

Review of School Food Service Central Office

ADMINISTRATIVE/CENTRAL OFFICE REVIEW REPORT ALL SCHOOLS

I. GENERAL INFORMATION

1. AGENCY NUMBER _____ 2. REVIEW DATE _____
 3. NAME OF SCHOOL FOOD AUTHORITY (SFA)/RECIPIENT AGENCY (RA): _____
 4. ADDRESS: _____
 5. PHONE _____ 6. FAX _____ 7. EMAIL _____
 8. NAME AND TITLE OF SCHOOL FOOD AUTHORITY RA REPRESENTATIVE INTERVIEWED: _____
 9. NAME AND MAILING ADDRESS OF SUPERINTENDENT OF SCHOOLS/ADMINISTRATOR/DIRECTOR: _____
 10. NAME OF REVIEWER: _____
 11. NAMES AND TITLES OF PERSONNEL AT ENTRANCE INTERVIEW: _____
 12A. NAMES AND TITLES OF PERSONNEL AT EXIT CONFERENCE: _____ 12B. DATE _____
 13. TOTAL NUMBER OF SCHOOLS: _____ 14. NUMBER OF SCHOOLS TO BE REVIEWED: _____
 15. INTRODUCTORY COMMENTS: _____

	YES	NO	N/A
16. Is there a central kitchen?	_____	_____	_____
17. Does the School Food Authority/RA participate in processing of commodity foods?	_____	_____	_____
18. Does the School Food Authority/RA utilize a warehouse(s) other than the state contracted warehouse?	_____	_____	_____
19. Is the warehouse owned by the School Food Authority/RA?	_____	_____	_____
20. Does the School Food Authority/RA contract with a commercial warehouse other than the state contracted warehouse?	_____	_____	_____
21. Does the School Food Authority/RA employ a food service management company for the preparation of meals containing donated commodities?	_____	_____	_____
22. Is the "And Justice for All" poster prominently displayed?	_____	_____	_____
23. Does the printed material distributed to the public include the non-discrimination statement?	_____	_____	_____

II. SUMMER FOOD SERVICE PROGRAM

- | | YES | NO | N/A |
|--|-------|-------|-------|
| 1. Does the SFA participate in the Seamless Summer Food Service Program (meal served in summer but claimed in NSLP)? | _____ | _____ | _____ |
| 2. Does the SFA participate in the regular Summer Food Service Program? | _____ | _____ | _____ |

III. APPLICATION AND AGREEMENT

- | | | | |
|---|-------|-------|-------|
| 1. Is the permanent signed agreement between the school and the Bureau of Food Distribution on file and available for review? | _____ | _____ | _____ |
| 2. Are copies of the Annual Agreement Update on file and available for review? | _____ | _____ | _____ |
| b. Is the agreement signed by the Superintendent/Administrator of the Schools? | _____ | _____ | _____ |
| c. Is there a current delegation of authority on file? | _____ | _____ | _____ |
| d. If no, is it signed by the current delegated representatives? | _____ | _____ | _____ |
| e. Name and title of the delegated representative _____ | | | |

IV. RECORDKEEPING

	YES	NO	N/A
1. Does the School Food Authority/RA have a copy of the "Florida Recipient Agency Procedures Manual" on hand and readily available for reference?	_____	_____	_____
2. Does the School Food Service annually monitor school sites' food service activities, including those related to storage and handling of food items, as required by 7CFR 210?	_____	_____	_____
3. Total number of days meals are served? _____	_____	_____	_____
4. Are all records related to Commodities being maintained for 4 years (3 years plus current year)?	_____	_____	_____
5. a. Does the administration regularly review the electronic records of food allocated from the Bureau of Food Distribution (i.e. Notice of Allocation from Simmons On-Line/ECOS)?	_____	_____	_____
b. Describe the System being used: _____	_____	_____	_____
6. a. Is a current inventory of foods available at the commercial distributor/state contracted warehouse on hand for review?	_____	_____	_____
b. Are those records reconciled to an actual inventory listing from the commercial distributor/state contracted warehouse?	_____	_____	_____
7. Where are food usage records maintained?	_____	_____	_____
a. Current year records?	_____	_____	_____
b. Past years' records?	_____	_____	_____
8. Is the SFA/RA regularly monitoring all appropriate school distribution web sites (ECOS, Simmons On-Line, USDA, Florida Food Distribution)	_____	_____	_____

ATTACHMENT I: PROCESSING

YES NO N/A

I. PROCESSING CONTRACTS

1. a. Does the School Food Authority use State/National Processing Agreement?	_____	_____	_____
b. Does the School Food Authority have a contract with processors, not on the state's list of approved processors, to process donated foods into end products?	_____	_____	_____
c. If so, has the contract been approved by the Bureau of Food Distribution?	_____	_____	_____
d. Can the SFA account for all commodities issued to the processor?	_____	_____	_____
2. RA has solicited competitive pricing for processed products in compliance with federal, state or local procurement regulations. Do they have a contract or bid? Piggyback? Powergroup?	_____	_____	_____
3. RA has requested commodities for processing, either by direct diversion or requested a transfer.	_____	_____	_____
4. RA has a system in place to track commodities diverted to a processor.	_____	_____	_____
5. RA has a system in place to track purchases to assure proper value pass through occurs (compare invoices with Summary End Product Data Schedules (SEPDS)).	_____	_____	_____
6. If applicable, has the RA completed the required sales verification (processor and state agency)? Has the RA verified with the processor that they have received the product (NOI-only)?	_____	_____	_____

