



John R. Kasich, Governor
Paolo DeMaria, Superintendent of Public Instruction

To: Sponsors Participating in the Summer Food Service Program (SFSP) and Food Service Management Companies (FSMC)

From: Andrea Denning, Director
Office for Child Nutrition

Date: April 20, 2018, Revised August 3, 2018

Re: FSMC On-Site Reviews

Purpose

To outline the policy and process to conduct on-site reviews of Food Service Management Company (FSMC) facilities that have contracted with vended sponsors for the Summer Food Service Program (SFSP).

Policy

Per federal regulations, the state agency (SA) must inspect FSMC facilities as part of their review of a vended sponsor (7 CFR 225.7(d)(6)). The Ohio Department of Education (ODE) Office for Child Nutrition (OCN) is responsible for conducting the FSMC on-site reviews. The reviews will be conducted on the same schedule as the review cycle for the sponsor.

If a FSMC contracts with multiple sponsors up for review, OCN only conducts one review of the FSMC. On-site reviews of the FSMC are unannounced.

If a FSMC is issued corrective action, the FSMC must complete the corrective action within 2-3 business days of issuance. If the FSMC fails to correct violations noted in the review, OCN notifies all sponsors and the FSMC that reimbursement shall not be paid for meals prepared by the FSMC after a date specified in the notification. If a sponsor continues to purchase meals from the FSMC after the specified date, the sponsor may not claim those meals for reimbursement.

The sponsor's record in the Claims Reimbursement and Reporting System (CRRS) is the official source of all documentation. The FSMC Monitoring Form and all supporting documentation (food production records and approved menus) are to be uploaded into the correct sponsor file in the CRRS' compliance review module by August 15.

Process

When the list of SFSP sponsors up for review is generated, OCN reviews each sponsor to identify if the sponsor is contracted with a FSMC. FSMC information is in the food production facility section of the sponsor application. Contact information for the FSMC is available in this section as well.

Once all FSMCs requiring an on-site review are identified, OCN schedules the reviews. As the reviews are conducted unannounced, the FSMC should not be notified of the review.

OCN conducts the on-site FSMC facility review using the FSMC review form. All form questions must be answered at the time of the on-site review. Any concerns must be explained in the allotted space. Upon completion of the review, both OCN and a FSMC representative must sign the form.

As part of the on-site review, the FSMC must provide OCN with a copy of food production records and the approved menus for the given timeframe. OCN reviews that the approved menus and food production records are the same and if not, whether appropriate substitutions were made.

Following the review, OCN issues corrective action, if any, to the FSMC. The FSMC must complete the corrective action within 2-3 business days of issuance. If the FSMC fails to correct violations noted by during the review, OCN notifies all sponsors and the FSMC that reimbursement shall not be paid for meals prepared by the FSMC after a date specified in the notification. If a sponsor continues to purchase meals from the FSMC after the specified date, the sponsor may not claim those meals for reimbursement.