

Food Service Management Company (CONTRACTOR) Monitoring Form

(Does not replace On-site Accountability Review Form 9-G)

Twice a year, an official of the school sponsor must conduct a monitoring visit of **each** food service site. Complete a copy of this form for each site monitored. **By December 1**, send a copy of the completed form for the first monitoring visit to Child Nutrition & Wellness, Kansas State Department of Education, Landon State Office Building, 900 SW Jackson Street, Suite #251, Topeka, KS 66612. A copy of the completed form for the second monitoring visit must be sent to Child Nutrition & Wellness by **April 1**.

Sponsor #/Name: 377 Atchison County Community Schools Site Name Atchison County Community Elementary

Contractor Name: OPAA Review Date: 3/26/2020 Base Year of Contract: 2017-2018 Contract Year (1,2,3,4,5): 3

Meal Type**	Fixed Fee Per Meal	Meal Type**	Fixed Fee Per Meal
SBP Student Breakfasts	\$1.9221	SFSP Lunch/Supper Meals	\$
NSLP Student Lunches	\$2.8577	SFSP Snacks	\$
NSLP Afterschool Snacks	\$	Special Milk Program	\$
CACFP Breakfast	\$	FFVP Meal Equivalent Fee	\$
CACFP Lunch/Supper	\$	Meal Equivalent Fee	\$
CACFP Snacks	\$.9559	Meal Equivalent Factor	\$3.5493
SFSP Breakfast	\$	Employee Transition Fee	\$.14

Menus and Service	SNP			CACFP			Comments
	Yes	No	NA	Yes	No	NA	
1. Has the Contractor followed the 21-day cycle menu, as described in Exhibit B of the contract, for the first 21 days of the contract? (Monitor during the first year of contract only)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The CACFP Program is not being served due to the school being closed for the COVID-19 Closure.
2. If changes were made to menus following the first 21 days of the contract, did the sponsor approve them?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do cycle menus meet requirements for all age and grade groups?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
4. Is documentation available for all menu items served, serving sizes, component contributions, amounts of menu items prepared, served and leftover completed for all meals/snacks claimed for reimbursement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. If the "Offer" provision was implemented, are students required to take the minimum number of menu items (including ½ cup fruit and/or vegetable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are meal modifications provided to participants?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is appropriate meal modification documentation on file at the serving site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Does the Contractor provide fluid milk substitutions as Sponsor has indicated on SNP Sponsor application (#87-88)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
9. Are fluid milk substitutions compliant with USDA substitution criteria?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are the Smart Snacks In Schools regulations being followed by the Contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
11. Is the Contractor complying with Vending as stated in the Contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
12. Does the Contractor comply with the Sponsor's Local Wellness Policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
13. Are meals monitored after the last food or menu item is served/selected to ensure only reimbursable meals are claimed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				See other Comments

Menus and Service	SNP			CACFP			Comments
	Yes	No	NA	Yes	No	NA	
14. Do the foods purchased meet the quality specification standards indicated in Exhibit C of the contract?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
15. Is Contractor complying with Buy American Requirements? (Only domestic products may be used in the National School Lunch and School Breakfast Programs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
16. For sites receiving meals - are transport sheets completed each day for all meals claimed for reimbursement and are component contributions available for each menu item?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Has the Contractor provided all appropriate documentation to support crediting of component contributions? CN labels, product formulation statements and labels documenting WGR criteria met.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Are at least 50% of the grains offered at breakfast and lunch WGR with CACFP menus providing at least one WGR item per day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. If At-Risk meals are served and the "Offer" provision was implemented, are participants required to take the minimum number of menu items (including ½ cup fruit and/or vegetable if using the NSLP meal pattern)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. If serving meals Family Style, are adequate amounts of food provided to meet minimum meal pattern portions for all participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Financial Accountability Procedures	SNP			CACFP			Comments
	Yes	No	NA	Yes	No	NA	
1. Do the Kansas school food service daily income records accurately reflect the revenue received by meal type? (Student meals, adult meals, a la carte, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
	All Programs			Comments			
	Yes	No	NA				
2. Does the Contractor:							
a. Maintain accurate records needed to support the Claim for reimbursement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
b. Report claim information to the Sponsor promptly at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
c. Maintain accurate meal count records for non-reimbursable meals and a la carte?	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
3. Are all bills monitored to assure the Contractor bills according to the current pricing agreement indicated in the contract or addendum have not double-billed or included costs which are not allowed by the contract?	<input checked="" type="checkbox"/>	<input type="checkbox"/>					USD 377 Director makes sure all meals are billed correctly.
4. Do the records show a la carte, adult, and other food sales are being billed at the meal equivalency rate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
5. Do all the invoices match the prices with the current renewal addendum prices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
6. Did the charges/fee adjustment follow the basis for fee adjustment as described in the contract?	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