II. PROCESSING VERIFICATION

1. If the processor uses the refund method, is the school district making monthly application for refunds, if applicable (\$25 or less quarterly, \$25.01 monthly)?	_____	_____	_____
2. Is the processor making refunds within 30 days of receipt of the refund application?	_____	_____	_____
3. Does the school administration deposit the funds received from the processors into the Food Service Account?	_____	_____	_____
4. If the processor uses the discount method, does the school retain purchase records?	_____	_____	_____
5. Do the processors with State or National Agreements give the School Food Service proper discount value?	_____	_____	_____
6. On Fee-for-Service items, are shipping charges indicated as a separate line item on each invoice?	_____	_____	_____

ATTACHMENT II: WAREHOUSE INTERFACING (COMMERCIAL WAREHOUSE)

	YES	NO	N/A
1. Is the food storage warehouse a contracted commercial facility? Name and address of warehouse: _____	_____	_____	_____
2. If yes, was the contract submitted to the Bureau of Food Distribution?	_____	_____	_____
3. Is a current approved and signed contract between the school district/RA and the warehouse on file and available for review?	_____	_____	_____
4. Is the contract signed by the district superintendent/administrator/director or delegated representative?	_____	_____	_____
5. If the current contract has it been submitted to the Bureau of Food Distribution and approved, review the contract to determine if it contains the following provisions:	_____	_____	_____
a. A statement requiring the warehouse to follow the instructions as presented in the Florida Recipient Agency Procedures manual, Policy Numbers 250.14.1, Shipping and Receiving USDA Donated Commodities and 250.14.2, Storage of USDA Donated Commodities.	_____	_____	_____
b. Assurance that the records and premises can be reviewed by Bureau of Food Distribution or USDA staff at any reasonable time during normal working hours.	_____	_____	_____
c. Assurance that all USDA commodities can be identified so that inventories can be maintained.	_____	_____	_____
d. Maintenance or an inventory system that accurately reflects the type, quantity, pack size, receipt date, transfer information, etc. of commodity foods.	_____	_____	_____
e. Assurance that an annual written physical inventory and reconciliation of book to physical be conducted by school food service personnel. Third party inventory service companies, working on behalf of the school, may be used.	_____	_____	_____
f. Specification of beginning and ending contract dates.	_____	_____	_____
g. Provisions for immediate termination of the contract due to noncompliance.	_____	_____	_____
h. Statement that termination of the contract can take place 30 days after notification, by the school food authority, of intent to terminate.	_____	_____	_____
i. Written verification of sufficient insurance coverage equal to the value of stored commodities.	_____	_____	_____
j. Compliance with Food and Nutrition Service's Instruction 709-5, Shipment and Receipt of Foods.	_____	_____	_____

ATTACHMENT III: FOOD SERVICE MANAGEMENT COMPANY

1. Name and Address of the Food Service Management Company: _____			
	YES	NO	N/A
2. Does the School Food Authority/RA have a written contract with the food service management company?	_____	_____	_____
3. If yes, was the contract submitted to the Bureau of Food Distribution?	_____	_____	_____
4. Is a current approved and signed contract between the school district and the food service management company on file and available for review?	_____	_____	_____
5. If the current contract has not been submitted to the Bureau of Food Distribution and approved, review the contract to determine if it contains the following provisions:	_____	_____	_____
a. That the Food Service Management Company will credit, discount, or reimburse the school food service for any commodities utilized based on the current Commodity Value file listing.	_____	_____	_____
b. Assurance that the donated foods will be used only to benefit the school's feeding operation, and used therein.	_____	_____	_____
c. That periodic reconciliation of records documenting commodities received and credits issued to the SFS be conducted by the school administration to verify that credits equal the value of commodities received.	_____	_____	_____
d. That the company's records for the last three years, pertaining to the food service operation of the school, are available for review.	_____	_____	_____
e. A statement requiring the Food Service Management Company to follow the instructions as presented in the Florida Recipient Agency Procedure manual, Policy Number 250.14.2, Storage of USDA Donated Commodities and 250.16, Maintenance of Records.	_____	_____	_____
6. What method is used to credit the school food authority for commodities?	_____	_____	_____
7. Examine invoices from Food Service Management Company to determine if proper credit has been given for USDA commodities used in meal production. Are there any discrepancies in usage versus credit, or refund?	_____	_____	_____

	YES	NO	N/A
8. a. Has the School Food Service Authority transferred any commodities outside of the school district since the last review?	_____	_____	_____
b. If so, are signed receipts and documented state approval for the transfer on file?	_____	_____	_____
9. Are records of transfers within the district maintained?	_____	_____	_____
10. Does the school food service director know the proper procedure to follow when losses occur?	_____	_____	_____
11. a. Has the district experienced any food losses valued at \$100.00 or more, since the last review?	_____	_____	_____
b. Was a claim filed with the Bureau of Food Distribution for the reported losses?	_____	_____	_____
c. Was the proper procedure followed concerning the handling and disposal of losses?	_____	_____	_____
d. Are records documenting the losses retained?	_____	_____	_____