



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

July 1, 2010

MEMORANDUM

TO: Intermediate/Local School District Superintendents and Public School Academy Administrators

FROM: Carol Wolenberg, Deputy Superintendent *Carol*

SUBJECT: School Meals Year End Report and Financial information Database (FID)

As indicated in my June 10, 2010 correspondence, Michigan public school districts will no longer be required to submit a separate School Meals Program Year End Report beginning in fiscal year 2009-10. The data formerly collected in this report will be gleaned from the district's annual comprehensive financial report (FID) submitted through the Center for Education Performance and Information (CEPI). Utilizing the FID for collecting the data eliminates redundant financial reporting. However, it necessitates that a district's school meals program office and business office work together to assure that the district reported financial information is complete and accurate as it relates to the various school meals programs the district operates. For the fiscal year beginning 2009-10, the Michigan Department of Education (MDE) will use the FID reported data to calculate the state's obligation under Section 31 for the school breakfast and lunch.

As in the past, allocations of food, food preparation, purchased service, supplies, and equipment costs will need to be performed annually to assure that the program costs per meal are reasonable, consistent and accurate. We would encourage districts to work with school district auditors to determine acceptable allocation methods for calculating reasonable program costs. Once the costs attributable to each school meal program have been determined for a given fiscal year, district staff will need to prepare journal entries to move expenditures into the appropriate state code within the district's internal accounting system. Those 2009-10 journal entries should be made within the next month. This will make the data available for the annual FID data collection process that begins in August each year.

We would anticipate that districts will report costs under the appropriate state code for each school meal program it operates. There will be no separate expenditure reporting required for the state portion of breakfast or lunch programs. We understand that the costs for those will be recorded in the National School Breakfast (8500) or National School Lunch (8510) state codes. There is no standard state code for ala carte or catering programs. The district may either leave the expenditure state code as "0000" for those programs or may assign a code in the "9xxx" range.

A district may charge up to its MDE approved unrestricted indirect cost rate on each of the programs. The approved indirect cost rates along with instructions for utilizing them may be found at: http://www.michigan.gov/mde/0,1607,7-140-6530_6605-118785--,00.html
Intermediate/Local School District Superintendents and Public School Academy Administrators

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For 2009-10 school meal program expenditures, the district would use the 2009-10 unrestricted indirect cost rate. The accounting method for recording indirect costs to a program may be found in the *Michigan Public School Accounting Manual, Section II, E.03 Accounting for the Recovery of Indirect Costs*. That manual is available at the following url:

http://www.michigan.gov/mde/0,1607,7-140-6530_6605-21321--,00.html

A district may choose to either bill directly for business office, operations and maintenance, and other central office expenditures within the School Meals Fund; **or** charge the MDE approved indirect rate created based on the district's previous year FID submission.

Costs related to lunch room monitors allowable for school meal program cost calculations should be included as direct charges under function code "219-Other Pupil Support" and the appropriate state code within the School Meals Fund (25).

The former School Meals Program Year End Report required districts to indicate depreciation expense related to school meal equipment. Depreciation will now only be reported to MDE at the district wide level in the FID Capital Asset Accounts. We encourage district administrators to follow generally accepted accounting practices to determine an appropriate depreciation schedule for capital assets.

Questions related to the calculation of the school district's state supplemental funding for lunch and breakfast may be directed to (517) 373-8642 or MDE-FMFD@michigan.gov

Questions related to the Michigan Public School Accounting Manual and account codes may be directed to Glenda Rader at (517) 335-0524 or raderg@michigan.gov.

cc: William Mayes, MASA
David Martell, MSBO
Dan Quisenberry, MAPSA
Billie Wimmer, MCCSA

INSTRUCTIONS

School Meals Program Year End Report (SM-4012-A)

School Year 2009/2010

Final Submission Due Date: **July 31, 2010**

THE YEAR END REPORT WORKSHEETS ARE FOR YOUR USE ONLY

DO NOT MAIL THE WORKSHEETS TO THE MICHIGAN DEPARTMENT OF EDUCATION

THE YEAR END REPORT MUST BE COMPLETED AND SUBMITTED ONLINE:

<http://michigan.gov/meis>

- Section: "Child Nutrition Programs (CNP)"
- Select: "Year End Report School Meals Program – SM-4012-A/R"

PRINT A COPY OF THE COMPLETED REPORT FOR YOUR FILES

Direct questions regarding this report to: (517) 373-8642

School Meals Program Year End Report Worksheets

The Worksheets, located at the end of the Instructions, will assist you in reporting the following cost and revenue information on the Year End Report: cost percentages by operational center, total food service costs, and total food service revenue for the School Year 2009-10 (July 2009 – June 2010).

After completing the worksheets, use them to enter your report data online. The Cost Allocation Percentage Table data must be entered first. Then you will be able to enter the cost information for Columns A and B on the Cost Allocation Sheet, and the revenue information on the Revenue and Balance Sheet.

Year End Report for School Meals Program

After completing the worksheets for the Year End Report, use them to enter your Cost Allocation Percentage Data, Cost Data, and Revenue information on the Year End Report form (SM-4012-A), via the Michigan Education Information System (MEIS) at the following web site: <http://michigan.gov/meis>.

From this web site click on “Year End Report School Meals Program– SM-4012-A/R”.

Child Nutrition Programs (CNP)

- **Program Applications**
 - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim Forms**
 - [Child and Adult Care Food Program \(CACFP\) - SM-4213-C](#)
 - [Schools Meals Program - SM-4012-SL](#)
 - [Summer Camp Special Milk Program - SM-4012-SC](#)
 - [Summer Food Service Program \(SFSP\) - SM-4012-SF](#)
 - [Child and Adult Care Food Program \(CACFP\) - FDCHClaims](#)
 - **[Year End Report School Meals Program - SM-4012-A/R](#)**
 - [LEARS-Verification Summary Report](#)
 - [Child Nutrition Program Security Agreement](#) PDF

Enter your MEIS User ID and Password.

Welcome!

The School Meals Program Year End Report, developed by the Michigan Department of Education, Grant Coordination and School Support(GCSSS), is available for the schools participating in the National School Lunch/School Breakfast program to report annually to the Michigan Department of Education their cost allocation details.

NOTICE

Prior to entering data on the Year End Report all claims for School Year 2006/07 must be submitted and processed for payment. If you have received payment for all of these claims proceed to the Login. If not, please submit any 2006/07 claims including the June or May/June combined claim before completing the report.

User ID:

Password:

Login

After entering your User ID and Password on the login page, you will be directed to the Email Edit Page. Enter your email address and re-type it, then click on "Save"

School Meals Program Year End Report User: 3 Tester

MainPage Logout Help

EEmail Edit

Sponsor: 73080 Type: At Risk & SFSP School Year: 2007(July 1, 2006 - June 30, 2007)

Name: BUENA VISTA SCHOOL DISTRICT (73080) Due Date: July 31, 2007

Email:

Re-Type Email:

Save

Main Page

After saving your email address, click on "Main Page" in the upper or lower left hand corner of the Email Edit Page.

Main Page

Access to the Cost Allocation Percentage Table is available from the Main Page.

School Meals Program Year End Report User: Cheryl Schobel

Logout Help

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Sponsor: 50130 Select Type: Regular School Year: 2007 July 1, 2006 - June 30, 2007 Set

Name: LAKEVIEW PUBLIC SCHOOLS (50130) Due Date: July 31, 2007

Forms :

Cost Allocation Percentage Table

THE COST ALLOCATION PERCENTAGE TABLE

The purpose of the table is to identify the percentages used to allocate the total cost for all food service cost categories.

Step 1. Access the Cost Allocation Percentage Table:

From the Main Page, click on "Cost Allocation Percentage Table". Use the Year End Report Cost Allocation Percentage Worksheet to enter the cost percentage information into this table.

Cost Allocation Percentage Table

Sponsor: 01010 Type: Regular School Year: 2009(July 1, 2008 - June 30, 2009)
 Name: ALCONA COMMUNITY SCHOOLS (01010)

Information

■ After completing this page, go to 'Main Page' to proceed to Cost Allocation Sheet.

DO NOT INCLUDE ANY COST PERCENTAGES FOR THE SUMMER FOOD SERVICE PROGRAM(SFSP), FRESH FRUIT AND VEGETABLE PROGRAM (FFVP), OR CACFP AT RISK SUPPER/SNACK PROGRAM ON THIS FORM

Cost Categories	Total Cost Allocation (Percentages Only)					
	School Lunch Program	Special Milk Program	School Breakfast Program	Afterschool Snack Program	A la Carte	Catering & Other Functions
	D	E	F	G	H	I
1 Salaries (Food Service Related)	0	0	0	0	0	0
2 Employee Benefits	0	0	0	0	0	0
3 Contract Services (Not Utilities)	0	0	0	0	0	0
4 Transportation Supplies	0	0	0	0	0	0
5 Supplies and Other Materials	0	0	0	0	0	0
8 Depreciation	0	0	0	0	0	0
9 Food Cost	0	0	0	0	0	0

*** Click Save button after entering or amending report data ***

Step 2. Enter Cost Allocation Percentage Information:

- Enter percentages into Columns D – I.
- Each of the Lines 1 – 9 across must total 100%.
- Percentages can be entered to three decimal places, (i.e. 12.525).
- Print a copy of the Cost Allocation Percentage Table for your files each time amendments or corrections are made to the table.

Cost Allocation Percentage Table

Sponsor: 50140 Type: Regular School Year: 2007(July 1, 2006 - June 30, 2007)
 Name: LANSE CREUSE PUBLIC SCHOOLS (50140) Due Date: July 31, 2007

Cost Categories	Total Cost Allocation Percentage					
	School Lunch Program	Special Milk Program	School Breakfast Program	Afterschool Snack Program	A la Carte	Catering & Other Functions
	D	E	F	G	H	I
1 Salaries (Food Service Related)	57.3	0.9	2	19.6	10.6	9.6
2 Employee Benefits	57.3	0.9	2	19.6	10.6	9.6
3 Contract Services (Not Utilities)	49.8	1.7	2.2	23	9.7	13.6
4 Transportation Supplies	49.8	1.7	2.2	23	9.7	13.6
5 Supplies and Other Materials	49.8	1.7	2.2	23	9.7	13.6
8 Depreciation	49.8	1.7	2.2	23	9.7	13.6
9 Food Cost	42.2	2.4	2.5	26.4	8.9	17.6

*** Click Save button after entering or amending report data ***

[Main Page](#)

These percentages will be used on the Cost Allocation Sheet to allocate cost from Column C into Columns D through I.

DO NOT INCLUDE ANY COST PERCENTAGES FOR THE SUMMER FOOD SERVICE PROGRAM (SFSP), FRESH FRUIT AND VEGETABLE PROGRAM (FFVP), OR CACFP AT RISK SUPPER/SNACK PROGRAM ON THIS FORM.

Refer to pages 8–12 of *Related Topics* for completing this worksheet. These pages describe how to calculate the percentages used to allocate cost.

School Meals Program Year End Report User: Cheryl Schubel

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Cost Allocation Percentage Table

Sponsor: 50140 Type: Regular School Year: 2007(July 1, 2006 - June 30, 2007)

Name: LANSE CREUSE PUBLIC SCHOOLS (50140) Due Date: July 31, 2007

Information

■ After completing this page, go to 'Main Page' to proceed to Cost Allocation Sheet.

Cost Categories <small>Percentage data in Columns D- I will be used to allocate cost from Column C into Columns D- I of the online Cost Allocation Sheet</small>	Total Cost Allocation Percentage					
	School Lunch Program	Special Milk Program	School Breakfast Program	Afterschool Snack Program	A la Carte	Catering & Other Functions
	D	E	F	G	H	I
1 Salaries (Food Service Related)	<input type="text" value="57.3"/>	<input type="text" value="0.9"/>	<input type="text" value="2"/>	<input type="text" value="19.6"/>	<input type="text" value="10.6"/>	<input type="text" value="9.6"/>
2 Employee Benefits	<input type="text" value="57.3"/>	<input type="text" value="0.9"/>	<input type="text" value="2"/>	<input type="text" value="19.6"/>	<input type="text" value="10.6"/>	<input type="text" value="9.6"/>
3 Contract Services (Not Utilities)	<input type="text" value="49.8"/>	<input type="text" value="1.7"/>	<input type="text" value="2.2"/>	<input type="text" value="23"/>	<input type="text" value="9.7"/>	<input type="text" value="13.6"/>
4 Transportation Supplies	<input type="text" value="49.8"/>	<input type="text" value="1.7"/>	<input type="text" value="2.2"/>	<input type="text" value="23"/>	<input type="text" value="9.7"/>	<input type="text" value="13.6"/>
5 Supplies and Other Materials	<input type="text" value="49.8"/>	<input type="text" value="1.7"/>	<input type="text" value="2.2"/>	<input type="text" value="23"/>	<input type="text" value="9.7"/>	<input type="text" value="13.6"/>
8 Depreciation	<input type="text" value="49.8"/>	<input type="text" value="1.7"/>	<input type="text" value="2.2"/>	<input type="text" value="23"/>	<input type="text" value="9.7"/>	<input type="text" value="13.6"/>
9 Food Cost	<input type="text" value="42.2"/>	<input type="text" value="2.4"/>	<input type="text" value="2.5"/>	<input type="text" value="26.4"/>	<input type="text" value="8.9"/>	<input type="text" value="17.6"/>

*** Click Save button after entering or amending report data ***

[Main Page](#)

After entering the percentages, click on the “Save” button at the bottom of the table. After saving the percentages, click on the “Main Page” in the upper or lower left hand corner of the Cost Allocation Percentage Table.

From the Main Page, you will be able to access the Cost Allocation Sheet.

School Meals Program Year End Report User: Cheryl Schubel

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Sponsor: Type: Regular School Year: 2007

Name: LAKEVIEW PUBLIC SCHOOLS (50130) Due Date: July 31, 2007

Forms :

[Cost Allocation Percentage Table](#)

[Cost Allocation Sheet](#)

Message(s):

THE COST ALLOCATION SHEET

The purpose of the sheet is to identify all costs related to food service operations. Costs paid by the food service fund are reported in Column A. Costs paid by other funds, such as the general fund, are reported in Column B. These are totaled and INSERTED AUTOMATICALLY in Column C.

Step 1. Access the Cost Allocation Sheet:

From the Main Page, click on "Cost Allocation Sheet". Use the Year End Report Cost Allocation Worksheet to enter the cost information into Columns A, B, and Column C, Cell C8 of this sheet.

School Meals Program Year End Report User: Cheryl Schubel

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Cost Allocation Sheet

Sponsor: 50140 Type: Regular School Year: 2007(July 1, 2006 - June 30, 2007)

Name: LANSE CREUSE PUBLIC SCHOOLS (50140) Due Date: July 31, 2007

Total Cost			Cost Categories Totals from Column C will be automatically allocated into Columns D - I	Total Cost Allocation					
Paid From Food Service A	Paid From Other Funds B	Total Cost Columns (A+B) C		School Lunch Program D	Special Milk Program E	School Breakfast Program F	Afterschool Snack Program G	A la Carte H	Catering & Other Functions I
			1. Salaries (Food Service Related)						
			2. Employee Benefits						
			3. Contract Services (Not Utilities)						
			4. Transportation Supplies						
			5. Supplies and Other Materials						
			6. SUBTOTAL						
			7. Indirect Cost (Rate x Line 6)						
			8. Depreciation						
			9. Food Cost						
			10. Total Cost (Sum of Lines 6-9)						
11. Total Number of Reimbursable Meals Served for School Year 2006 / 2007				0		0			
12. PER MEAL COST (Line 10 / Line 11)									

Indirect Cost Rate: 15.00

*** Click Save button after entering or amending report data ***

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Step 2. Unrestricted Indirect Cost Rate Information:

In the upper right hand corner of the Cost Allocation Sheet, there is a text box entitled, "Indirect Cost Rate." Your school district's assigned unrestricted indirect cost rate will automatically be entered into this box. If you attempt to enter a rate that is higher than the one assigned to your school district, an error message will be displayed and you will be instructed to re-enter the assigned rate.

