

**G-5  
FOOD SERVICE  
MANAGEMENT  
COMPANY/VENDOR**

Grants Coordination and School Support  
School Nutrition Training and Programs



**Coordinated Review Effort (CRE)  
General Areas of Review**

**SCHOOL FOOD AUTHORITY (SFA) REVIEW**

The Food Service Management Company form must be completed and signed prior to the Coordinated Review Effort (CRE). Do not mail the form to the Michigan Department of Education (MDE). The School Nutrition Training and Programs Analyst will collect the form during the CRE. If you have any questions regarding the attached form, please contact a School Nutrition Training and Programs Analyst at 517-373-3347.

**Coordinated Review Effort (CRE)  
General Areas of Review  
SCHOOL FOOD AUTHORITY (SFA) REVIEW**



AGREEMENT #:		SFA:			DATE:		
REVIEW AREAS				YES	NO	N/A	COMMENTS
<b>FOOD SERVICE MANAGEMENT COMPANY (FSMC)</b>							
517a	Does the SFA operate its food service under a contract with a private management company?						
517b	If "YES," what is the legal name of the management company?	—————→					
517c	Does the SFA have a current copy of their contract on file for review by the MDE-Program Analyst?						
517d	The original contract was for the ____ - ____ School Year.						
517e	Has the yearly renewal, as required, been sent to MDE and approved?						
517f	Date renewal was signed and approved by MDE:	—————→					
517g	If "YES," is a copy available for the MDE-Program Analyst to review?						
	How is the FSMC billing the district?						
517h	The FSMC is billing for actual meals and actual costs, not the estimates from the Request for Proposal (RFP) or Invitation to Bid (ITB).						
517i	The district knows how the FSMC is billing for the administrative fee (overhead) and management fee (profit).						
517j	The FSMC is billing according to the price-per-meal and fees bid on the original contract unless the RFP/ITB included a renegotiation clause.						
517k	The FSMC is using products in accordance with the food specs outlined in the RFP/ITB.						
517l	The FSMC is identifying the amount of each discount, rebate, and other applicable credit on bills or invoices presented to the SFA for payment and individually identifies the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit.						
517m	The FSMC is designating its costs to the SFA as follows:						
	1) Each cost submitted for payment on bills or invoices is presented to the SFA, the amount of that cost that is allowable and unallowable (i.e., can and cannot be paid from the SFA's nonprofit school food service account.)						
	2) All unallowable costs are being excluded from billing documents and the FSMC is certifying that: (1) only allowable costs are submitted for payments; and (2) records have been established that maintain the visibility of unallowable costs, including directly associated costs, in a manner suitable for contract cost determination and						
517n	The SFA monitors the food service operation through periodic site visits to ensure the FSMC uses all donated ground beef, ground pork, all processed end products, and all other donated foods in its food service. 7 CFR 210.16(a)(3) and 250.51(d)						

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REVIEW AREAS		YES	NO	N/A	COMMENTS
517o	The FSMC is crediting on bills or invoices presented to the SFA, the value of all donated foods (including both entitlement and bonus foods) received for use in SFA's meal service in the school year, including the value of donated				
517p	The SFA has conducted an annual reconciliation and has maintained records to ensure that FSMC has credited the SFA for the value of all donated foods received for use in the school food service, including the value of donated foods contained in processed end products. 7 CFR 250.54(a) and				
517q	Is an advisory board composed of students, parents, and teachers established and operational to assist in menu planning?				
517r	If "YES," is documentation of advisory board available on file?				
<b>VENDOR/CATERER</b>					
518a	Does the SFA purchase from an outside vendor/caterer?				
518b	If "YES," what is the legal name of the vendor/caterer? _____ →				
518c	Does the SFA have a current Food Service Contract on file?				
518d	Does the SFA have a current Commodity Agreement on file?				
518e	Are commodities stored at an off-site facility?				
518f	If "YES," are those commodities inventoried?				

Please provide copies of student advisory board documentation.

\_\_\_\_\_  
Signature of Superintendent/Business Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email