

Food Service Management Company (FSMC) Contract Overseer Professional Standards Requirements

School nutrition professionals play a critical role in ensuring students have access to nutritious meals that support their growth and learning. In the final rule, [Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act \(HHFKA\) of 2010](#), USDA established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs. These standards set minimum education requirements for new school nutrition directors and annual training for all staff, ensuring these professionals have the knowledge and tools to plan, prepare, and purchase healthy food for safe and nutritious school meals. This final rule went into effect July 1, 2015.

When School Food Authorities (SFAs) contract with a Food Service Management Company (FSMC), the SFA maintains oversight and responsibility for planning, administering, implementing, monitoring, and evaluating the school meal programs. Therefore, the FSMC contract overseer needs to meet the same professional standards as the FSMC Food Service Director (FSD).

The individual named in the SFA-state permanent agreement is considered the SFA director/contact and FSMC contract overseer. Therefore, this person (usually the business manager, financial director, or chief financial officer), must meet the hiring standards for new directors and annual training requirements.

Hiring Standards

As communicated in the [USDA Questions & Answers Regarding Professional Standards for State and Local School Nutrition Program Personnel](#), new FSMC contract overseers hired on or after July 1, 2015, are subject to the same hiring standards as FSDs. These hiring standards vary based on the SFA's student enrollment and are listed in the [USDA Professional Standards Summary of Updates Flyer](#). If you are not sure your FSMC contract overseer meets the hiring standards, please reach out to the School Nutrition Program (SNP) Unit.

All new FSMC contract overseers must also meet the following minimum training standards: at least eight hours of food safety training is required not more than five years prior to their starting date or completed within 30 calendar days of employee's starting date. The Institute of Child Nutrition (ICN) has an eight-hour food safety course that is a popular self-paced option for those not directly involved in the service of meals: [ICN Food Safety in Schools Online Course](#).

Annual Training Requirements

The FSMC contract overseer must also meet the same annual 12 hours of training required for FSDs. Annual training should minimally cover the following subject matter areas: civil rights, point-of-service, offer versus serve (if applicable), and procurement. Additional training hours should be related to FSMC contract oversight and selected with SNP monitoring in mind. In addition to the annual

training requirements, eight hours of food safety training must be completed every five years.

Suggested Training for FSMC Contract Overseers

Individual sponsors determine what training is to be completed at a local level to meet the annual training requirements as long as the minimum hours and topics listed above are covered. Here are some suggestions for FSMC contract overseers seeking food service-related training opportunities from the Office of Nutrition Services (ONS):

- [ONS Town Hall](#)
- [Tuesdays at Two](#)
- [School Meal Overview Workshop \(SMOW\)](#)
- [ONS Online Training Modules:](#)
 - Civil Rights
 - Point of Service
 - Offer Versus Serve
 - Smart Snacks
 - Procurement 101
 - Meal Charge Policy
 - Procuring a FSMC Contract
 - Excess Fund Balances (EFB)
 - Making Breakfast a Success (Administrator's Edition)

Additional training opportunities can be found on the School Nutrition Association (SNA), Michigan School Business Officials (MSBO), ICN, and USDA websites.

What About Vended Meal Company (VMC) Contracts?

Vended Meal Contracts (VMC) do not include SNP management or an FSD. The SFA maintains full oversight and management of the SNP. If the FSD is not the same person who oversees the VMC contract, both the FSD and contract overseer would be required to meet the hiring standards and annual training requirements like FSMC contract overseers.

Questions?

Please contact the School Nutrition Programs unit at MDE with any questions about the USDA Professional Standards. The main phone number is 517-241-5374, or you may email your questions to MDE-SchoolNutrition@michigan.gov.

Please contact the Procurement and Contracts team with questions about FSMC contracts. The main phone number is 517-241-5348, or you may email MDE-FSMC-Vended@michigan.gov.

References

1. [Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act \(HHFKA\) of 2010](#)
2. [USDA SP05-2020: Questions & Answers Regarding Professional Standards for State and Local School Nutrition Program Personnel](#)
3. [USDA Professional Standards Summary of Update Flyer](#)
4. [Administrative Memo No 8., School Year 2019-2020, Training Requirement for SFA Personnel Overseeing FSMC or Vended Meals Contracts \(May 2020\)](#)
5. [MDE ONS Professional Standards Website](#)