If your school district has instructed you to use a lower rate or "0", you will be able to enter this information into the text box. When entering a lower rate or "0", do not include a percent sign, only enter the number.

For example, if the lower rate is 11.27%, you will enter 11.27 and click on "Save". This information will be used to calculate your indirect cost for Line 7 of the Cost Allocation Sheet.

Non-Public Schools: the maximum unrestricted indirect cost rate allowed for this report is 12%. That rate will automatically be entered into the text box. If your school has instructed you to use a rate that is less than 12%, use that rate. If you attempt to enter a rate higher than 12%, an error message will be displayed instructing you to re-enter the assigned rate.

Step 3. Enter Cost Allocation Information:

1. Enter cost data into Columns A and B and Column C, cell C8. **Round all figures to the nearest whole dollar.** The sum of Columns A and B will be INSERTED AUTOMATICALLY into Column C.
 - **Column A:** Enter costs paid from the food service fund.
 - **Column B:** Enter costs paid from other school funds. Any costs absorbed by the district for food service belong in this column. Typical costs include a portion of trash collection, pest control, data processing and supervision.
 - **Column C:** Enter Depreciation Cost in Cell C8 if applicable.

School Meals Program Year End Report
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Sponsor: 50140 Type: Regular School Year: 2007(July 1, 2006 - June 30, 2007)
Name: LANSE CREUSE PUBLIC SCHOOLS (50140) Due Date: July 31, 2007

Indirect Cost Rate: 15.00

Total Cost			Cost Categories Totals from Column C will be automatically allocated into Columns D - I	Total Cost Allocation					
Paid From Food Service A	Paid From Other Funds B	Total Cost Columns (A+B) C		School Lunch Program D	Special Milk Program E	School Breakfast Program F	After-school Snack Program G	A la Carte H	Catering & Other Functions I
150000	25000	175000	1. Salaries (Food Service Related)						
75000	12500	87500	2. Employee Benefits						
14580	3460	18040	3. Contract Services (Not Utilities)						
5700	1400	7100	4. Transportation Supplies						
15670	4200	19870	5. Supplies and Other Materials						
260950	46560	307510	6. SUBTOTAL						
46000		46126	7. Indirect Cost (Rate x Line 6)						
			8. Depreciation						
165000		165000	9. Food Cost						
425950		518636	10. Total Cost (Sum of Lines 6-9)						
11. Total Number of Reimbursable Meals Served for School Year 2006 / 2007				0		0			
12. PER MEAL COST (Line 10 / Line 11)									

*** Click Save button after entering or amending report data *** Save Continue Next Page

2. Click on the "Save" button.

Cost data will automatically be calculated and displayed in Columns D through I from the percentages entered on the Cost Allocation Percentage Table.

- Each column is a separate operational center representing a different function.
- Columns D, E, F, and G are all USDA funded reimbursable programs.
- Columns H and I are auxiliary operations.

School Meals Program Year End Report User: Cheryl Schubel

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Cost Allocation Sheet

Sponsor: 50140 Type: Regular School Year: 2007(July 1, 2006 - June 30, 2007)

Name: LANSE CREUSE PUBLIC SCHOOLS (50140) Due Date: July 31, 2007

Indirect Cost Rate: 15.00

Total Cost			Cost Categories	Total Cost Allocation					
Paid From Food Service	Paid From Other Funds	Total Cost Columns (A+B)	Totals from Column C will be automatically allocated into Columns D - I	School Lunch Program	Special Milk Program	School Breakfast Program	Afterschool Snack Program	A la Carte	Catering & Other Functions
A	B	C		D	E	F	G	H	I
150000	25000	175000	1. Salaries (Food Service Related)	100275	1575	3500	34300	18550	16800
75000	12500	87500	2. Employee Benefits	50137	788	1750	17150	9275	8400
14580	3460	18040	3. Contract Services (Not Utilities)	8984	307	397	4149	1750	2453
5700	1400	7100	4. Transportation Supplies	3535	121	156	1633	689	966
15670	4200	19870	5. Supplies and Other Materials	9896	338	437	4570	1927	2702
260950	46560	307510	6. SUBTOTAL	172828	3129	6240	61802	32191	31321
46000		46126	7. Indirect Cost (Rate x Line 6)	25925	469	936	9270	4828	4698
		35000	8. Depreciation	17430	595	770	8050	3395	4760
165000		165000	9. Food Cost	69630	3960	4125	43560	14685	29040
471950		553636	10. Total Cost (Sum of Lines 6-9)	285813	8153	12071	122682	55099	69819
11. Total Number of Reimbursable Meals Served for School Year 2006 / 2007				0		0			
12. PER MEAL COST (Line 10 / Line 11)									

*** Click Save button after entering or amending report data *** [Save](#) [Continue](#) [Next Page](#)

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Columns H and I:

- If you have A la Carte and/or Catering revenue that will be reported on the Revenue and Balance Sheet, you must have cost allocated in Columns H and/or I on the Cost Allocation Sheet. If you do not, a pop-up message on the Revenue and Balance Sheet will redirect you back to the Cost Allocation Percentage Table. There, you will need to enter cost percentages in columns H and/or I so that costs will be allocated into those columns on the Cost Allocation Sheet.
- A la Carte includes prepared food sold in or around the cafeteria that is not a reimbursable meal. It can include extra servings sold, adult meals, snacks, and vended foods or milk sold to students with bag lunches.

- Catering and Other Functions can include trays of food sent to staff meetings, meals provided for board meetings, meals sold to Head Start, Senior Feeding or a Summer Food Service Program.

Note: For school districts acting as a sponsor for the Summer Food Service Program, do not include percentage of cost for that program on the Year End Report.

3. The sum of Lines 1-5 will be INSERTED AUTOMATICALLY into Line 6.
4. Line 6 will AUTOMATICALLY be multiplied by the Unrestricted Indirect Cost Rate. The result will be INSERTED AUTOMATICALLY into Line 7, Cells C7 through I7 when clicking "Save".

Note: Food service programs that are **charged for indirect costs** by their school district must **enter that charge in Column A, Cell A7**. The amount entered in **Cell A7 cannot exceed the amount that is automatically calculated and inserted in Column C, Cell C7**. If the amount entered in Cell A7 exceeds the amount in Cell C7, an error message will be displayed and the amount in Cell A7 will have to be amended.

5. The sum of Lines 7-9 will be INSERTED AUTOMATICALLY into Line 10.
6. The total number of reimbursable meals served for lunch and breakfast will be INSERTED AUTOMATICALLY into Line 11, Cells D11 and F11.
Remember, it is imperative that all claims for the school year just ended (including May/June) be submitted and paid by MDE prior to completing the Year End Report. The number of meals claimed must be complete for the school year to ensure the accuracy of the per meal cost for lunch and breakfast. The total number of reimbursable meals will be displayed when clicking "Save".
7. The per meal cost for lunch and breakfast will AUTOMATICALLY be calculated and INSERTED into Line 12, Cells D12 and F12. The per meal cost will be displayed when clicking "Save".
8. After clicking "Save", a warning message may be displayed on the Main Page if the per meal cost for lunch and/or breakfast has significantly changed from the prior school year. If this message is displayed, check the costs allocated to each program to ensure that they are correct.

If the costs are correct, then click on "Next Page" to proceed to the Revenue and Balance Sheet.

School Meals Program Year End Report User: Cheryl Schubel
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Cost Allocation Sheet

Sponsor: 50140 Type: Regular School Year: 2007 (July 1, 2006 - June 30, 2007)
 Name: LANSE CREUSE PUBLIC SCHOOLS (50140) Due Date: July 31, 2007

Information

■ After completing this page, click on 'Next Page' button to proceed to Revenue and Balance Page.

Indirect Cost Rate: 15.00

Total Cost			Cost Categories	Total Cost Allocation					
Paid From Food Service	Paid From Other Funds	Total Cost Columns (A+B)	Totals from Column C will be automatically allocated into Columns D - I	School Lunch Program	Special Milk Program	School Breakfast Program	Afterschool Snack Program	A la Carte	Catering & Other Functions
A	B	C		D	E	F	G	H	I
150000	25000	175000	1. Salaries (Food Service Related)	100275	1575	3500	34300	18550	16800
75000	12500	87500	2. Employee Benefits	50137	788	1750	17150	9275	8400
14580	3460	18040	3. Contract Services (Not Utilities)	8984	307	397	4149	1750	2453
5700	1400	7100	4. Transportation Supplies	3535	121	156	1633	689	966
15670	4200	19870	5. Supplies and Other Materials	9896	338	437	4570	1927	2702
260950	46560	307510	6. SUBTOTAL	172828	3129	6240	61802	32191	31321
46000		46126	7. Indirect Cost (Rate x Line 6)	25925	469	936	9270	4828	4698
		35000	8. Depreciation	17430	595	770	8050	3395	4760
165000		165000	9. Food Cost	69630	3960	4125	43560	14685	29040
471950		553636	10. Total Cost (Sum of Lines 6-9)	285813	8153	12071	122682	55099	69819
11. Total Number of Reimbursable Meals Served for School Year 2006 / 2007				0		0			
12. PER MEAL COST (Line 10 / Line 11)				0		0			

*** Click Save button after entering or amending report data ***

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If the costs are not correct, return to the Main Page and access the "Cost Allocation Percentage Table" to amend the percentages. Click on "Save" to save the amended data. Return to the Main Page to access the "Cost Allocation Sheet". Click on "Save" to reallocate the costs for Columns D through I.

Cost Category Descriptions - Lines 1–12

Line 1. Salaries

Salaries earned by staff directly involved with the food service program. Prorate salaries of staff that perform other duties in addition to food service.

Line 2. Employee Benefits

Benefit costs for staff directly involved with the food service program. Prorate benefits of staff that perform other duties in addition to food service.

Line 3. Contract Services

Costs for services provided by outside sources. Examples include, but are not limited to, food service management fees, trash removal, linen service, pest control, data processing services, and equipment repair.

Note: The contract services line indicates that utilities should not be included in this cost category. However, utility cost can be recorded under contract services **as long as this cost is not included in the Unrestricted Indirect Cost Rate. If utility cost is included in the Unrestricted Indirect Cost Rate, then utility cost cannot be recorded as a direct cost under contract services.**

School food service programs that are being charged directly for their utility cost must have documentation available to show how the school district is determining this cost for their program. Documentation could include an actual meter reading or a utility usage study.

Line 4. Transportation Supplies

Costs of operating a vehicle used in transporting meals and food throughout the district. Typical costs are gas, oil, tires, and tune ups.

Line 5. Supplies and Other Materials

Costs of non-food items. This includes cleaning supplies, paper goods, small equipment (less than \$5,000), or other items necessary to operate the food service program.

The following equation may be used to determine the cost:

$$\text{(Beginning Inventory + Purchases) - Ending Inventory = Cost}$$

Using this equation may be extra work for small food service operations. Therefore, using the total amount of purchases in allowable.

Line 6. Subtotal

The sum of Lines 1-5 will be calculated and INSERTED AUTOMATICALLY into Line 6 of the Cost Allocation Sheet.

Line 7. Indirect Cost

- The maximum unrestricted indirect cost rate for non-public schools is **12%**.
- Food service programs *charged* for indirect cost must also list that charge in Cell A7. (See "Indirect Rate" in *Related Topics*, page 6).

Note: Line 6, Columns C-I, will be multiplied by the unrestricted indirect cost rate assigned to your school district. That rate will be inserted automatically into the Indirect Cost Rate text box on the Cost Allocation Sheet. The result will be inserted automatically into Line 7 of the Cost Allocation Sheet.

Line 8. Depreciation

Costs associated with capital goods greater than \$5,000 in value that depreciate over a number of years of life. This includes depreciation for food service equipment, vehicles and computer systems. (See "Developing a Depreciation Schedule" in *Related Topics*, pages 6-7)

Line 9. Food Cost

Costs for food incurred for the entire food service operation, adjusted for rebates or resold items. Use the following equation to determine food cost:

$$\text{(Beginning Inventory + Purchases) - Ending Inventory = Food Cost}$$

Note: The ending inventory will become next year's beginning inventory.

(See "Food Cost and Inventory – Line 9" in *Related Topics*, pages 7-8)

Remember: When determining the cost of your commodities, **do not use the market value from the PAL report.** Use your monthly invoice to obtain the actual cost you paid for your commodities (processing and delivery fees).

Line 10. Total Cost

The sum of Line 1 and Line 9 will be INSERTED AUTOMATICALLY into Line 10 of the Cost Allocation Sheet.

Line 11. Total Meals Served

The total number of reimbursable meals for breakfast and lunch that have been submitted on the monthly claim forms will be INSERTED AUTOMATICALLY into line 11, cells D11 and F11. Remember, it is imperative that all claims for the most recent school year ended be submitted and processed by MDE prior to completing the Year End Report. All meals claimed for the school year must be included to ensure the accuracy of the per meal cost for lunch and breakfast.

Line 12. Per Meal Cost

The per meal cost for lunch and breakfast will automatically be calculated by dividing the Total Cost in Line 10 by the Total Number of Reimbursable Meals Served in Line 11 and inserted into line 12, Cells D12 and F12 on the Cost Allocation Sheet.

THE REVENUE AND BALANCE SHEET

The purpose of the sheet is to identify all food service revenue.

Step 1. Access the Revenue and Balance Sheet:

After saving the Cost Allocation Sheet, click on "Next Page" to proceed to the Revenue and Balance Sheet. However, if starting from the Main Page, click on the "Revenue and Balance Sheet" link. Use the Year End Report Revenue and Balance Worksheet to enter the revenue information into this sheet.

Step 2. Enter Revenue and Balance Information:

BEGINNING BALANCE, (LINE 1), MUST BE THE ENDING BALANCE FROM YOUR SCHOOL AUDIT REPORT dated JUNE 30, 2009. DO NOT use the Ending Balance from last year's Year End Report.

Revenue And Balance Sheet		
Sponsor: 01010 Type: Regular		School Year: 2009(July 1, 2008 - June 30, 2009)
Name: ALCONA COMMUNITY SCHOOLS (01010)		Due Date: July 31, 2009
DO NOT INCLUDE ANY REVENUE FOR THE SUMMER FOOD SERVICE PROGRAM(SFSP), FRESH FRUIT AND VEGETABLE PROGRAM (FFVP), OR CACFP AT RISK SUPPER/SNACK PROGRAM ON THIS FORM		
1. BEGINNING BALANCE (ending balance from last year's audit report)	\$ 0	
2. School Meals Program Revenue (student payments for Meals/Milk)	\$ 0	A la Carte Total Cost Allocation (From Cost Allocation Sheet, Cell H10)
3. A la Carte Revenue	\$ 0	0
4. Catering Revenue	\$ 0	0
5. Federal Revenue (reimbursement)	\$ 0	Catering Total Cost Allocation (From Cost Allocation Sheet, Cell I10)
6. State Revenue		
31a(5) At Risk Funds for Breakfast Program: 2009	\$ 0	
31d School Lunch: 2009 Lunch Payment	\$ 0	
2008 Prior Year Adjustment (+ or -)	\$ 0	
31f School Breakfast:		
2008 Breakfast Payment	\$ 0	
7. Fund Modifications (+ or -)	\$ 0	
8. Miscellaneous Revenue	\$ 0	
9. Total Revenue (sum of lines 2 through 8)	\$ 0	
10. Total Funds Available (line 1 plus line 9)	\$ 0	
11. Expenses (from Cost Allocation sheet, cell A10)	\$ 0	
12. Capital Outlay	\$ 0	
13. Total Expenditures (line 11 plus line 12)	\$ 0	
14. Ending Balance (line 10 minus line 13)	\$ 0	

**** Click Save button after entering or amending report data ****

Save

[Main Page](#)

Line 1: Enter the beginning balance as described above.

Line 2: Enter school meals program revenue received from student payments for paid and reduced price meals, afterschool snacks, and the milk program.

Line 3: Enter all revenue received this year from food sales in the dining area or school that is **not** from reimbursable meals or *Catering and Other Functions*. Revenue for A la Carte may include: adult meals, extra portions, a la carte milk sales, or other miscellaneous food items.

Line 4: Enter all revenue from catering functions, selling food items to other organizations or **acting as a vendor** to other food programs. Revenue from special event meals, banquets and other child nutrition programs are included in this category.

An error message will be displayed if revenue has been entered into either Line 3 or 4 and no cost percentage was entered for A la Carte or Catering in Columns H or I on the Cost Allocation Percentage Table. Refer to the "Amendments to the Cost Allocation Percentage Table" information in order to recalculate and reallocate the necessary costs on the Cost Allocation Sheet.

Line 5: Federal Revenue for claim reimbursements will be INSERTED AUTOMATICALLY into Line 5. Federal reimbursement information must be complete and up to date to ensure the accuracy of the Revenue and Balance Sheet Ending Balance (Line 14).

All claims for the school year most recently ended, (including May/June), must be submitted and paid by MDE before completing the Year End Report.

Line 6: Non-public schools have zero (0) reported on Line 6 for State Revenue.

Line 7: Enter Fund Modifications - the amount of money added to or taken from the food service fund. The fund modification line is **only** to be used to report the amount of net change that has occurred to the food service fund. Use a minus (-) sign to identify money taken from the food service fund that results in a negative net change. If a negative amount is reported, a detailed explanation must be provided in the text box displayed for that purpose.

Fund modifications involve money being advanced or transferred from the general fund into the food service fund. Advances are considered loans that can be paid back to the general fund; transfers are considered gifts that cannot be paid back to the general fund. School districts must maintain documentation of any fund modifications and clearly define whether the modification was an advance or a transfer. There are very strict definitions of the allowed transfers (see Fund Modification in *Related Topics*, page 5).

The fund modification line **is not** to be used to report Indirect Cost that is charged to the food service fund. This cost is to be reported in Column A, Line 7 on the Cost Allocation Sheet.

Line 8: Enter Miscellaneous Revenue. This includes amounts of money added to or taken out of the food service fund that are of a minor or occasional nature. **Do not use Line 8 to report the market value of commodities as cash.** The market value for commodities is to be reported on the School Audit Report not the Year End Report. If an amount is reported, a detailed explanation must be provided in the text box displayed for that purpose.

Lines 9 and 10: The sum of Lines 2 through 8 will be INSERTED AUTOMATICALLY into Line 9. This is Total Revenue for the year. The sum of Line 1 and Line 9 will be INSERTED AUTOMATICALLY into Line 10. This is the amount of Total Funds Available.

Line 11: Expenses from Cell A10 on the Cost Allocation Sheet will be INSERTED AUTOMATICALLY into Line 11.

Line 12: Enter Capital Outlay information. Expenditures for equipment purchases must be \$5000 or more. If an amount less than \$5000 is entered, an error message will be displayed.

Line 13: The sum of Line 11 and Line 12 will be INSERTED AUTOMATICALLY into Line 13 for Total Expenditures.

Line 14: The difference between Line 10 and Line 13 will be INSERTED AUTOMATICALLY into Line 14 for the Ending Balance.

Step 3. Save Revenue and Balance Information:

After completing the Revenue and Balance Sheet, click on "Save". A message will be displayed directing you to the Main Page to certify the report.

Revenue And Balance Sheet		
Sponsor: 01010 Type: Regular	School Year: 2009(July 1, 2008 - June 30, 2009)	
Name: ALCONA COMMUNITY SCHOOLS (01010)	Due Date: July 31, 2009	
DO NOT INCLUDE ANY REVENUE FOR THE SUMMER FOOD SERVICE PROGRAM(SFSP), FRESH FRUIT AND VEGETABLE PROGRAM (FFVP), OR CACFP AT RISK SUPPER/SNACK PROGRAM ON THIS FORM		
1. BEGINNING BALANCE (ending balance from last year's audit report)		\$ 0
2. School Meals Program Revenue (student payments for Meals/Milk)	\$ 0	A la Carte Total Cost Allocation (From Cost Allocation Sheet, Cell H10)
3. A la Carte Revenue	\$ 0	0
4. Catering Revenue	\$ 0	0
5. Federal Revenue (reimbursement)	\$ 0	Catering Total Cost Allocation (From Cost Allocation Sheet, Cell I10)
6. State Revenue		
31a(5) At Risk Funds for Breakfast Program: 2009	\$ 0	
31d School Lunch: 2009 Lunch Payment	\$ 0	
2008 Prior Year Adjustment (+ or -)	\$ 0	
31f School Breakfast:		
2008 Breakfast Payment	\$ 0	
7. Fund Modifications (+ or -)	\$ 0	
8. Miscellaneous Revenue	\$ 0	
9. Total Revenue (sum of lines 2 through 8)		\$ 0
10. Total Funds Available (line 1 plus line 9)		\$ 0
11. Expenses (from Cost Allocation sheet, cell A10)	\$ 0	
12. Capital Outlay	\$ 0	
13. Total Expenditures (line 11 plus line 12)		\$ 0
14. Ending Balance (line 10 minus line 13)		\$ 0
**** Click Save button after entering or amending report data ****		
<input type="button" value="Save"/>		
Main Page		

Meal Cost Difference Justification

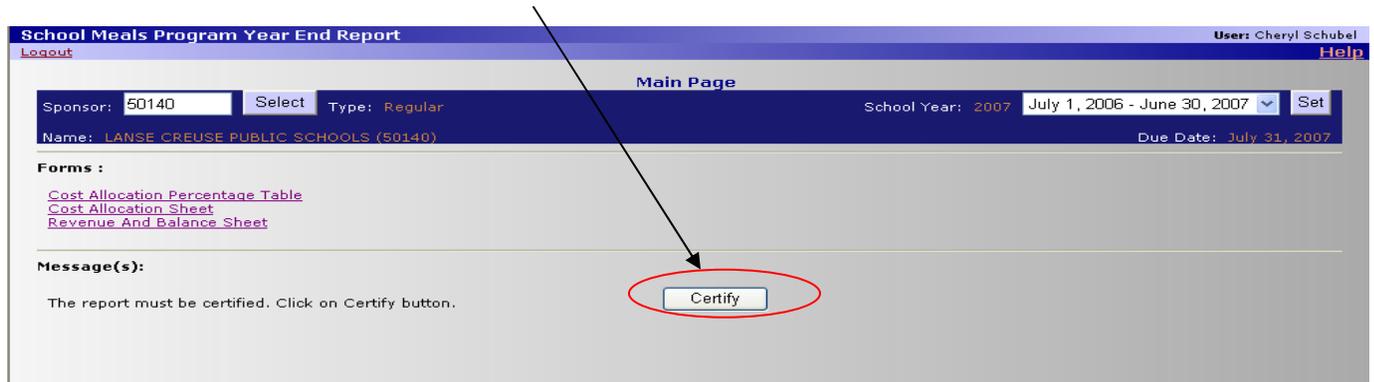
After returning to the Main Page to certify the Year End Report, a “Meal Cost Difference Justification” text box may be displayed if the per meal cost for lunch and/or breakfast has significantly changed from the per meal cost reported for the prior school year.

The screenshot shows the 'Main Page' of the 'School Meals Program Year End Report' for the sponsor '01010' (ALCONA COMMUNITY SCHOOLS) and school year '2008'. The interface includes a 'Forms' section with links to 'view/Print Year End Report', 'Cost Allocation Percentage Table', and 'Cost Allocation Sheet'. A yellow 'Information' box contains a message: 'The per meal cost for lunch and/or breakfast has significantly changed compared to your Year End Report from last year. Verify the costs you have allocated to each program to ensure that the report data is correct. Once verified and correct, enter a detailed explanation regarding the difference in costs from your prior year's report.' Below this message is a large text input area. At the bottom right of the input area is a 'Save' button, which is circled in red. An arrow points from the 'Save' button to the text input area. In the bottom left corner, there is a 'Meal Cost Difference Justification:' label and a 'Printable Version' link.

A message will be displayed on top of the box asking you to enter a detailed explanation regarding the significant change in costs from the previous school year. After entering the information, click on “Save”. This screen can be printed by clicking on the “Printable Version” link on the lower left side, then using the printer icon on the tool bar.

Certify the Year End Report

A message will be displayed on the Main Page stating that the report must be certified. Click on the "Certify" button. This will certify and submit your Year End Report information to the Michigan Department of Education.



School Meals Program Year End Report User: Cheryl Schubel

[Logout](#) [Help](#)

Main Page

Sponsor: 50140 Type: Regular School Year: 2007 July 1, 2006 - June 30, 2007

Name: LANSE CREUSE PUBLIC SCHOOLS (50140) Due Date: July 31, 2007

Forms :

[Cost Allocation Percentage Table](#)
[Cost Allocation Sheet](#)
[Revenue And Balance Sheet](#)

Message(s):

The report must be certified. Click on Certify button.

Amendments to the Year End Report

Amendments to the Cost Allocation Percentage Table

1. Make corrections or amendments to the percentage data in columns D through I and click on "Save".
2. Each time changes or amendments are made to the Cost Allocation Percentage Table, return to the Main Page and click on the "Cost Allocation Sheet". Click on "Save" at the bottom of the Cost Allocation Sheet to recalculate and reallocate the costs in Columns D through I.
3. If the changes made to the Cost Allocation Sheet affect the Revenue and Balance Sheet, click on "Next Page".

Amendments to the Cost Allocation Sheet

1. Corrections or amendments can be made to the indirect cost rate and/or costs in Columns A and B; and Column C, Cell C8 on the Cost Allocation Sheet then click on "Save".
2. If the changes affect the Revenue and Balance Sheet, click on "Next Page".
3. Make corrections or amendments to the Revenue and Balance Sheet, click on "Save".
4. Return to the Main Page and click on "Certify" to recertify the report.

5. If changes to the Cost Allocation Sheet affect the per meal cost for breakfast and/or lunch, a warning message may be displayed on the Cost Allocation Sheet. This message will inform you that the per meal costs have significantly changed from those reported on the Year End Report from the prior school year. If this occurs, you will need to **complete and save** the "Meal Cost Difference Justification" box that will be displayed on the Main Page before you will be allowed to recertify the report.
6. Important Reminder: any changes made after certifying the report require saving all pages, printing a copy for your files, and **recertifying the report**. A revised copy of the report will then have been submitted to MDE.

Amendments to the Revenue and Balance Sheet

1. Make corrections or amendments on the Revenue and Balance Sheet and click on "Save".
2. If the changes affect the Cost Allocation Sheet, return to the Main Page and click on the "Cost Allocation Percentage Table" link.
3. Make the necessary changes to the Cost Allocation Percentage Table, and click on "Save". Return to the Main Page and click on the "Cost Allocation Sheet" link. Click on "Save" at the bottom of the Cost Allocation Sheet to recalculate and reallocate the costs in Columns D through I.
4. If changes to the Cost Allocation Sheet affect the per meal cost for breakfast and/or lunch, a warning message may be displayed. This message will inform you that the per meal costs have significantly changed from those reported on the Year End Report from the prior school year. Therefore, you will need to **complete and save** the "Meal Cost Difference Justification" box that will be displayed on the Main Page before you will be allowed to recertify the report.
5. If the changes to the Revenue and Balance Sheet do not affect the Cost Allocation Percentage Table, click on "Save" and return to the Main Page to **RECERTIFY THE REPORT**.
6. Remember: any changes made after certifying the report, require saving all pages, printing a copy for your files, and recertifying the report. This will submit a revised copy of the report to MDE.

IMPORTANT TIPS AND REMINDERS

Cost Allocation Percentage Table

1. Percentage data can be entered to three decimal places (i.e., 56.655). Do not use percent (%) signs when entering data.
2. Use the tab key to move from cell to cell in the Cost Allocation Percentage Table. It is not necessary to enter a "0" in those cells that do not have cost percentage data.
3. Percentage information can be entered and saved as work in progress. The Cost Allocation Percentage Table does not have to be completed all at one time. Remember to click on the "Save" button before exiting the sheet.
4. Error messages will be displayed in RED at the TOP of the Cost Allocation Percentage Table. Errors in the Cost Categories will appear in RED in the Cost Categories column.

School Meals Program Year End Report User: Cheryl Schubel

MainPage Logout Help

Cost Allocation Percentage Table

Sponsor: 50140 Type: Regular School Year: 2007(July 1, 2006 - June 30, 2007)

Name: LANSE CREUSE PUBLIC SCHOOLS (50140) Due Date: July 31, 2007

ERROR

■ ERROR: * * * Total percentage value by cost category line does not equal to 100 * * *

Cost Categories Percentage data in Columns D- I will be used to allocate cost from Column C into Column D- I of the online Cost Allocation Sheet	Total Cost Allocation Percentage					
	School Lunch Program D	Special Milk Program E	School Breakfast Program F	Afterschool Snack Program G	A la Carte H	Catering & Other Functions I
1 Salaries (Food Service Related)	57.3	0.9	1	19.6	10.6	9.6
2 Employee Benefits	57.3	0.9	2	19.6	10.6	9.6
3 Contract Services (Not Utilities)	49.8	1.7	2.2	23	9.7	13.6
4 Transportation Supplies	49.8	1.7	2.2	23	9.7	13.6
5 Supplies and Other Materials	49.8	1.7	2.2	23	9.7	13.6
8 Depreciation	49.8	1.7	2.2	23	9.7	13.6
9 Food Cost	42.2	2.4	2.5	26.4	8.9	17.6

* * * Click Save button after entering or amending report data * * *

Main Page

5. After the errors are corrected, the error message will no longer be displayed.
6. Each time amendments or corrections are made to the Cost Allocation Percentage Table, remember to click on "Save" at the bottom of the sheet. Return to the Main Page and click on the "Cost Allocation Sheet" link. Click on "Save" at the bottom of the Cost Allocation Sheet to recalculate and reallocate the costs in Columns D through I.
7. Print a copy of the Cost Allocation Percentage Table for your files each time amendments or corrections are made to it. Before printing, go to "File", click on "Page Set-up", click on "Paper Size" and click on "Landscape" under Orientation.

Cost Allocation Sheet

1. Use whole numbers only when entering cost information. Do not use dollar (\$) signs, percent (%) signs, or commas when entering data.
2. Use the tab key to move from cell to cell. It is not necessary to enter a "0" in those cells that do not have cost data.
3. All cells highlighted in mauve and/or yellow are Read Only and will automatically be populated with data.
4. Cost information can be entered and saved as work in progress. The Cost Allocation Sheet does not have to be completed all at one time. Remember to click on the "Save" button before exiting the sheet.
5. Error messages will be displayed in RED at the TOP of the Cost Allocation Sheet. Errors in the cost categories will appear in RED in the Cost Categories column.