Food Safety	SNP		CACFP		Comments
	Yes	No NA	Yes	No NA	
1. Are facilities and equipment adequately maintained for safety and sanitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do employees practice safe food handling procedures for meals served in all programs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is a Food Safety (HACCP) plan available at the serving site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Reviewed 8/16/19 and 8/19/19
4. If yes, is the plan being implemented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
5. Has the plan been reviewed and revised annually?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
6. Are all licenses maintained as required by the contract? (KDA and KDHE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Has the Contractor met the KSDE food safety training requirements for their employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Other Comments

Other Contractual Requirements	All Programs		Comments
	Yes	No NA	
1. Has the advisory committee of parents, students and teachers met at least twice per year to assist in menu planning? (Attach documentation - Agendas, Surveys, Taste Testing Results, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Were scheduled to meet on March 26, 2020 after testing was completed in both building. Closed school beginning March 9, 2020.
2. If recommendations or concerns have been noted as a result of the meetings has the Contractor implemented recommendations or addressed the concerns brought forth by the advisory committee?	<input type="checkbox"/>	<input type="checkbox"/>	
3. If the Sponsor has requested that the Contractor representative participate in the advisory committee meetings, has the Contractor complied with this requirement?	<input type="checkbox"/>	<input type="checkbox"/>	Did not meet due to school closing.
4. Were the Sponsor's Civil Rights policies followed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Have there been any Civil Rights complaints this year? If yes, explain in comments section.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Is the Contractor performing any Sponsor special functions/catering outside the nonprofit food service account? List functions in the comments section.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. If yes to the above, is there a method which delineates the cost allocation for Sponsor special functions/catering conducted outside the nonprofit school food service? (i.e. ensures labor costs are not double billed)	<input type="checkbox"/>	<input type="checkbox"/>	
8. Is the Contractor performing any special functions/catering for entities other than the Sponsor? Any external catering not for the benefit of the Sponsor requires a separate contract.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. If yes to the above, what process is in place to ensure that any and all resources of the school food service department, which are to be used by the Contractor, produce revenue to fully fund the costs of the non-school catering? Are all costs related to the use of the school district's facilities (including food service facilities for catering) paid for by a source other than the food service fund? Please describe process.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Is the Contractor adhering to the Sponsor's free and reduced priced policy statement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Other Contractual Requirements, continued	SNP		CACFP		Comments
	Yes	No NA	Yes	No NA	
11. Is Contractor complying with Professional Standards requirements for its employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			All cooks & directors have their Professional Standard hours. One of the cooks is taking the Food Safety class in April
12. Is Contractor complying with Professional Standards requirements for its Food Service Director?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
13. Is Contractor providing appropriate and timely training for Contractor staff? List training in comments section at end of monitoring form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
14. Is Contractor complying with Staffing Plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
15. If stated in Contractor Exhibit O that Food Service Director will be full-time and on-site, is Contractor providing a full-time on-site Food Service Director?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Other Comments:

Menus & Service #13 - Using "Serve" for the Gran n Go B/L for all students since closed for COVID-19
 Food Safety # 7 - All cooks are current with Food Safety except for new hired cook that has been hired for 1 month
 Other Contractual Requirements #13 - Civil Rights training, Serv Safe and other OPAA classes have been the training that the cooks have had.

Have all corrections been made as required if findings were noted during the sponsor review, the KSDE administrative review, or a program audit of any of the Child Nutrition Programs (SNP, CACFP and SFSP)?

Yes No If no, explain and indicate corrective action required by the Contractor in the section below.

List any Corrective Actions Required of the Contractor	Date of Implementation

Theresa Cottrell
 Signature of **Sponsor's** Monitoring Official

USD 377 Director
~~3/27/2020~~
 Title

3/27/2020
 Date

[Signature]
 Signature of **Contractor** Official

3/27/20
 Title

DNS
 Date ofaa!