



## Indiana Department of Education

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Dr. Katie Jenner, Secretary of Education

### **Procedures for registering a Food Service Management Company (FSMC) or Vended Meal Vendor**

FSMCs or Vended Meal Vendors that want to register with the Indiana Department of Education (IDOE) Office of School and Community Nutrition must complete the FSMC and Vended Meal Vendor Application for Registration. The application must be submitted by the deadline date determined by IDOE School and Community Nutrition. FSMCs that complete the registration process will receive five (5) preference points during the procurement process. The registration process must be completed on a yearly basis. If the FSMC or Vended Meals Provider misses the deadline, they must wait until the next registration period. Newly registered vendors may be subject to meal pattern compliance review by IDOE prior to approval.

Once the application for registration has been completed, please send the completed document to the IDOE Office of School and Community Nutrition at [SCNProcurement@doe.in.gov](mailto:SCNProcurement@doe.in.gov).