Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

School and Community Nutrition
SFA/RCCI Intent to Contract with FSMC Acknowledgment

This Acknowledgment must be completed by the School Food Authorities (SFA) and Resident Child Care Institutions (RCCI) interested in contracting with a Food Service Management Company (FSMC). This Acknowledgment is the first step of the procurement process under the Indiana Department of Education (IDOE) School and Community Nutrition (SCN) when procuring a FSMC.

Instructions: The completed Acknowledgment must be sent to IDOE SCN. This form is to be typed if possible. Please retain one copy for your records. This form is to be completed by the administrator that will perform the administrative duties on behalf of the SFA/RCCI for the purpose of renewing an FSMC contract agreement.

SFA/RCCI Information

SFA/RCCI Name and Address (Street, City, State and ZIP Code):

Casey Howard, 700 School St, Culver, IN, 46511

Karen Shuman, 700 School St, Culver, IN, 46511

Gretchen Johnson, 700, School St, Culver, IN, 46511

Administrator completing renewal agreement process for FSMC/RCCI, Title, Address, Telephone, Fax, Email:

Karen Shuman, Superintendent

700 School St, Culver, IN, 46511, 574-842-3364 x804, kshuman@culver.k12.in.us

Casey Howard, Business Manager/Treasurer

700 School St, Culver, IN, 46511, 574-842-3364 x806, choward@culver.k12.in.us

Sponsor Number: _____

Have any individuals at your SFA/RCCI had any communication with an FSMC about services for next year? ☑ NO ☐ YES (If YES, please provide the name of the FSMC, FSMC Contact Information, and details of communication.) Please use and attach a separate page if necessary.

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Has your SFA/RCCI conducted an analysis of your current food service operation to determine what method of providing food service best meets the SFA/RCCI's goals and objectives? (Self-op vs FSMC) ☐ NO ☐ YES

When does your SFA/RCCI intend to begin services?

SY 26-27

Does your SFA/RCCI presently contract with an FSMC? ☐ NO ☐ YES (If YES, name of FSMC and please complete and attach Termination Checklist.)

Code of Conduct (2 CFR 200.318 (C)(1)(2))

The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by Child Nutrition Program Funds.

No employee, officer or agent shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

a. The employee, officer or agent;
b. Any member of the immediate family;
c. His or her partner;
d. An organization which employs or is about to employ one of the above;
e. A less-than-arms-length transaction. This is one party's ability to control or influence the other party to the transaction. A less-than-arms-length transaction occurs:
    i. When a transaction is conducted between related parties, meaning that the integrity of the transaction could be compromised;
    ii. When one party to the transaction is able to control or influence the actions of the other party.

Examples could include:

1. Hiring the CEO's brother as a janitor.
2. Purchasing goods or services from a business owned by an officer, employee, or relative of the Sponsor's entity.
3. Agreement for computer maintenance between a business and person who are related to the Sponsor's employees or board members.

Employees, officers, or agents must not solicit or potentially accept gifts, travel packages, and other incentives from prospective vendors/contractors. The Child Nutrition Program School or Sponsor must set standards for determining when the financial incentive is considered not substantial, or the gift is an unsolicited item of nominal value and may be accepted.

Hiring Standards & Annual Training Requirements for Food Service Directors (FSD(s))

School Food Authorities (SFAs) choose to outsource management of some or all food service operations to another company or co-op, such as a Food Service Management Company (FSMC), Vendor, or Educational Services Center, are required by USDA to meet the following criteria:

- The SFA must maintain oversight and responsibility for planning, administering, implementing, monitoring, and evaluating the school meal programs. This means the FSD must be hired by the SFA, not the company or co-op.
- Even if the company or co-op appoints a person to oversee food service director duties, the role of FSD must still also remain with the SFA. The USDA hiring standards and annual training requirements are applicable to this role.
- If the school nutrition director duties are equally shared between multiple people, then all individuals must meet the FSD hiring standards. This means that while the SFA must appoint an FSD who meets the hiring standards, the company or co-op might also appoint someone to manage the FSD duties. This person is also required to meet the hiring standards and the training requirements.
- Qualified FSDs, whether hired by the SFA or the company/co-op, must regularly provide on-site assistance and monitoring of all sites under the sponsor. Regular monitoring means on site at least for a measurable portion of each week to ensure food safety, meal pattern and meal count documentation is maintained
- Beginning school year 2022-2023, all SFAs will be expected to have a named food service director on site who meets the requirements as outlined above.
- For more information about hiring standards and training requirements check out the following resources from USDA:

- Professional Standards Summary of Updates Flyer
- SP-05-2020 Questions & Answers Regarding Professional Standards for State and Local School Nutrition Program Personnel

Acknowledgment

If the SFA/RCCI contracts the management of Program operation with an FSMC, the SFA/RCCI remains responsible for the overall operation of the Programs. The responsibility is that the SFA/RCCI retain and maintain direct involvement in operations and cannot delegate certain responsibilities to the FSMC. Therefore, contracting with an FSMC does not mean the SFA relinquishes control of the operation to the FSMC.

Certification

I CERTIFY that the information supplied on this application is true, complete, and correct to the best of my knowledge. Any false statement or misrepresentation may be punishable by law (18 U.S.C. 1001).

Karen Shuman, Superintendent

Name and Title of Authorized SFA/RCCI Administrator Official (Print)

Signature of Authorizing Official

Date: 3/18/26

Telephone: 574-842-3364 x804

Fax: