

FY2022-23 RFP Changes

These changes were due to findings in our ME with USDA

- Clarifying direct billing is ***NEVER*** allowed. This includes labor and items such as cellphone or travel. It must be in the fixed price per meal
- FSMC is required to breakdown their projected expenditures by category which would be the basis of their fixed price bid. Based on Cost Information on page 9 in RFP

FY2022-23 RFP Changes

- Indicating which site(s) the district is possibly wanting a salad bar on Worksheet A-2
- Labor on 1-B & 2B when staff goes to FSMC is ***required*** to be filled out by the FSMC and sent back to OSDE
- If the district will have both SFA & FSMC employees OR when employees leave the district, they go to FSMC, the district can mark in the RFP (Pg. 18) if they will allow a FSMC to send a transition plan with the RFP

FY2022-23 RFP Changes – Transition Plan

- If the transition plan is accepted by the district, the terms will need to be sent to OSDE with the RFP ***BEFORE*** board approval
- Every time an employee leaves and another employee is added and paid for by the FSMC, the labor form **MUST** be filled out and sent to OSDE to ensure the district is being charged correctly
(NEW FORM) FSMC Transition Labor form
 - The one form can be used for the duration of the FSMC contract

FSMC LABOR TRANSITION FORM

Name of District: Green Public School

County/District Code: 78-C099

Start Date of the **ORIGINAL** FSMC Contract: 8/1/2021 (Example: 7/25/20XX)

**This one form can be used for the duration of the 5 year contract between the SFA & FSMC..*

**This form must be sent to the State Department every time a new employee goes with FSMC.*

Name of Employee Who Left the District AND/OR Name of Employee Hired by the FSMC	Date NEW Employee Start-ed with FSMC	Date Employee LEFT the District	Contract Year Hire Started with FSMC	The FIXED-PRICED Rate charging for New Hire
Johnny Smith		7/30/21	2022	
Kendra Greene	8/13/21			.33
Sherri Olander		12/17/21		
Karen Davies		1/3/22		
Sam Gov	2/1/22		2022	.33

Current Total Number of Employee(s) the FSMC is Charging the District:	2	Total Fixed-Price Fee added to Meal Rate for ALL Employees:	.66
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I certify that the employees listed have either left the district or the new hire is now being paid for by the FSMC. The district and FSMC have a transition plan in place allowing the FSMC to charge the district for employees who have left and the new employee is hired by the FSMC. The FSMC can only charge the district once the new hire starts and is being paid for by the FSMC.

Signature of Authorized Representative at the District

Date

Signature of Authorized Representative for the FSMC

Date

Transition Plan

- If an employee leaves, if the district agrees, FSMC can charge a price-per meal fee for each new employee
- The price agreed upon is added to the fixed-price per meal and is charged with all meals served
 - **Example:** The agreed price is 10 cents per meal for each employee taken by FSMC
 - If the new employee is hired at the elementary school, the price charged will be an additional 10 cents for ALL meals that month at the district not just the elementary meals served

Transition Plan & Approval

- If the transition plan is not approved by OSDE AND if the FSMC Transition Labor form is not sent to OSDE showing employee changes, ***Child Nutrition funds cannot be used for the additional charge***
 - The FSMC Transition Labor form must be signed by both the school & FSMC each time changes occur

Charging the District

- ***The FSMC can ONLY change the price of the contract once a year at renewal***
 - It can only change per the CPI percentage amount
- ***The district DOES NOT have to accept the new price from the FSMC***
 - It is an agreement between the two parties

Charging the District

No matter the circumstance, the FSMC CANNOT CHANGE THE PRICE OF THE CONTRACT or pay the FSMC more outside of what has been agreed upon in the contract sent to OSDE

Supply Chain Funds (SCA)

- This money belongs to the district
- The FSMC cannot decide for a district if they want to receive these funds or not
- The FSMC ***MUST*** give the district invoices for the amount of minimally processed food they supplied to the district

Allowable SCA Expenditures

SCA funds must exclusively be used for the purchase of domestic food products (commodities) that are unprocessed or minimally processed. These may include:

- Fluid milk, cheese, yogurt
- Fruits and vegetables (including 100% juices)
- Grain products (loaf of bread, pastas, rice)
- Meats (whole, pieces, ground)
- Meat alternates (beans, legumes)

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SCA Example Using Funds

- 1) The FSMC monthly invoice to the district is \$25,000
- 2) The FSMC gives the district food invoices showing this school used \$8,345 in milk for the month billed
- 3) The district can use \$8,345 of SCA funds to pay the FSMC invoice