim documentation includes meal count records by school, including non-reimbursable meals and sales of non-program foods
- ✓ Prepare and submit all claims for reimbursement.
- ✓ Retain food service account and financial responsibility.
- ✓ Compliance with Civil Rights.
- ✓ Monitor food service operations through periodic on-site(s) visits in all schools operating the CN Programs:
 - Cycle menus and meal patterns are being met.
 - Meals are properly counted at the point of service.
 - Control the quality, extent and nature of the food service.
- ✓ Establishes prices for all meals served.
- ✓ Retain approval and signatory responsibility for free and reduced-price meals.
- ✓ Retain title to United States Department of Agriculture (USDA) foods and ensures their proper use and crediting to the nonprofit food service account.
- ✓ Ensure applicable health certifications and regulations are met.
- ✓ Establish an Advisory board that includes teachers, parents, and students to assist in menu planning.



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- ✓ Complete all reports required by the state agency.

Best Practices

- ✓ Regular scheduled meetings with FSMC representative with documentation recapping meeting highlights
- ✓ Annually complete the USDA Appendix G: SFA – FSMC Monitoring Form; this will be requested during an Administrative Review
- ✓ Conduct on-site reviews with or without the FSMC Representative during meal service

Resources

- ✓ [SP 40-2016, CACFP 12-2016, SFSP 14-2016](#)
- ✓ [SP 40-2016, CACFP 12-2016, SFSP 14-2016a2.pdf](#)
- ✓ [SP 05-2020](#)
- ✓ [Appendix G SFA-FSMC Monitoring Form](#)
- ✓ [7 CFR 210.16; 210.10 and 220.8](#)
- ✓ [7 CFR 200](#)

Acronym Reference

- ✓ CNS – Child Nutrition Services
- ✓ FSMC – Food Service Management Company
- ✓ FSD – Food Service Director
- ✓ LEA – Local Education Agency
- ✓ OSPI – Office of Superintendent of Public Instruction
- ✓ USDA – United States Department of Agriculture