SFA with FSMC Responsibility Contact List

If the School Food Authority (SFA) contracts the management of Child Nutrition Program operations with a Food Service Management Company (FSMC), the SFA remains responsible for the overall operation of the Program. This responsibility requires that the SFA retain and maintain direct involvement in the operations and cannot delegate certain responsibilities to the FSMC. This Responsibility Contact List must be maintained for all SFAs that have a contract with a FSMC. It is the responsibility of the SFA to keep the contact list current and it will be required at renewals, reviews, and audits.

Name of SFA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_

| SFA Responsibility Activity | Name of SFA Staff Responsible |
| --- | --- |
| CNP Web Contact Updates | Add name(s)  Add contact number |
| Claims – Edit Checks | Add name(s)  Add contact number |
| Equipment Purchases | Add name(s)  Add contact number |
| USDA Foods Surveys | Add name(s)  Add contact number |
| USDA Foods Orders/Inventory | Add name(s)  Add contact number |
| Monthly USDA Foods Reconciliation Report | Add name(s)  Add contact number |
| Periodic Monitor Review | Add name(s)  Add contact number |
| Free and Reduce F&R Application Processing | Add name(s)  Add contact number |
| F&R Application Verification | Add name(s)  Add contact number |
| USDA Foods DoD Fresh | Add name(s)  Add contact number |
| Direct Certification | Add name(s)  Add contact number |
| Monthly Itemized Invoice Review & Payment Approval | Add name(s)  Add contact number |