School Meals Program Year End Report User: Cheryl Schubel
[Main Page](#) [Logout](#) [Help](#)

Cost Allocation Sheet

Sponsor: 50140 Type: Regular School Year: 2007(July 1, 2006 - June 30, 2007)
 Name: LANSE CREUSE PUBLIC SCHOOLS (50140) Due Date: July 31, 2007

ERROR

- ERROR: ** Amount in Cell 7A cannot exceed amount in Cell 7C **
- ERROR: # Enter the cost that corresponds with the percentages entered in the cost category of Cost Allocation Percentage Table

Indirect Cost Rate: 15.00

Total Cost			Cost Categories	Total Cost Allocation					
Paid From Food Service	Paid From Other Funds	Total Cost Columns (A+B)	Totals from Column C will be automatically allocated into Columns D - I	School Lunch Program	Special Milk Program	School Breakfast Program	Afterschool Snack Program	A la Carte	Catering & Other Functions
A	B	C		D	E	F	G	H	I
150000	25000	175000	1. Salaries (Food Service Related)	100275	1575	3500	34300	18550	16800
75000	12500	87500	2. Employee Benefits	50137	788	1750	17150	9275	8400
14580	3460	18040	3. Contract Services (Not Utilities)	8984	307	397	4149	1750	2453
5700	1400	7100	4. Transportation Supplies	3535	121	156	1633	689	966
		0	5. Supplies and Other Materials	0	0	0	0	0	0
245280	42360	287640	6.SUBTOTAL	162933	2791	5803	57232	30264	28619
46000		43146	7. Indirect Cost (Rate x Line 6)	24440	419	871	8585	4539	4292
		35000	8. Depreciation	17430	595	770	8050	3395	4760
165000		165000	9. Food Cost	69630	3960	4125	43560	14685	29040
456280		530786	10. Total Cost (Sum of Lines 6-9)	274433	7765	11569	117427	52883	66711
11. Total Number of Reimbursable Meals Served for School Year 2006 / 2007				576482		123744			
12. PER MEAL COST (Line 10 / Line 11)				0.48		0.09			

*** Click Save button after entering or amending report data ***

[Main Page](#)

After the errors are corrected, the error message will no longer be displayed.

- Each time amendments or corrections are made to the Cost Allocation Sheet, remember to click on "Save" at the bottom of the sheet.
- To move to the Revenue and Balance Sheet, you must complete and save the Cost Allocation Sheet, then click on "Next Page".
- Print a copy of the Cost Allocation Sheet for your files each time amendments or corrections are made to it. Before printing, go to "File", click on "Page Set-up", "Paper Size" and "Landscape" under Orientation.

Revenue and Balance Sheet

- Use whole numbers only when entering revenue information. Do not use dollar (\$) signs or commas when entering data.
- Use the tab key to move from cell to cell in the revenue and balance sheet. It is not necessary to enter a "0" in those cells that do not have revenue data. Use a minus (-) sign to identify a negative number.
- Revenue information can be entered and saved as work in progress. The Revenue and Balance Sheet does not have to be completed all at one time. Remember to click on the "Save" button before exiting the sheet.
- All fields highlighted in mauve and/or yellow are Read Only and will automatically be filled with data.
- Error messages will be displayed in RED at the TOP of the Revenue and Balance sheet. After the errors are corrected, the error message will no longer be displayed.

Revenue And Balance Sheet		
Sponsor: 01010 Type: Regular		School Year: 2009(July 1, 2008 - June 30, 2009)
Name: ALCONA COMMUNITY SCHOOLS (01010)		Due Date: July 31, 2009
ERROR		
<ul style="list-style-type: none"> ■ A la Carte Value must be entered. Cost has been allocated in Column H of the Cost Allocation Sheet. ■ Catering Value must be entered. Cost has been allocated in Column I of the Cost Allocation Sheet. 		
DO NOT INCLUDE ANY REVENUE FOR THE SUMMER FOOD SERVICE PROGRAM(SFSP), FRESH FRUIT AND VEGETABLE PROGRAM (FFVP), OR CACFP AT RISK SUPPER/SNACK PROGRAM ON THIS FORM		
1. BEGINNING BALANCE (ending balance from last year's audit report)		\$ 6175
2. School Meals Program Revenue (student payments for Meals/Milk)	\$ 148421	A la Carte Total Cost Allocation (From Cost Allocation Sheet, Cell H10)
3. A la Carte Revenue	\$ 0	78857
4. Catering Revenue	\$ 0	60396
5. Federal Revenue (reimbursement)	\$ 0	Catering Total Cost Allocation (From Cost Allocation Sheet, Cell I10)
6. State Revenue		
31a(5) At Risk Funds for Breakfast Program: 2009	\$	
31d School Lunch: 2009 Lunch Payment	\$ 0	
2008 Prior Year Adjustment (+ or -)	\$ 0	
31f School Breakfast:		
2008 Breakfast Payment	\$ 0	
7. Fund Modifications (+ or -)	\$ 0	
8. Miscellaneous Revenue	\$	

6. Each time amendments or corrections are made to the Revenue and Balance Sheet, remember to click on "Save" at the bottom of the sheet. Return to the Main Page and click on "Certify" to recertify the Year End Report.

7. Print a copy of the Revenue and Balance Sheet for your files each time amendments or corrections are made to it. Before printing, go to "File", click on "Page Set-up", click on "Paper Size" and click on "Portrait" under Orientation.

**SCHOOL MEALS PROGRAM
 YEAR END REPORT - COST ALLOCATION PERCENTAGE TABLE WORKSHEET
 School Year 2009/2010**

DO NOT INCLUDE ANY COST PERCENTAGES FOR THE SUMMER FOOD SERVICE PROGRAM (SFSP), FRESH FRUIT AND VEGETABLE PROGRAM (FFVP), OR CACFP AT RISK SUPPER/SNACK PROGRAM ON THIS FORM

Cost Categories	Total Cost Allocation (Percentages Only)						
	Enter percentages of each cost category in Columns D-I. Use this worksheet to enter the data online on the Cost Allocation Percentage Table. Percentage data must equal 100% by Cost Category line not by column.						
Percentages in Columns D-I will be used on the Cost Allocation Sheet to allocate cost from Column C into Columns D-I	School Lunch Program D	Special Milk Program E	School Breakfast Program F	Afterschool Snack Program G	A la Carte H	Catering & Other Functions I	Each Line across must equal 100%
1. Salaries (Food Service Related)							= 100%
2. Employee Benefits							= 100%
3. Contract Services (Not Utilities)							= 100%
4. Transportation Supplies							= 100%
5. Supplies and Other Materials							= 100%
8. Depreciation							= 100%
9. Food Cost							= 100%

YEAR END REPORT - COST ALLOCATION WORKSHEET

School Year 2009/2010

DO NOT INCLUDE ANY COSTS FOR THE SUMMER FOOD SERVICE PROGRAM (SFSP), FRESH FRUIT AND VEGETABLE PROGRAM (FFVP), OR CACFP AT RISK SUPPER/SNACK PROGRAM ON THIS FORM

Total Cost (Round to the nearest whole dollar) Enter cost data in Columns A & B			Cost Categories	Total Cost Allocation Percentages from Columns D-I by cost category on the Cost Allocation Percentage Table will be used to allocate cost from Column C into Columns D-I of the Cost Allocation Sheet.					
Paid From Food Service A	Paid From Other Funds B	Total Cost (Columns A + B) C	Total Cost from Column C will be automatically allocated into Columns D- I	School Lunch Pgm D	Special Milk Pgm E	School Breakfast Pgm F	Afterschool Snack Pgm G	A la Carte H	Catering & Other Functions I
			1. Salaries (Food Service Related)						
			2. Employee Benefits						
			3. Contract Services (Not Utilities)						
			4. Transportation Supplies						
			5. Supplies and Other Materials						
			6. SUBTOTAL						
			7. Indirect Cost (Rate x Line 6)						
			8. Depreciation						
			9. Food Cost						
			10. Total Cost (Sum of Lines 6-9)						
			11. Total Number of Reimbursable Meals Served This Year						
			12. PER MEAL COST (Line 10 ÷ Line 11)						

School Meals Program Year End Report - Revenue and Balance Worksheet School Year 2009/2010

DO NOT INCLUDE ANY REVENUE FROM THE SUMMER FOOD SERVICE PROGRAM (SFSP), FRESH FRUIT AND VEGETABLE PROGRAM (FFVP), OR CACFP AT RISK SUPPER/SNACK PROGRAM ON THIS FORM

REVENUE AND BALANCE WORKSHEET (Report Whole Dollars Only)

1. BEGINNING BALANCE (ending balance from last year's audit report)		\$.00
2. School Meals Program Revenue (student payments for Meals/Milk)	\$.00
3. A la Carte Revenue	\$.00
4. Catering Revenue	\$.00
5. Federal Revenue (reimbursement)	\$.00
6. State Revenue			
31a At Risk Funds for Breakfast Program: 2010	\$.00
31d School Lunch: 2010 Lunch Payment	\$.00
2009 Prior Year Adjustment (+ or -)	\$.00
31f School Breakfast:			
2009 Breakfast Payment	\$.00
7. Fund Modifications (+ or -)	\$.00
8. Miscellaneous Revenue	\$.00
9. TOTAL REVENUE (sum of Lines 2 through 8)		\$.00
10. Total Funds Available (Line 1 plus Line 9)		\$.00
11. Expenses (from Cost Allocation Sheet, cell A10)	\$.00
12. Capital Outlay	\$.00
13. Total Expenditures (Line 11 plus Line 12)		\$.00
14. ENDING BALANCE (Line 10 minus Line 13)		\$.00
Certification: The Year End Report must be completed and certified online by the authorized individual.			

2010-2011 Alternate Agreement

**MICHIGAN DEPARTMENT OF
EDUCATION**
Grants Coordination and School Support

SPONSOR AGREEMENT NUMBER	LEGAL NAME OF SPONSOR (District, School, etc.)		
NAME OF CONTACT PERSON (Sponsor)	TITLE	TELEPHONE NUMBER	
ADDRESS OF SPONSOR	CITY	STATE	ZIP CODE

BENEFICIARY AGREEMENT NUMBER	LEGAL NAME OF BENEFICIARY (District, School, etc.)		
NAME OF CONTACT PERSON (Beneficiary)	TITLE	TELEPHONE NUMBER	
ADDRESS OF BENEFICIARY	CITY	STATE	ZIP CODE

ENROLLMENT (Beneficiary)

THIS AGREEMENT is made this _____ day of _____, 20_____,
by _____ (sponsor) and _____ (beneficiary).
The sponsor agrees to provide the following service(s) to _____ (beneficiary):

The sponsor will be responsible for ensuring that the food service operation is in conformance with all Federal and State regulations that are applicable to the National School Lunch, School Breakfast and Special Milk Programs.

THIS AGREEMENT **does not** constitute the entire agreement between the parties with respect to subject matter thereof.

THIS AGREEMENT **does not** supersede any or all prior agreements between the parties as they relate to the food service program.

THIS AGREEMENT shall be in effect for the current school year only, or until it is terminated or adjusted by both parties.

_____	_____	_____
SPONSOR (Signature)	(TITLE)	(DATE)
_____	_____	_____
BENEFICIARY (Signature)	(TITLE)	(DATE)

(List all services and activities.)

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call (800) 795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

AFTERSCHOOL SNACK REQUIREMENTS

To be eligible for reimbursement, 2 of the following 4 components must be served. Juice may **not** be served when milk is served as the only other component. These are minimum portion sizes.

COMPONENTS	Ages 1 & 2	Ages 3 to 5	Ages 6 to 18
MILK			
Milk, Fluid	1/2 cup	1/2 cup	1 cup
FRUITS & VEGETABLES			
Fruits and/or Vegetables	1/2 cup	1/2 cup	3/4 cup
Full Strength Fruit - Vegetable Juice	1/2 cup	1/2 cup	3/4 cup
BREAD & GRAINS *			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread - Biscuits - Rolls - Muffins - etc.	1/2 serving	1/2 serving	1 serving
Cold Dry Cereal	1/4 cup or 1/3 oz.	1/3 cup or 1/2 oz.	3/4 cup or 1 oz.
Cooked Cereal	1/4 cup	1/4 cup	1/2 cup
Cooked Pasta - Noodle Products	1/4 cup	1/4 cup	1/2 cup
Cooked Cereal Grains (<i>Equivalent Quantity</i>)	1/4 cup	1/4 cup	1/2 cup
MEAT & MEAT ALTERNATES			
Lean Meat - Poultry - Fish	1/2 oz.	1/2 oz.	1 oz.
Cheese	1/2 oz.	1/2 oz.	1 oz.
Eggs	1/2 large egg	1/2 large egg	1/2 large egg
Cooked Dry Beans - Peas	1/8 cup	1/8 cup	1/4 cup
Peanut Butter - Soynut Butter - Other Nut or Seed Butters	1 tbsp.	1 tbsp.	2 tbsp.
Peanuts - Soynuts - Tree Nuts or Seeds	1/2 oz.	1/2 oz.	1 oz.
Yogurt: Plain or Flavored (<i>Unsweetened or Sweetened – Commercially Prepared</i>)	2 oz. or 1/4 cup	2 oz. or 1/4 cup	4 oz. or 1/2 cup
An Equivalent Quantity of Any Combination of the Meat/Meat Alternates			

* Refer to [Appendix 4: Grains/Breads Instruction](#), pages 237 – 242 of "*A Menu Planner for Healthy School Meals*" for more information about the Bread/Grain requirements.

AFTERSCHOOL SNACK REQUIREMENTS

To be eligible for reimbursement, 2 of the following 4 components must be served. Juice may **not** be served when milk is served as the only other component. These are minimum portion sizes.

COMPONENTS	Ages 1 & 2	Ages 3 to 5	Ages 6 to 18
MILK			
Milk, Fluid	1/2 cup	1/2 cup	1 cup
FRUITS & VEGETABLES			
Fruits and/or Vegetables	1/2 cup	1/2 cup	3/4 cup
Full Strength Fruit - Vegetable Juice	1/2 cup	1/2 cup	3/4 cup
BREAD & GRAINS *			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread - Biscuits - Rolls - Muffins - etc.	1/2 serving	1/2 serving	1 serving
Cold Dry Cereal	1/4 cup or 1/3 oz.	1/3 cup or 1/2 oz.	3/4 cup or 1 oz.
Cooked Cereal	1/4 cup	1/4 cup	1/2 cup
Cooked Pasta - Noodle Products	1/4 cup	1/4 cup	1/2 cup
Cooked Cereal Grains (<i>Equivalent Quantity</i>)	1/4 cup	1/4 cup	1/2 cup
MEAT & MEAT ALTERNATES			
Lean Meat - Poultry - Fish	1/2 oz.	1/2 oz.	1 oz.
Cheese	1/2 oz.	1/2 oz.	1 oz.
Eggs	1/2 large egg	1/2 large egg	1/2 large egg
Cooked Dry Beans - Peas	1/8 cup	1/8 cup	1/4 cup
Peanut Butter - Soynut Butter - Other Nut or Seed Butters	1 tbsp.	1 tbsp.	2 tbsp.
Peanuts - Soynuts - Tree Nuts or Seeds	1/2 oz.	1/2 oz.	1 oz.
Yogurt: Plain or Flavored (<i>Unsweetened or Sweetened – Commercially Prepared</i>)	2 oz. or 1/4 cup	2 oz. or 1/4 cup	4 oz. or 1/2 cup
An Equivalent Quantity of Any Combination of the Meat/Meat Alternates			

* Refer to [Appendix 4: Grains/Breads Instruction](#), pages 237 – 242 of "*A Menu Planner for Healthy School Meals*" for more information about the Bread/Grain requirements.

SAMPLE AFTERSCHOOL SNACK MENUS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Pretzels - 2 rods 100% Juice - 6 oz.	Whole Wheat Bagel - 1 oz. Peanut Butter – 2 TB.	Apple Juice - 6 oz. Vanilla Wafers - 9	Yogurt - 4 oz. Graham Crackers – 4 (2-1/2 in. square)	Raw Vegetables - 3/4 cup (Carrots, Celery, Broccoli, Cauliflower); Yogurt Dip; Cheese Cubes - 1 oz.
Fresh Fruit - 1 med. pc. Corn Muffin - 1.1 oz.	Ham & Cheese Cubes - 1 oz. Waverly Wafers - 5	Plain Granola Bar - 1.8 oz. Milk - 8 oz.	Cottage Cheese w/Cinnamon - 1/4 cup Wheat Thins - 12	Chex Mix - 1 cup 100% Juice - 6 oz.
English Muffin - 1/2 Peanut Butter - 2 Tb. 100% Juice - 6 oz.	Fresh Fruit – 1 med. pc. Triscuit Crackers - 5	Toaster Pastry (unfrosted) – 1.8 oz. Milk – 8 oz.	Banana - 1 med. Milk - 8 oz.	Oatmeal Cookies - 4 (2-5/8 in. x 1/4 in. thick) Milk – 8 oz.
Rice Krispie Bar - 2, (1.5 oz.) Milk - 8 oz.	Apple Slices - 2-3/4 in. Apple, Sliced Peanut Butter - 2 TB	Mozzarella Cheese Stick – 1 oz. Animal Crackers – 1 oz.	Pineapple Chunks - 3/4 cup Banana Nut Muffin - 1.8 oz.	Pizza Bagel Bites - 2 oz., (1 Mini-Bagel) 100% Juice - 6 oz.

REMINDERS

To meet meal pattern requirements for Afterschool Snacks, select 2 *different* components from the following 4:

- Fluid milk - 1 cup
- Full strength juice, fruit or vegetable - 3/4 cup
- Meat or meat alternate - 1 ounce
- Bread and/or cereal: Enriched or whole grain bread or cereal - 1 slice bread, 3/4 cup cereal

NOTE: Juice may *not* be served when milk is served as the only other component.

Refer to *A Menu Planner for Healthy School Meals*, Appendix 4, pages 237-242 for additional information on the Grain/Bread requirements.

<ul style="list-style-type: none">• Programs must be organized to provide children with regularly scheduled activities in a setting that is structured and supervised.• By regularly scheduled, USDA does not mean that the program must occur daily.• Eligible programs do not need to establish formal enrollment procedures. They must have a means of determining that children are present on a given day, such as a roster or sign-in sheet. <p>3. Eligible programs must include education or enrichment activities in organized, structured, and supervised environments.</p> <ul style="list-style-type: none">• Afterschool activities such as the school choir, debate team, drama society, et al. can qualify to participate under this provision only if their basic purpose is to provide afterschool care as defined above.• Under no circumstances, can organized athletic programs engaged in interscholastic sports be approved as Afterschool Programs under this provision.• The Conference Committee declared in their report that accompanied P.L. 105-336, that this provision would not be provided to members of athletic teams.• Programs which include supervised athletic activity along with education or enrichment activities may participate.• The key would be that they are open to all and do not limit membership for reasons other than space or security, or where applicable, licensing requirements.	<ul style="list-style-type: none">• Programs must be organized to provide children with regularly scheduled activities in a setting that is structured and supervised.• By regularly scheduled, USDA does not mean that the program must occur daily.• Eligible programs do not need to establish formal enrollment procedures. They must have a means of determining that children are present on a given day, such as a roster or sign-in sheet. <p>3. Eligible programs must include education or enrichment activities in organized, structured, and supervised environments.</p> <ul style="list-style-type: none">• Afterschool activities such as the school choir, debate team, drama society, et al. can qualify to participate under this provision only if their basic purpose is to provide afterschool care as defined above.• Under no circumstances, can organized athletic programs competing in a league, such as a community sports league, be approved under this provision.• The Conference Committee declared in their report that accompanied P.L. 105-336, that this provision would not be provided to members of athletic teams.• Programs which include supervised athletic activity along with education or enrichment activities may participate.• The key would be that they are open to all and do not limit membership for reasons other than space or security, or where applicable, licensing requirements.
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<ul style="list-style-type: none"> • The SFA for the school must be the party that enters into the agreement with the State Agency and must assume full responsibility for meeting all program requirements. • The school may make arrangements with other organizations to perform the day-to-day operations. 	
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REIMBURSEMENT

National School Lunch Program	Child and Adult Care Food Program
<ul style="list-style-type: none"> • Schools may claim reimbursement for one snack, per child, per day. • Children are eligible to participate through age 18, and if the student's 19th birthday occurs during the school year, reimbursement may be claimed for snacks served to that student during the remainder of the school year. • Reimbursement may be claimed for individuals, regardless of age, who are determined by the State Agency to be mentally or physically impaired. • Sites located in areas served by a school in which at least 50% of the enrolled children are certified eligible for free or reduced price meals are eligible to receive reimbursement at the free rate for snacks served to all children, regardless of each individual child's eligibility for free or reduced price lunches and breakfasts. • Area eligibility will follow the Summer Food Service Program's policies for area eligibility using school data. <p>Sites which are not in areas served by a school in which at least 50% of the enrolled children are certified eligible for free or reduced price meals must count meals and claim by</p>	<ul style="list-style-type: none"> • The Afterschool Program may claim reimbursement for one snack, and/or one supper, per child, per day. • Children are eligible to participate through age 18, and if the student's 19th birthday occurs during the school year, reimbursement may be claimed for snacks and suppers served to that student during the remainder of the school year. • Reimbursement may be claimed for individuals, regardless of age, who are determined by the State Agency to be mentally or physically impaired. • All snacks and suppers served under this provision which meet the CACFP meal pattern are reimbursed at the free rate. • It is not necessary for the site to make eligibility determinations for individual children or count and claim snacks according to type (free, reduced, or paid rates; Category A, B or C).

<p>reimbursement type (free, reduced, and paid) and must have documentation of eligibility for all meals served free or at a reduce price.</p> <ul style="list-style-type: none"> • A school may not charge children for snacks claimed at the free reimbursement rate. • Charges for reduced price snacks may not exceed 15 cents, as stipulated in program regulations. 	<ul style="list-style-type: none"> • There is no provision for individualized means testing (and reimbursement at the free, reduced price or paid rates) for CACFP Afterschool Sites serving children 13 years of age or older, in non-needy areas. • Sites may not charge children for snack or supper reimbursement under this provision.
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TIMES OF OPERATION

National School Lunch Program	Child and Adult Care Food Program
<ul style="list-style-type: none"> • The change in law applies only to programs that provide care for children after their school day has ended. • Snacks served in programs operated before school or during the school day may not be reimbursed. • Schools are not eligible to receive reimbursement for snacks served on the weekends or holidays, including vacation periods. • Children’s eligibility is based on when their scheduled school day ends. <p>When a kindergarten program ends at noon and children remain in school under a care program as described earlier, snacks served to these children can be reimbursed.</p> <p>When a school has split sessions, children enrolled in the early session, who participate in approved Afterschool Programs,</p>	<ul style="list-style-type: none"> • The change in law applies only to programs that provide care for children after their school day has ended. • Snacks and suppers served in programs operated before school or during the school day may not be reimbursed. • Snacks and suppers served on weekends, holidays or vacation periods while school is in session may be reimbursed.

may receive reimbursable snacks even though the school continues to operate a later academic session.	
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CONTENT OF MEALS

National School Lunch Program	Child and Adult Care Food Program
<ul style="list-style-type: none"> • Snacks must meet the meal pattern for snacks set forth in 7 CFR sections 210.10(n) and 210.10(a). • Portions for children ages 13 through 18 shall be no less than the portions stipulated for children ages 6 through 12. • USDA recommends that schools offer larger portions for older children (ages 13-18) based on their greater food energy requirements. 	<ul style="list-style-type: none"> • Snacks and suppers must meet the meal pattern for snacks set forth in 7 CFR sections 226.20(a) (3) and (4). • Portions for children ages 13 through 18 shall be no less than the portions stipulated for children ages 6 through 12. • USDA recommends that institutions offer larger portions for older children (ages 13-18) based on their greater food energy requirements.

ADDITIONAL REQUIREMENTS

National School Lunch Program	Child and Adult Care Food Program
<ul style="list-style-type: none"> • Schools must provide sufficient information to enable the State Agency to determine if the program is eligible or not, and if it qualifies for all free meals based on area eligibility. • Upon approval, the State Agency must amend its Agreement with the School Food Authority. • All relevant provisions in the agreement apply to the afterschool activities, including the requirements to comply with program regulations. • State Agencies must review snack operations as part of its general oversight of the NSLP. 	<ul style="list-style-type: none"> • New public or nonprofit organizations that would like to participate under this provision must contact the Michigan Department of Education Child and Adult Care Food Program. • All organizations must provide sufficient information to enable the State Agency to determine if the program is eligible or not. • All relevant provisions in the agreement apply to the afterschool activities, including the requirements to comply with program regulations. • State Agencies must review snack and supper operations as part of its general oversight of the CACFP.

RECORD KEEPING

National School Lunch Program	Child and Adult Care Food Program
<ul style="list-style-type: none">• At a minimum, school food authorities must maintain the following records for the time periods required in 7 CFR section 210.23(c): • If all meals are claimed free, documentation that the site is located in an area served by a school in which 50% of the enrolled students are certified eligible for free or reduced price meals. • For all other sites, documentation of free and reduced price eligibility for all children for whom free and reduced priced snacks are claimed. (Free and reduced price applications or direct certification lists.) • Total meal counts for sites qualifying for free reimbursement for all children, or meal counts by type for all other sites. • Documentation of individual children's attendance on a daily basis. • Documentation of compliance with meal pattern requirements: menus and production records.	<ul style="list-style-type: none">• At a minimum, public and private nonprofit organizations must maintain the following records for the time periods specified in 7 CFR section 226.10(d): • Documentation that the site is located in an area served by a school in which at least 50% of the enrolled students are eligible for free or reduced price meals. • Total meal counts. • Documentation of individual children's attendance on a daily basis. • Documentation of compliance with meal pattern requirements: menus.

SNACK MENU, PRODUCTION AND MEAL COUNT RECORD

Date: _____ Sponsor: _____ Site: _____

Two (2) of the four (4) components **must** be served.
 Juice **may not** be served when milk is served as the only other component.

COMPONENT	FOOD ITEM USED	FOOD UNIT	NUMBER OF UNITS USED
Vegetable/Fruit 3/4 Cup			
Bread/Bread Alternate 1 Serving			
Meat/Meat Alternate 1 Ounce			
Milk 1 Cup			

TOTAL SNACKS PREPARED: _____ TOTAL SNACKS SERVED: _____

Daily Snack Count

Supervisor: _____ Site Location: _____

Snacks Served to Children: Cross off number as each student receives a snack.														
1	11	21	31	41	51	61	71	81	91	101	111	121	131	141
2	12	22	32	42	52	62	72	82	92	102	112	122	132	142
3	13	23	33	43	53	63	73	83	93	103	113	123	133	143
4	14	24	34	44	54	64	74	84	94	104	114	124	134	144
5	15	25	35	45	55	65	75	85	95	105	115	125	135	145
6	16	26	36	46	56	66	76	86	96	106	116	126	136	146
7	17	27	37	47	57	67	77	87	97	107	117	127	137	147
8	18	28	38	48	58	68	78	88	98	108	118	128	138	148
9	19	29	39	49	59	69	79	89	99	109	119	129	139	149
10	20	30	40	50	60	70	80	90	100	110	120	130	140	150
TOTAL SNACKS SERVED:														

AfterSchool Snack Program SIGN-IN SHEET

Site Location: _____ Date: _____

1.	21.
2.	22.
3.	23.
4.	24.
5.	25.
6.	26.
7.	27.
8.	28.
9.	29.
10.	30.
11.	31.
12.	32.
13.	33.
14.	34.
15.	35.
16.	36.
17.	37.
18.	38.
19.	39.
20.	40.

**AFTERSCHOOL SNACK PROGRAM
ON-SITE REVIEW**

School Food Authority		Agreement Number				
School Name		Review Date	Review Number			
One review per building must be completed two times per school year.				Yes	No	N/A
AREA ELIGIBLE MEAL COUNT SYSTEM						
1.	Is site area eligible?					
2.	Are children receiving snacks at no charge?					
3.	Are snacks served to children being counted and claimed as free?					
4.	Are snacks served to children being counted at Point of Service?					
NON-AREA ELIGIBLE MEAL COUNT SYSTEM						
5.	Is site non-area eligible?					
6.	Does meal count system produce an accurate count of reimbursable snacks by category (free, reduced price, and paid) served to eligible children at Point of Service?					
7.	Are only snacks that meet meal pattern requirements counted and claimed for reimbursement?					
8.	Does meal count system prevent overt identification?					
GENERAL OPERATIONS						
9.	Time(s) of operation for snack program: _____ p.m.					
10.	Is program operated after the end of the normal school day?					
11.	Is there a sign-in sheet or roster of students who participate in the Afterschool Snack Program?					
12.	Does program provide care for children?					
13.	Is there an educational and/or enrichment element in program?					
14.	Are care and activities supervised?					
MEAL PATTERN/FOOD PRODUCTION						
15.	Does menu for review month meet snack meal pattern requirements?					
16.	Does menu on day of review meet snack meal pattern requirements?					
17.	Are production records completed daily for afterschool snack program?					
18.	Do production records document enough food is prepared to meet the requirements for reimbursable snacks for the number of snacks claimed?					
RESULTS OF REVIEW						
19.	Is a Corrective Action Plan required? Due Date for Corrective Action Plan: _____					
<i>Required Corrective Action Plan as discussed with school representative.</i>						
20.	If required, what is the due date for follow-up review within 45 days of original review? Follow-up Review Due Date: _____					
<i>Comments, Notes and Observations</i>						
X		X				

SFA Reviewer Signature

School Site Representative Signature

USDA Commodities and Consortia Facts

There are three consortia in the State of Michigan that will participate in the direct diversion of United States Department of Agriculture (USDA) commodities for School Year 2010-2011. Each consortium procures distribution and warehousing of USDA commodities as well as processing contracts from commodity diversion for all school districts in its consortium. In addition, the schools that join the consortia will preorder USDA commodities beginning in December 2009 for delivery during the 2010-2011 school year.

The consortia are as follows:

- **Great Lakes Consortium (GLC)** – Traverse City Public Schools, Fiscal Agent
Contact: Paul Baumgartner – 616-819-2135 or baumgartnerP@grps.k12.mi.us
Membership in GLC is available to all schools in Michigan participating in the National School Lunch Program (NSLP).
- **School Purchasing and Resource Consortium (SPARC)** – Manistee ISD,
Fiscal Agent Contact: Katie Petersen – 231-845-5758 or
kpetersen@manistee.org Membership in SPARC is available to all schools in Michigan participating in the NSLP.
- **Macomb Oakland RESA (MOR)** – Wayne RESA, Fiscal Agent
Contact: Chuck Wolford – 734-334-1511 wolforc@resa.net
Membership in MOR is available to all schools in the following counties that participate in the NSLP: Macomb, Oakland, Monroe, Livingston, St. Clair, Washtenaw and Wayne.

Questions regarding the consortia should be directed to the contacts listed above.

Each year, all schools participating in the NSLP need to indicate in the Michigan Electronic Grant System (MEGS) whether they want to receive commodities. Membership in a consortium is a commitment for a period of one year. During the month of November each year, the school administrator with level 5 access to MEGS will complete the "Request the Commodity Delivery" for the following school year.

For further information, contact Deidra Tyrrell at 517-373-8642 or Jaime Malnar by email malnarj1@michigan.gov or by phone at 517-335-3792.

**COMPLAINT INFORMATION
FOR
REPORTING COMPLAINTS ON
USDA DONATED COMMODITIES**

Recipient Agency Name: (School, TEFAP, CSFP, FDIR, Warehouse)	Address: City: State:
Contact Person:	Title: Phone #: Fax #:

Date Complaint Filed:

Commodity Name & Commodity Code:

Description of Problem/Complaint:

REASON FOR COMPLAINT

1. <input type="checkbox"/> Seeking Replacement	2. <input type="checkbox"/> Vendor Response Requested
3. <input type="checkbox"/> Isolated Incident, Notify Vendor,	4. <input type="checkbox"/> For Information Only
No Response Necessary	
5. <input type="checkbox"/> Other: (Fill in Remarks)	

IMPORTANT INFORMATION NEEDED TO RESEARCH COMPLAINT

(Please fill in as much information as possible)

Contract #:	Delivery Order #:	N/D#:	Lot#:	Box#:
Can Codes:	Pack Date:	Amount Rec'd:	Date Product Rec'd by SDA:	
Date Product Shipped to RA:	Date Product Rec'd by RA:	Injury from Product		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Amount of Product Remaining at R/A site:				
Product on Hold at R/A site: Yes <input type="checkbox"/> No <input type="checkbox"/> Amount:				
Physical location of product on hold:				
Vendor (IF KNOWN):				
Is Product Under Warranty: Yes <input type="checkbox"/> No <input type="checkbox"/>				

Michigan Department of Education
Food Distribution Program, PO Box 30008, Lansing, MI 48909
PHONE: 517-373-8642 FAX: 517-373-4022

Prototype Legal Notice
With a Prebid Meeting
insert Name of School District
Attention: Food Service Vended Meal Companies

The insert Name of School District is requesting proposals for school food service vended meals. The Vendor would provide meal services according to United States Department of Agriculture (USDA) regulations and guidelines as well as State of Michigan Department of Education policies and guidelines.

Vendors and/or their representatives may submit proposals to:

insert Name of School District
insert School District's mailing address

The insert Name of School District Board of Education reserves the right to accept or reject any and/or all proposals or to accept the proposal that it finds, in its sole discretion, to be in the best interest of the school district.

A pre-bid meeting is scheduled for insert month, day, and year at insert time at insert address where meeting will be held.

All proposals must be submitted no later than insert time due on insert month, day, and year. All proposals should be delivered in a sealed envelope and addressed to the insert name of School District and be clearly marked: Food Service Vended Meal Proposal.

Prototype Legal Notice
Without a Prebid Meeting
insert Name of School District
Attention: Food Service Vended Meal Companies

The insert Name of School District is requesting proposals for school food service vended meal services. The Vendor would provide meal services according to United States Department of Agriculture (USDA) regulations and guidelines as well as State of Michigan Department of Education policies and guidelines.

Vendors and/or their representatives may submit proposals to:

insert Name of School District
insert School District's mailing address

The insert Name of School District Board of Education reserves the right to accept or reject any and/or all proposals or to accept the proposal that it finds, in its sole discretion, to be in the best interest of the school district.

A pre-bid meeting will not be scheduled. A copy of the RFP will be available at insert address or by e-mail at insert e-mail address by insert date. Potential bidders are asked to e-mail their questions to insert name at e-mail address by insert date. The school district will e-mail its response these questions by insert date.

All proposals must be submitted no later than insert time due on insert month, day, and year. All proposals should be delivered in a sealed envelope and addressed to the insert name of School District and be clearly marked: Food Service Vended Meal Proposal.

**PROTOTYPE LETTER TO VENDOR
FROM SCHOOL DISTRICT**
With a Prebid Meeting

Date

***Company Representative
Company Name
Street
City, State, Zip***

Dear ***Company Representative:***

Insert Name of Sponsor/School District will be accepting bids for vended meals for the forthcoming year. The mandatory pre-bid meeting is scheduled for ***insert date***, at ***insert time am/pm*** at ***insert address/location***. Please respond in writing to indicate whether you will or will not be attending this meeting. A bid packet will be available at that time. There is a 5% bid bond requirement.

The contracting process is strictly controlled by United States Department of Agriculture (USDA) procurement regulations. Substantive contact or communication with any district personnel, vendors, contractors, or board members, other than, Name of district's designated representative, the district's designated representative, is not permitted. Any attempt to unduly influence district staff, administration, vendors, contractors, or board members will automatically disqualify your company as a bidder.

If I can provide more information, please call me at ***insert phone number***. If you should need to contact the Michigan Department of Education, please call Dawn Lake at (517) 373-9785.

Sincerely,

Name
Title

cc: Dawn Lake, Manager Consultant, MDE

**PROTOTYPE LETTER TO VENDOR
FROM SCHOOL DISTRICT**
Without a Prebid Meeting

Date

***Company Representative
Company Name
Street
City, State, Zip***

Dear ***Company Representative:***

Insert Name of Sponsor/School District will be accepting bids for vended meals for the forthcoming year. A pre-bid meeting will not be scheduled. A bid packet will be available at insert address or by e-mail at insert e-mail address to all potential bidders by insert date. Potential bidders are asked to e-mail their questions to insert name at e-mail address by insert date. The school district will e-mail its response to these questions by insert date. There is a 5% bid bond requirement.

The contracting process is strictly controlled by United States Department of Agriculture (USDA) procurement regulations. Substantive contact or communication with district personnel, vendors, contractors, or board members, other than, (Name of district's designated representative), the district's designated representative, is not permitted. Any attempt to unduly influence district staff, administration, vendors, contractors, or board members will automatically disqualify your company as a bidder.

If I can provide more information, please call me at ***insert phone number***. If you should need to contact the Michigan Department of Education, please call Dawn Lake at (517) 373-9785.

Sincerely,

Name
Title

cc: Dawn Lake, Manager Consultant, MDE

PROTOTYPE LETTER TO MDE FROM DISTRICT UPON BID COMPLETION

Date

Dawn Lake, Manager Consultant
Grants Coordination and School Support
Michigan Department of Education
P.O. Box 30008
Lansing, MI 48909

Dear Ms. Lake:

Enclosed please find a packet documenting the results of insert Name of Sponsor/School District bid process for a Vended School Meals Company. We have chosen to use the prototype Request for Proposal/Vended School Meal Contract. No changes were made prior to the bid and we hereby certify that an unsigned copy of the Request for Proposal/Vended School Meal Contract is the contract with the successful bidder, ***insert Company Name***.

All the items checked are included in this packet:

Copy of legal ad from newspaper (include date(s) ad ran and name of newspaper).

Copy of all certified letters or e-mails notifying the potential bidders of the bid and pre-bid meeting. If certified letters or e-mails were copied to Dawn Lake, copies will not be necessary.

Copy of all certified return receipts (if applicable) for the letter notifying the potential bidders of the bid.

Copy of the sign-in sheet for bidders in attendance at pre-bid meeting (if applicable).

Copy of all meeting notes and/or written communication (if applicable).

Copy of the unsigned contract (Request for Proposal/Vended School Meals Contract and attachments), RFP proposal submitted by the successful bidder, any addenda to the contract.

Copy of the Commodity Agreement Form.

Copy of the Certificate of Independent Price Determination signed by the school district and the vended meal contractor. Signed and dated copies of the Lobbying, Debarment and Suspension, and Clean Air and Water certificates are already on file with MDE.

Copy of the completed Bid Point Calculator/Evaluation Matrix Criteria form.

Copy of all Bid Sheets submitted by bidders (Bid Sheet only). Please indicate what type of bid is being awarded (with or without advanced payment) to the recommended bidder.

If further information is needed, please call or write. I hereby certify that no member of any food service management company assisted in the bid evaluation process.

Sincerely,

Name
Title

Food Service Vended Meal Companies

Company Name	Company Representative	Street Address	Phone	Fax	E-mail address
*Aramark School Support Services	Kenny Akinwale	45399 William Court, Canton, MI 48188	734-748-0639	734-844-3386	akinwale-kenny@aramark.com
C J's Catering	Clyde Moss	16881 Fourteen Mile Rd., Fraser, MI 48026	586-285-1106	586-285-1039	
CanStrong	Gregory Armstrong	21444 Bridge St, Southfield, MI 48033	248-996-9815	313-748-1094	office@canstrong.com
*Chartwells School Dining	Rick Simpson	3600 Camelot Dr., SE Suite 3, Grand Rapids, MI 49546	989-366-4411	616-285-8181	rick.simpson@compass-usa.com
*Creative Dining Services	Steve Renz	1 Royal Park Dr, Suite #3, Zeeland, MI 49464	616-748-1700	616-748-1900	renz@creativedining.com
*Diamond Hospitality, LLC	Alvis Wilson	1001 Woodward Avenue, Suite 1100, Detroit, MI 48226	313-964-9412	313-964-2834	A.Wilson@diamondhllc.com
Edibles Rex	Karen Lee Rachwal	5555 Conner, Suite 1058, Detroit, MI 48213	313-922-3000	313-922-3700	karen@ediblesrex.com
JA Food Service Corp	Jackie L. Abbott	377 Riford, Benton Harbor, MI 49022	800-592-1173	269-697-0446	
J Mart Food Services	Joshua Griggs	17160 Livernois, Detroit, MI 48221			
Just Hor's D'oeuvres & Me	Allen E. Love	17569 East Warren St., Detroit, MI 48224	313-343-8688		
*Kosch Catering and Corporate Dining	Lisa Marin	324 East Street, Rochester, MI 48307	248-608-0690 x15	248-608-0695	lisa@koshcatering.com
Okemos Public Schools	Lynna Hassenger	1900 Jolly Rd., Okemos, MI 48864	517-706-5040	517-349-6235	
*Ovations Dining Services	Bob Nelson	2701 Chicago Blvd., Detroit, MI 48206	313-883-8755	248-474-1340	nelson.bob@aod.org
Pioneer Resources	Rich Thorstenson	1001 E. Wesley Ave., Muskegon, MI 49442	231-773-5355 x11	231-777-3507	rthorstenson@pioneerresources.org
*Preferred Meal Systems, Inc.	Lynn McPhee	42015 Ford Rd., Suite 221, Canton, MI 48187	248-894-3367	866-929-3814	mcpheel@comcast.net
Rose Foot Catering	Michael Donovan	6371 Commerce, Westland, MI 48185	734-728-8080		rosefoote@rosefootecatering.com
Secret Recipes Catering	Jody Spencer	1580 Roberts Rd., Freeland, MI 48623	989-662-7990		
*Sodexo Education	Matthew Holle	12378 Twyckenham Dr, Fishers, IN 43937	937-267-6793		matthew.holle@sodexo.com
Something w/A Little Flavor	Cynthia Essex	3150 E. Holland Road, Saginaw, MI 48601	989-992-6530		odivinediva@yahoo.com
Unique Food Management	James R. Lang	248 S. Telegraph Rd., Pontiac, MI 48341	248-738-9088	248-738-9531	jrlang@ameritech.net
*Variety Food Services	Damon Kurtz	25235 Hoover Rd., Warren, MI 48089-1192	586-756-8100	586-754-8090	dkurtz@varietyfoodservices.com
Jacinta's Gourmet	Jacinta Mason	1823 Lochmoor, Grosse Pointe Woods, MI 48236			

February 19, 2010 Grants Coordination and School Support, Michigan Department of Education.

*The companies identified with an asterisk are food service management companies that have contracts with local school districts. School districts will be informed by these companies of your intention to bid for a vended meal contract so that they may respond and submit a bid. The FSMC may be requested to represent the school district at your pre-bid meeting to obtain a copy of your bid packet.

Attestation Sheet

By submission of this bid, the Vended School Meal Company acknowledges that it has carefully examined all terms and conditions set forth in the Request For Proposal (RFP)/Vended School Meals Contract in the bid document/solicitation issued by (Name of School District) on (Insert Date). The Company acknowledges that it has made examinations and verifications, and is fully conversant with all conditions under which services are to be performed for the (Name of School District). No claims for additional compensation will be considered, and no contractual amendments will be executed, due to the successful bidder's failure to be so informed.

The Company acknowledges that the School Food Authority (SFA) reserves the right to accept or reject any and all bids, to waive irregularities, and to accept the bid which, in the SFA's opinion, is in the SFA's best interest.

Negligence in the preparation or presentation of, errors in, or omissions from, bids shall not relieve the Company from fulfillment of any and all obligations and requirements of the proposed contract. Once a contract is executed, the Company shall not claim any modification thereof resulting from any representation or promise made at any time by an officer, agent, or employee of the (Name of School District), or any other person.

By submitting a bid, the Vended School Meal Company agrees to execute a contract with the SFA, and to perform services in accordance with the finalized contract documents.

Signature of Vended School Meal
Company Representative

Date

Name of Company

**REQUEST FOR
PROPOSAL/
VENDED SCHOOL MEAL
CONTRACT**

GENERAL PROCEDURAL TERMS AND CONDITIONS

A. INTENT

This solicitation is for the purpose of entering into a contract for the purchase of vended meals for **insert Name of Sponsor/School District** herein after referred to as the School Food Authority (SFA). The bidder will be referred to as the Vendor and the contract will be between the Vendor and the SFA.

1. The SFA shall retain **signature authority** for the application/agreement to participate in the National School Lunch Program (NSLP), and/or School Breakfast Program (SBP), and/or Special Milk Program (SMP), and/or Afterschool Snack Program, and/or Summer Food Service Program (SFSP), and/or Child and Adult Care Food Program (CACFP) including, but not limited to the School Meals Program Year End Report (A and/or R), Application Renewal, the Verification of Application Form, and letters to the MDE to amend the application.
2. The SFA shall retain **signature authority** for the Monthly Claim for Reimbursement.

B. BID SUBMISSION AND AWARD

1. Sealed bids/proposals are to be submitted to **insert Name of Contact Person, Title**. Bids/proposals will not be accepted after **insert time am/pm on insert month/day/year**. The bid is to be submitted in a sealed envelope marked "Food Service Vended Meal Proposal."
2. The SFA reserves the right to exercise its discretion to reject any or all bids.
3. To be considered, each bidder must submit a complete response to this solicitation using the forms provided, including a signed Attestation Sheet.
4. Awards, if any, shall be made to a qualified and responsible bidder whose bid is responsive to this solicitation. A responsible bidder is one who's financial, technical, and other resources indicate an ability to perform the services required by this solicitation.
5. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder's own risk and he/she cannot secure relief on the plea of error.
6. If additional information is required, please contact **insert Name of Contact Person** at **insert phone number**.

C. INCURRED COSTS AND BONDING REQUIREMENT

1. The SFA is not liable for any cost incurred by the bidder prior to the signing of a

contract by all parties.

2. Bid Guarantee: Bidder shall submit with his/her bid, a bid guarantee in the amount of five percent (5%) of the total bid price, which shall be in the form of a firm commitment such as a bid bond, postal money order, certified check, cashiers check, or irrevocable letter of credit. Bid guarantees other the bid bonds will be returned (a) to unsuccessful bidders as soon as practicable after the opening of bids; and (b) to the successful bidder upon execution of such further contractual documents (i.e., insurance coverage) and bonds as may be required by the bid.

D. MEALS AND MEAL EQUIVALENTS

1. The Vendor will prepare the following meals: **(insert appropriate meal/meals: breakfast, lunch, and/or snacks)**, including: **(insert items provided: eating utensils, paper service items, condiments)**, and provide safe transportation containers. Meals will be delivered in **(insert appropriate delivery: (unitized or bulk) form)**. The Vendor shall serve meals on such days and such times as requested by the SFA.
2. All meals provided shall conform to the minimum meal requirements including the nutrient standards of the United States Department of Agriculture (USDA) for those meals and for the age group served. The Vendor shall comply with the rules and regulations of MDE and USDA, and any additions or amendments thereto, including but not limited to, 7 CFR Parts 210, 215, 220, 245, 250, 225, 3016, and 3019, if applicable; and Food and Nutrition Service instruction and policy, as applicable.
3. The Vendor shall make substitutions in the food components of the meal pattern for students with disabilities when their disability restricts their diet, and those non-disabled students who are unable to consume regular lunch because of medical or other special dietary needs. Substitutions shall be made on a case-by-case basis when supported by a statement of the need for substitutes that includes recommended alternative foods, unless otherwise exempted by the USDA Food and Nutrition Service. Such statement shall in the case of a student with a disability, be signed by a medical doctor or in the case of a non-disabled student, be signed by a recognized medical authority. There will be no additional charge to the student for such substitutions.
4. The Vendor shall be liable for meals that do not meet the meal pattern requirements as specified in the Contract, or are spoiled or unwholesome at the time of delivery. The SFA shall not pay for such meals.
5. The Vendor shall cooperate with the SFA in promoting nutrition education and coordinating the SFA's food service with classroom instruction in accordance with the school district's Wellness Plan.
6. The SFA shall retain control of the quality, extent, and general nature of the food service.
7. The Vendor shall sell on the premises only those foods and beverages authorized by the SFA and only at the times and places designated by the SFA.

8. In order for the Vendor to offer a la carte food service, the Vendor must offer free, reduced price, and paid reimbursable meals to all eligible children.
9. For the purpose of making the meal count computation, the number of lunches, breakfasts, and snacks served to children shall be based on a projection of the number of meals and snacks to be served. The Vendor and SFA shall determine a la carte meal equivalents by dividing a projected net a la carte and catering revenue (if applicable) by the sum of the Federal free lunch reimbursement plus the value of USDA entitlement and bonus donated foods. The revenue shall include catering sales, adult meals, and a la carte sales to students and adults less sales tax. If applicable, include revenue from vending machine sales as part of the a la carte revenue.

E. DELIVERY, ORDERING, AND PAYMENT

1. Delivery of meals will be made to the SFA's dining site(s) or ready for pick-up by **(insert time a.m./p.m.)** of each day food is served. The Vendor is liable for meals delivered outside of the agreed upon delivery time.
2. The SFA shall notify the Vendor by telephone or in person each day prior to **(insert time a.m./p.m.)** of the total number of meals needed for that day and/or the following day.
3. Vendor shall, on a monthly basis, invoice the SFA. Payment shall be due within thirty (30) days of the monthly invoice. All overdue invoices are subject to finance charges as the parties shall agree in writing. Finance charges cannot be paid from the non-profit food service fund.
4. All bids shall be calculated based on the information provided by the SFA in the *Information Section* of this solicitation. All bids shall be submitted using the Bid Sheet – Vended School Meals Contract form.
5. The Vendor shall receive a fixed price per meal (breakfast and lunch) and fixed price per meal equivalent (a la carte).
6. The Vendor shall receive a fixed price per unit rate for each reimbursable after school snack served in the Afterschool Care Program.
7. The Vendor shall receive a fixed per unit rate for each one-half pint of milk served in the Special Milk Program.
8. The Vendor must subtract from the SFA's monthly bill/invoice, the value of all USDA donated commodities received for use in the SFA's meal service in the school year or fiscal year (including both entitlement and bonus foods), and including the value of donated food contained in processed end products. Credit issued by the Vendor to the SFA for USDA donated commodity foods received shall be recorded on the monthly bill/invoice as a separate line item and shall be clearly identified and labeled.
9. The Vendor shall submit separate billing for special functions conducted outside of the non-profit school food service account.

F. CONTRACT TERMS

1. This contract shall be for an initial term of one year effective on **insert month/day/year** or upon written approval of the contract by the Michigan Department of Education (MDE), whichever occurs last, and ending June 30, **insert year** with up to four (4) one-year renewals, with mutual agreement between the SFA and the Vendor. In no event shall the contract be effective without prior approval of MDE. Per 7 CFR 250.53(a) (12), contract extensions or renewals are contingent upon the fulfillment of all contract provisions relating to USDA donated commodity foods.
2. The only rates that may be adjusted in subsequent years of this contract are the fixed price per meal for lunch and/or breakfast, and/or the fixed per unit rate for each snack served, and/or fixed per unit rate for one-half pint of milk contained within this contract. Before any fixed rate or fee increases can be implemented as part of a contract renewal agreement, the Vendor shall document to the SFA, through a written financial analysis, the need for such increases. Renegotiation of all fixed rates in subsequent years of the contract must not exceed the *Consumer Price Index for Urban Consumers – Food Away from Home* annualized rate for December of the current school year, or a flat percentage rate of **(insert rate)** as determined by the school district.
3. This solicitation/contract, the RFP proposal of the successful bidder, attachments, and mutually negotiated and MDE-approved addenda constitute the entire agreement between the SFA and Vendor. Aside from the adjustments and amendments referenced in Section (F) (2), supra, additional documents and/or agreements, including non-negotiated provisions developed by the contractor, cannot become part of the executed contract. Any additional documents resulting in a substantial change to the contract awarded by the SFA will not be executed by the SFA without prior MDE approval. No other contracts will be signed by the SFA.
4. All state agency-mandated changes to the terms of this contract or any amendment will be incorporated therein before the SFA executes any agreement between it and the Vendor.

G. PRE-BID MEETING (Optional. Inclusion Strongly Encouraged)

Interested bidders must meet to review the specifications, to clarify any questions, and to go on a walk-through of the facilities with school officials on **insert month/day/year** at **insert time am/pm** at the following location: **insert address for meeting location**. Attendance is required.

H. LATE BIDS

Any bid received after the exact time specified for receipt will not be considered or opened publicly.

I. GIFTS FROM VENDOR

The SFA's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under State or Federal law, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary

actions to be applied for violations of such standards.

J. CAPTIONS

Captions in all sections of this document are provided only as a convenience, and shall not effect the interpretation of this instrument, its attachments, and addenda.

K. STANDARD TERMS AND CONDITIONS

1. The Vendor shall operate in conformance with the School Food Authority's (SFA) Agreement with the Michigan Department of Education (MDE) and any attachments.
2. The Vendor, as an independent contractor, shall have the exclusive right to operate the NSLP, and/or SBP, and/or SMP, and/or Afterschool Snack, and/or SFSP, and/or CACFP.
3. The Vendor shall be an independent contractor and not a SFA agent or representative. The employees of the Vendor are not employees of the SFA. All Vendor employees shall remain directly accountable to the Vendor for the duration of this contract. Except as otherwise expressly stated in this agreement, the Vendor has the sole responsibility and authority to hire, assign, supervise, evaluate, and discipline any personnel assigned by it in the performance of this contract.
4. The food service provided shall be operated and maintained as a benefit to the SFA's students, faculty, and staff.
5. All income accruing as a result of payments by children and adults, federal and state reimbursements, and all other income from sources such as donations, special functions, grants, loans, etc., shall be deposited in the SFA's food service account.
6. The SFA shall be legally responsible for the conduct of the food service program,
and shall supervise the food service operations in such manner as will ensure compliance with the rules and regulations of the MDE and the United States Department of Agriculture (USDA) regarding each of the Child Nutrition Programs covered by this contract.
7. The SFA shall retain control of the Child Nutrition Programs' food service accounts and overall financial responsibility for the Child Nutrition Programs.
8. The SFA shall establish all selling prices for reimbursable and non-reimbursable meals/milk and a la carte prices.
9. The Vendor shall provide additional food service, such as banquets, parties, refreshments for meetings, etc, as requested by the SFA. The SFA or requesting organization will be billed for the actual cost of food, supplies, and labor; plus a mutually agreed upon mark up and the Vendors overhead and

administrative expenses if applicable, for providing such service. USDA commodities shall not be used for these special functions.

L. FREE AND REDUCED PRICE MEALS POLICY

1. The SFA shall be responsible for or may delegate to the Vendor the establishment and maintenance of the free and reduced price meals eligibility roster.
2. The SFA shall be responsible for or may delegate to the Vendor the development, distribution, and collection of the parent letter and application for free and reduced price meals and/or free milk.
3. The SFA shall be responsible for or may delegate to the Vendor accessing the direct certification report available from the Center for Educational Performance and Information (CEPI) each year of eligible students for free meals. Students on this report will not require an application from the parent/guardian.
4. The SFA shall be responsible for or may delegate to the Vendor the determination of eligibility for free and reduced price meals and free milk. Neither the SFA or the Vendor will not disclose confidential information that is not needed for meal counts from free and reduced price meal applications and/or the direct certification list, if used. The SFA will provide the Vendor with a list of children and their category of eligibility. This list must be updated when changes occur in a student's eligibility status.
5. The SFA shall be responsible for conducting any hearings related to determinations regarding eligibility for free and reduced price meals and free milk.
6. The SFA shall be responsible for or may delegate to the Vendor the responsibility for verifying applications for free and reduced price meals, as required by federal regulations.
7. The SFA shall be responsible for performing the annual on-site review.

M. USDA DONATED COMMODITY FOOD

1. Any USDA donated commodity food received by the SFA and made available to the Vendor must accrue solely to the benefit of the SFA's non-profit school food service program and shall be fully utilized therein. The Vendor must credit the SFA for the value of all donated foods received for use in the SFA's meal service program, including the value of donated foods contained in processed end products, in accordance with 7 CFR 250.51(a).
2. The SFA shall retain title to all USDA donated commodity food.
3. The Vendor is prohibited from entering into any processing contracts utilizing USDA donated commodity food on behalf of the SFA.
4. The Vendor shall collaborate with Sponsor on the selection of USDA commodities

and they will accept and use USDA donated food in as large quantities as may be efficiently utilized in the SFA's non-profit food service in a 30 day period, subject to approval of the SFA and will not accumulate excess inventory.

5. The Vendor shall select, accept, and use USDA donated commodity food in as large quantities as may be efficiently utilized in the SFA's non-profit food service, subject to approval of the SFA. The Vendor will use all donated ground beef and ground pork products, and all processed end products in the SFA's food service, and all other donated commodity foods and commercially purchased foods of the same generic identity, of U.S. origin, in the SFA's food service, and all other donated commodity foods and commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality that the donated foods, in the SFA's food service.
6. The Vendor shall store and account for all USDA donated commodity food separately from purchased food unless the SFA has chosen not to maintain a separate inventory. The Vendor is required to maintain accurate and complete records with respect to the receipt, use/disposition, storage, and inventory of all USDA donated commodity food. The Vendor shall submit to the SFA monthly inventory reports showing all transactions for processed and non-processed USDA donated commodities. Quarterly physical inventories of all donated commodities must be conducted by the Vendor and supervised by the SFA. Failure by the Vendor to maintain the required records under this contract shall be considered prima facie evidence of improper distribution or loss of the USDA donated commodity food.
7. The Vendor shall have records available to substantiate that the full value of all USDA donated commodity food is used solely for the benefit of the SFA. The Vendor must provide all documents as necessary for the independent auditor, MDE reviewers, or agents of USDA who may perform onsite reviews of the Vendor's food service operation to ensure compliance with the requirements for the management and use of USDA donated commodity foods.
8. The SFA must determine the existence of the proper pass through value of the USDA donated commodities, e.g. credits or reductions on the invoice in the month the commodity foods were received for use.
9. The values of all USDA donated commodity foods are to be based on the values at the point the SFA received the commodities from the Distributing Agency and are to be based on the USDA Commodity Value Listing pertinent to the time period. This listing is available from the Michigan Department of Education, Fiscal Management and Food Distribution Program at the following website:

http://www.michigan.gov/documents/mde/CommodityFile11-15-08_299205_7.pdf
10. A year-end reconciliation shall be conducted by the SFA to ensure and verify correct and proper credit has been received for the full value of all USDA donated commodity food used by the Vendor during the school year. The SFA reserves the right to conduct monthly commodity credit audits throughout the year to ensure compliance with federal regulations 7 CFR 210 and 7 CFR 250.
11. The Vendor shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to, USDA donated commodity food and

shall credit the SFA either monthly or through a year-end reconciliation.

12. The SFA and Vendor shall consult and agree on end products to be produced from USDA donated commodity food during the time of this agreement. If an agreement cannot be reached, the Vendor shall utilize the donated commodities in the form furnished by the USDA.

N. HEALTH CERTIFICATIONS

1. The Vendor agrees that the state and local health and sanitation requirements will be met at all times. All food will be properly stored, prepared, packaged and transported free of contamination and at appropriate temperatures following HACCP guidelines.
2. The SFA shall maintain all applicable health certifications on its facilities and shall ensure that all state and local regulations are being met by the Vendor preparing or serving meals at any SFA facility.
3. The Vendor shall maintain for the duration of the contract state and/or local health certifications for any facility outside the SFA in which it proposes to prepare meals and shall maintain this health certification for the duration of the contract as required under 7 CFR 210.16(c).

O. RECORD KEEPING

1. The Vendor agrees to maintain (for a period of three years after the end of the fiscal year to which they pertain, or until final resolution of outstanding audits or claims), all records pertaining to this Contract including records of food purchased, daily quantities prepared and delivered, daily menu records, nutrition information from food products and recipes used, and delivery receipts. The Vendor must submit delivery reports and invoices to the SFA on a monthly basis. The Vendor also agrees that such records will be made available to representatives of MDE, USDA, and the United States General Accounting Office, at any reasonable time and place.
2. The Vendor agrees to comply with all requirements regarding the Nutrition Review process by MDE for the school meals including providing nutrition information on food products and recipes used.
3. The Vendor shall surrender to the SFA upon termination of the Contract all records pertaining to the operation of the foodservice, to include all food and non-food inventory records, menus, production records, product invoices, claim documentation, financial reports, and procurement documentation. The records shall be in appropriate order and complete to the extent necessary to reconstruct individual cost of prior Vendor billings.
4. The Vendor shall maintain such records (supported by invoices, receipts, and other evidence) as the SFA will need to meet monthly reporting responsibilities and shall submit monthly bills/invoices in a format approved by the SFA.
5. The SFA and Vendor must provide all documents as necessary for the

independent auditor, MDE Reviewers, or agents of the USDA to conduct the SFA's single audit.

6. The Vendor shall purchase all food and supplies for the SFA at the lowest prices possible consistent with maintenance of quality standards prescribed by the SFA, including taking advantage of all local trade discounts. All such transactions shall meet USDA procurement standards.

P. MONITORING

1. The SFA shall monitor the food service operation of the Vendor through periodic on-site visits to ensure that the food service is in conformance with all USDA program regulations.
2. The records necessary for the SFA to complete the required monitoring activities must be maintained by the Vendor under this contract, and must be made available to the Auditor General, the USDA, the MDE, and the SFA upon request for the purpose of auditing, examination, and review.

Q. USE OF ADVISORY GROUP/MENUS

1. The Vendor shall participate in the formation and establishment and periodic meetings of the SFA advisory board, comprised of students, teachers, and parents, to assist in menu planning.
2. The Vendor must comply with the twenty-one (21) day menu developed by the SFA for NSLP, and/or SBP, included in the request for bid/proposal. Any changes made by the Vendor after the first twenty-one (21) day menu for the NSLP and/or SBP may be made only with the approval of the SFA. The SFA shall approve the menus no later than two (2) weeks prior to service.

R. USE OF FACILITIES, INVENTORY, EQUIPMENT, AND STORAGE

1. The SFA will make available without any cost or charge to the Vendor, area(s) of the premises agreeable to both parties in which the Vendor shall render its services.
2. The Vendor shall maintain adequate storage practices, inventory and control of USDA donated foods in conformance with the SFA's agreement with the Michigan Department of Education.
3. The SFA shall furnish and install any equipment and/or make any structural changes needed to comply with federal, state, or local laws, ordinances, rules, and regulations.
4. The SFA shall be responsible for any losses including USDA donated foods, which may arise due to equipment malfunction or loss of electrical power not within the control of the Vendor.
5. The SFA, on the termination or expiration of the contract, shall conduct a physical inventory of all equipment and commodities owned by the SFA.

S. PURCHASES

1. The Vendor shall purchase all food and non-food commodities at the lowest price possible consistent with maintaining quality standards and in full compliance with Office of Management and Budget (OMB) Circulars A-87 and A-110, 7 CFR Parts 210, 215, 220, 225, 245, 250, 3016, and 3019.
2. This contract shall not prevent the SFA from participating in food consortia or purchasing food from vendors with whom the Vendor normally does not do business.

T. LICENSES, FEES, AND TAXES

1. The Vendor and the SFA shall obtain and post all licenses and permits as required by federal, state, and/or local law.
2. The Vendor shall comply with all SFA building rules and regulations.

U. INSURANCE AND INDEMNIFICATION

1. A Certificate of Insurance of the Vendor's insurance coverage, indicating the specified amounts, must be submitted at the time of award. The Vendor shall provide the SFA copies of all applicable insurance policies at the time of award. All insurance required as a result of a response to this RFP shall provide that the insurer will provide notice of cancellation directly to the SFA thirty (30) days before such cancellation occurs.
2. The SFA shall keep its buildings, including the premises, and all property contain therein insured against loss or damage by fire, explosion, and similar casualties.
3. The Vendor shall indemnify and hold harmless the SFA, or any employee, director, or agent of the SFA from and against all claims, damages, losses, and expenses (including attorneys' fees and court costs incurred to defend litigation), decrees or judgments whatsoever arising from any and all injuries, including death or damages to or destruction of property, resulting from the Vendor's acts, or omissions, willful misconduct, or breach of the Vendor's obligations under the Agreement by the Vendor and its agents, servants, or employees, or other persons under its supervision or direction.
4. The Vendor shall not be required to indemnify or hold harmless the SFA from any liability or damages arising from the SFA's sole acts or omissions.

V. EMERGENCY CLOSING

1. The SFA shall notify the Vendor of any interruption in utility service of which it has knowledge.
2. The SFA shall notify the Vendor of any delay in the beginning of the school day or the closing of school(s) due to snow or other emergency situations.

W. TERMS AND TERMINATION

1. This contract shall be for an initial term of one year effective on **insert month/day/year** or upon written approval of the contract by the Michigan Department of Education, whichever occurs last, and ending on June 30, **insert year** with up to four (4) one-year renewals with mutual agreement between the SFA and the FSMC. In no event shall the contract become effective without the prior approval of the MDE. Per 7 CFR 250.53 (a) (12), contract extensions or renewals are contingent upon the fulfillment of all contract provisions relating to USDA donated commodity foods.
2. The SFA or the FSMC may terminate the contract with or without cause by giving sixty (60) days written notice.
3. Neither the Vendor nor the SFA shall be responsible for any losses resulting If the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any acts not within the control of the Vendor or the SFA, respectively, and which by the exercise of due diligence they were unable to prevent.

X . NON-PERFORMANCE BY VENDOR

In the event of the Vendor's non-performance under this contract and/or the violation or breach of the contract terms, the SFA shall have the right to pursue all administrative, contractual, and legal remedies against the Vendor and shall have the right to seek all sanctions and penalties as may be appropriate.

Y. CERTIFICATIONS

1. The Vendor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations, 41 CFR, Part 60.
2. The Vendor shall comply with all applicable civil rights laws, as amended, which include but are not limited to: Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities; the Michigan Elliott-Larsen Civil Rights Act; and the Michigan Persons with Disabilities Civil Rights Act.
3. The vendor shall comply with the Buy American provision for contracts that involve the purchase of food products with Federal funds, 7 CFR, Part 250.23.
4. The successful Vendor **has signed** the Certification of Independent Price Determination, which was attached as an addendum to the Vendor's bid and which is incorporated herein by reference and made a part of this contract.
5. The successful Vendor **has signed** the Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, which was attached as an addendum to the Vendor's bid and which is incorporated herein by reference and made a part of this contract.

6. The successful Vendor **has signed** the Certification Regarding Clean Water and Air, which was attached as an addendum to the Vendor's bid and which is incorporated herein by reference and made a part of this contract.
7. The successful Vendor **has signed** the Certification Regarding Disclosure of Lobbying Activities, which was attached as an addendum to the Vendors bid and which is incorporated herein by reference and made a part of this contract.

Z. MISCELLANEOUS

1. Except as otherwise expressly stated, this contract shall be construed as arising under the laws of the State of Michigan. Any action or proceeding arising out of this contract shall be heard in the appropriate courts within the State of Michigan.
2. The Vendor shall comply with the provisions of the bid specifications, which are hereby **in all respects made a part of this contract.**
3. No provision of this contract shall be assigned or subcontracted without prior written consent of the SFA.
4. No waiver of any default shall be construed to be or constitute a waiver of any subsequent claim.
5. Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.
6. Payments on any claim shall not preclude the SFA from making a claim for adjustment on any item found not to have been in accordance with the provisions of this contract and bid specifications.
7. The SFA shall be responsible for ensuring the resolution of program review and audit findings.
8. This contract is subject to review and approval by the Michigan Department of Education, Fiscal Management and Food Distribution Program.

COMMODITY AGREEMENT

This is an Agreement between _____ and
(Vendor)

(School Food Authority (SFA))

to consign the commodity food to which the SFA is entitled to the Vendor for School Year 2010-2011.

The Vendor hereby agrees to assume the physical control of the commodity food consigned by the SFA. Pursuant to that assumption, the Vendor agrees to control, secure, and use these commodities in a manner that complies with the United States Department of Agriculture (USDA) commodity regulations in Subpart D of 7 CFR Part 250.50 – 250.54. The Vendor will make the appropriate price adjustment to the SFA, which recognizes the net value of these commodities. The Vendor agrees that the commodities will be used only to produce school meals for the SFA. The Vendor agrees to compensate the SFA for any loss of commodity products through misuse or negligence. The Vendor will maintain records to document that the commodities were used only to benefit the SFA.

The SFA agrees to monitor the proper use of commodities each month and to correct any errors in handling or use of the commodities by the Vendor immediately.

The SFA will continue to have sole financial liability for any misuse or loss of commodities pursuant to Subpart D of 7 CFR Part 250.50 – 250.54 and Section M of the vended school meals contract.

Check and initial the appropriate statement:

_____The Vendor agrees to pay all storage and delivery fees as billed by the distributor.

_____The SFA agrees to pay all storage and delivery fees as billed by the distributor.

This Agreement expires June 30, 2011. There are no automatic renewals of this Agreement. This agreement can be canceled, at any time, by written notification from the SFA or the Vendor.

Signature of School Food Authority Official, Title, and Date

School District Agreement Number: _____

I authorize delivery of our commodities to our Vendor's address at:

and certify that those commodities ordered are compatible with submitted menus by Vendor.

Signature of Vendor Representative, Title, and Date

Phone Number: _____

AGREEMENT PAGE

This bidder certified that he/she shall operate in accordance with all applicable State and Federal laws and regulations.

This solicitation/contract, attachments, and the RFP proposal of the successful bidder, with addenda, if any, constitute the entire agreement between the SFA and Vendor. The parties shall not execute any additional contractual documents pertaining to this RFP, except as permitted by applicable law.

This Agreement shall be in effect for one year and may be renewed by mutual agreement for four (4) additional one-year periods.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative on this day and year.

ATTEST:

SCHOOL FOOD AUTHORITY:

Signature of Witness for SFA

Signature of SFA Representative

Printed Name and Title

Phone Number

Date

ATTEST:

FOOD SERVICE VENDED MEAL COMPANY:

Signature of Witness for Vendor

Signature of Company Representative

Printed Name and Title

Phone Number

Date

SUCCESSFUL BIDDER CERTIFICATIONS

These forms have been completed by each food service vended meal company and posted to the following website:

http://www.michigan.gov/documents/mde/Vended_Meal_Certification_Sheets_SY_2008_267891_7.doc

Certificate of Independent Price Determination

Suspension and Debarment Certification

Clean Air and Water Certificate

Disclosure of Lobbying Activities

They are listed by name of the vending company. When the SFA determines the recommended successful bidder, it will need to download the company's signed certificates. The Certificate of Independent Price Determination will need to be

signed by the SFA and submitted with the final contract for MDE approval.

A copy of each certificate will be retained by the school district for its file.

Grants

- > [Archive: Active/Historical Grant Programs](#)
- > [Libraries and Librarians](#)
- > [Other Federal and Private Grant Sources](#)
- > [Michigan Electronic Grant System \(MEGS\)](#)
- > **MEIS (Michigan Education Information System)**

State Board of Education

Offices

Programs

News & Publications

Curriculum & Instruction

School Administration

Parents & Family

Assessment and Accountability

Library of Michigan

Library Programs & Events

Welcome

MEIS User Management v1.4



To use any of the MEIS applications below you must have a MEIS account. To request to obtain, verify or remove a MEIS account, click on the MEIS logo

(to the left). Please use the "Jump to Category" drop down (or scroll down) to locate and open your application.

Jump to a category...

MEIS Data Submission Applications

Authorization Information

- [Create an MEIS Account](#)
- [MEIS Authorized User Removal Request](#)
- [Verifying Your MEIS Authorized Users](#)

Adequate Yearly Progress and Education YES!

- [Michigan School Report Card](#)


The Michigan School Report Card is designed to provide parents, teachers, school administrators and the general public with a comprehensive view of school performance and student achievement.
- [AYP Security Agreement](#)

Annual Vocational Authorization Application

- [Annual Vocational Authorization Application](#)
- [Online Annual Vocational Authorization Security Agreement](#)

Cash Management System (CMS)

- [Podcast: CMS Overview Video](#)
- [Cash Management System \(CMS\)](#)

Child Nutrition Programs (CNP)

- **Program Applications**
 - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim Forms**
 - [Child and Adult Care Food Program \(CACFP\) - SM-4213-C](#)
 - [Schools Meals Program - SM-4012-SL](#)
 - [Summer Camp Special Milk Program - SM-4012-SC](#)
 - [Summer Food Service Program \(SFSP\) - SM-4012-SF](#)
 - [Child and Adult Care Food Program \(CACFP\) - FDCHClaims](#)
- [Year End Report School Meals Program - SM-4012-A/R](#)
- [LEARS-Verification Summary Report](#)
- [Child Nutrition Program Security Agreement](#)

Credential Data eXchange (CDX)

- [Registry of Educational Personnel / Credential Data Exchange](#)

Financial Information Database (FID)

- [Financial Information Database \(FID\)](#)

Michigan Electronic Grants System (MEGS)

- [Michigan Electronic Grants System Security Agreement Form](#)
- [MEGS Quick Guide](#)
- [Login to MEGS](#)
- [MEGS Security Authorization](#)
MEGS Directions

Migrant Education Data System (MEDS)

- [MEDS Security Agreement](#)
- [Migrant Education Data System \(MEDS\)](#)

Pupil Transportation, Driver and Rider Safety Prog

There is currently no content in this category.

Taxable Value

- [Taxable Value Site](#)
- [On-line Taxable Value Application](#)

MI Business One Stop

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- MDE Quick Links**
- [State of MI Staff Directory](#)
 - [HS Requirements FAQ](#)
 - [ISD Financial Reports](#)
 - [Notices & Public Comments](#)
 - [Directory of Schools](#)
 - [No Child Left Behind](#)
 - [State Tech Plan - 2006](#)
 - [Recognition Programs](#)
 - [Family Fundamentals Pre K-3 Learning Activities](#)
 - [Troops to Teachers](#)
 - [School Finance & Law](#)
 - [E-Rate: Service Fund](#)

Superintendent's Podcast



CHILD NUTRITION PROGRAM WEBSITES

**MDE Grants Coordination and School Support
CHILD NUTRITION PROGRAMS**

www.michigan.gov/mde - click "Offices"
click "Grants Coordination and School Support"

USDA SCHOOL MEALS (*main site*):

www.fns.usda.gov/cnd

AfterSchool Snack Program

<http://www.fns.usda.gov/cnd/Afterschool/default.htm>

Competitive Foods

www.fns.usda.gov/cnd/lunch/CompetitiveFoods/report_congress.htm

Eligibility Guidance for School Meals Manual

http://www.fns.usda.gov/cnd/Guidance/eligibility_guidance.pdf

Foods of Minimal Nutritional Value

www.fns.usda.gov/cnd/menu/fmnv.htm

Menu Planning under the NSLP

www.fns.usda.gov/cnd/menu/menu.planning.NSLP.htm

National School Lunch Program (NSLP)

<http://www.fns.usda.gov/cnd/Lunch/default.htm>

School Breakfast Program (SBP)

<http://www.fns.usda.gov/cnd/Breakfast/Default.htm>

School Lunch Regulation & Policies

www.fns.usda.gov/cnd/Governance/regulations.htm

Special Milk Program

www.fns.usda.gov/cnd/Milk/AboutMilk/about.htm

Action for Healthy Kids

www.actionforhealthykids.org

American Dietetic Association

www.eatright.org

Centers for Disease Control & Prevention (CDC)

www.cdc.gov

Commodity Foods Fact Sheets

www.fns.usda.gov/fdd/facts/default.htm

Education and Training Connection (ETC)
(Statewide Training Program for Food Service personnel)

www.etc-1.com/foodserv.htm

5 A Day – Fruits and Vegetables

www.5aday.org

Food and Nutrition Information Center (FNIC)

www.nal.usda.gov/fnic

Food Safety Information

www.foodsafety.gov

Michigan Department of Agriculture (MDA)

www.michigan.gov/mda

National Food Service Management Institute (NFSMI)

www.nfsmi.org

School Nutrition Association (SNA)
(formerly American School Food Service Assoc.)

www.schoolnutrition.org

School Nutrition Association of Michigan (SNAM)
(formerly Michigan School Food Service Assoc.)

www.michigansna.org

Team Nutrition - Michigan

www.tn.fcs.msue.msu.edu

Team Nutrition - National

www.fns.usda.gov/tn

Grants Coordination and School Support School Nutrition Training and Programs



School Meals Program- Acronyms

AAR	Additional Administrative Review
ASCP	After School Care Program
CACFP	Child and Adult Care Program
CAN	Child Nutrition Act
CFR	Code of Federal Regulations
CNAP	Child Nutrition Application Program
CNP	Child Nutrition Program
CRE	Coordinated Review Effort
CSFP	Commodity Supplemental Food Program
FA	Fiscal Action
FAP	Food Assistance Program
FDPIR	Food Distribution Program on Indian Reservations
FFVP	Fresh Fruit and Vegetable Program
FIP	Family Independence Program
FNS	Food and Nutrition Service
FNSRO	Food and Nutrition Service Regional Office
FOIA	Freedom of Information Act
FSMC	Food Service Management Company
FY	Fiscal Year
GCSS	Grants Coordination and School Support
IFB	Invitation to Bid
LEA	Local Education Agency
LEARS	Local Educational Agency Reporting System
MAFHK	Michigan Action For Healthy Kids
MDE	Michigan Department of Education
MEIS	Michigan Educational Information System
NFSMI	National Food Service Management Institute
NSLA	National School Lunch Act
NSLP	National School Lunch Program
PS	Performance Standard
RCCI	Residential Child Care Institution
RFP	Request for Proposal
SA	State Agency
SBP	School Breakfast Program
SFA	School Food Authority
SFSP	Summer Food Service Program
SMI	School Meals Initiative
SMP	Special Milk Program
SNAM	School Nutrition Association of Michigan
SNAP	Supplemental Nutrition Assistance Program
SNTP	School Nutrition Training and Programs
SY	School Year
TA	Technical Assistance
TANF	Temporary Assistance for Needy Families
TEFAP	The Emergency Food Assistance Program
TN	Team Nutrition
USDA	United States Department of Agriculture
WIC	Special Supplemental Nutrition Program for Women, Infants, and Children

**Grants Coordination and School Support
School Nutrition Training and Programs**



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