



# Transitioning from a Food Service Management Company (FSMC) to Self-Op Guide

If your district is considering transitioning from a FSMC back to self-operational for Child Nutrition the information below may make the transition easier. If you need further assistance or have questions, please reach out to your Regional Child Nutrition Program Specialist or contact the State Agency at 405-521-3327.

## 1. Before the FSMC leaves the district

Reminder: The FSMC owns all the food including the USDA Foods and possibly other items in your cafeteria they purchased. Make sure the district has an inventory of all the items the school owns including items like potholders, pans, etc. Create a new inventory before the FSMC closes out to see what you have so you know what needs to be purchased.

## 2. USDA Foods/Commodities

Make sure someone at the district has the username and password for the USDA Foods/Commodity portal. To help with menu planning, the district needs to know what USDA Foods the FSMC ordered for the district for the upcoming year. If you have questions about USDA Foods, contact Gina Kazerooni at [gina.kazerooni@okdhs.org](mailto:gina.kazerooni@okdhs.org) or 405-521-6472.

- If the FSMC processed commodities, make sure someone at the district has the log in for K-12 and/or ProcessorLink to see what USDA Foods are being processed and how much is being processed. These websites will let you know your remaining balances on processed commodities. Make sure the FSMC lets you know what your pass-through value method is on the products that are being processed. Was it - Fee for Service, Net Off Invoice (NOI) or Rebates?
- **Reminder: The FSMC paid for the food and credited the school for all USDA Foods for the current year. Therefore, the FSMC will take all the food and USDA Foods with them when they exit the district.**

## 3. Procurement

- A. The district will need to follow proper procurement standards when purchasing food and supplies. All schools are required to have a Procurement Plan for Child Nutrition. Follow the guidelines listed in your plan.
- B. The best way to know how much food to order is to forecast. To forecast, look at your Production Records (*the required forms to write what was served daily for each meal service*) Look to see how many students ate and how many students took each component. This is a good place to start when knowing how much food to order and serve.
- C. It is required for the district to have Specifications. Specifications are essentially your grocery and supplies list you send to vendors to give you a bid. (*Writing Specifications will develop over time, we ask you start with your top 20 items and keep adding to the list every couple of months.*)
  - Specification information and examples start on page P-46-48 in the Child Nutrition Manual.
- D. There are a couple of ways you can order food without having to conduct Procurement. One is using the Co-op: Smart Campus or going on State Contract. Both of these have already procured

the food and supplies. All you have to do is join and order from their list. You will still need to conduct procurement for milk and other items procured outside of their contract. State Contract and Campus Smart require the district order around 80% of your products through them.

- State Contract: Contact Central Purchasing at (405) 522-0955 or
- Campus Smart: Dan Lindsay with Edmond Public Schools

Forms:

- District's Procurement Plan for Child Nutrition
  - If the district cannot locate the plan, you can download and adopt the Procurement Plan the State Agency has that meets USDA requirements. It is located in CARS, Other Documents in the Procurement section. *It must be filled out and board approved.*
- Product Specifications form can be found on page P-49 in the Child Nutrition Manual or in CARS, Other Documents in the Interactive Forms section.

Training:

- Procurement for CNP Training: Located on OSDE Connect and offered via Zoom 2-3 times a year

#### 4. Menu Planning

We suggest that cycle menus are used to ensure the district meets the daily and weekly requirements for the school lunch and breakfast program. We have several resources and trainings to ensure successful menus. Use the Meal Pattern information in the Cafeteria Managers section of the Child Nutrition Manual.

- Standardized Recipes from USDA are available in CARS, Other Documents under the Resources section as well as the other websites in the links below:
  - <https://www.fns.usda.gov/tn/recipes-healthy-kids-cookbook-schools>
  - <https://theicn.org/cnr/>
  - <https://cookingforkids.ok.gov/>

Forms:

- Lunch and Breakfast School Meal Patterns in the Child Nutrition Manual on pages CM 6-7.
- Meal Pattern forms to create menus are in CARS, Other Documents under the Meal Pattern Documents section.
- Menu Planning tool can be found on pages CM 14-19 in the Child Nutrition Manual.

Trainings:

- Meal Patterns for Schools Training: Located on OSDE Connect and offered via Zoom every 3 months.
- Food Buying Guide Overview: Located on OSDE Connect and offered via Zoom every 2 months.
- Whole Grain-Rich Training: Located on OSDE Connect.
- Cafeteria Staff & Managers Training offered in-person every July.
- Cooking for Kids Trainings: <https://cookingforkids.ok.gov/>

#### 5. Point of Service

Ensure the point of service system is up-to-date and communicating with your student information system (SIS).

Forms:

- Acceptable Meal-Counting and Claiming System checklist on page C-53 in the Child Nutrition Manual.
- Edit Check form comes from the point-of-sale system. The Edit Check is what the district uses to submit the claim. Your system usually has one that can be printed out. It does have to have all the required columns like the one in the Child Nutrition Manual on page C-53. If your school or site(s) are Provision or CEP, you can keep a modified Edit Check found on page C-77-78.

Trainings:

- ABVM Training offered in-person every July

## 6. Meal Service

- A. The meal service, records are to be kept regarding food offered to students and serving sizes. The district may choose to do Offer vs Serve for grades K-8. Offer vs Serve is required for high school students. It does save in food cost and food waste.
- B. Schools are required to keep Nutrition Facts labels and ingredient list(s) for food products served for a nutrient analysis. Schools are also required to print out Product Fact sheets for USDA Food items that would otherwise require a CN label or Product Formulation Statement (PFS). CN labels and Product Formulation Statements are used for combination food items and are required to be maintained. Information and examples of CN labels and PFS starts on page CM-38 in the Child Nutrition Manual.

Forms:

- Production Records form: Interactive forms can be found in Other Documents and on pages CM-63-69 of the Child Nutrition Manual.

Trainings:

- Production Record Training: Located on OSDE Connect and offered via Zoom every 3 months.
- Offer vs Serve Training: Located on OSDE Connect and offered via Zoom every 3 months.
- Cooking for Kids: <https://cookingforkids.ok.gov/>
- Food Buying Guide Overview: Located on OSDE Connect and offered via Zoom every 2 months.

## Resources

Other Documents website: <https://cnp.sde.ok.gov/oknslp/PrintDocuments.aspx>

- CARS, Other Documents Sections
  - Child Nutrition Manual
  - Procurement
  - Meal Pattern Document
  - Interactive Forms
  - Resources
  - Food Safety
  - Food-Buying Guide
  - Training Information
  - Training-Cooking for Kids
- Child Nutrition Manual: Cafeteria Managers Section
  - (C = Compliance section, P=Procurement section, CM = Cafeteria Managers section)

- Team Nutrition website: <https://www.fns.usda.gov/tn/school>

### Additional Forms:

- Food Safety Checklist on pages CM 79-82 in the Child Nutrition Manual
  - A new Child Nutrition Director, is required to have Food Safety Training in the first 30 days, if they don't already have it. This is required for everyone once every 5 years. Food Safety Training can be completed for free through the Institute of Child Nutrition. (*Instructions are in CARS, Other Documents under the Food Safety section*).
- Hiring Standards & Professional Development Standards can be found on pages CM 90-93 in the Child Nutrition Manual.
- HACCP Guide can be found in CARS, Other Documents in the Food Safety section.
  - Print this guide and glance at it to see what the school is doing. Every school is required to have a HACCP plan. If you are not doing something listed in this guide, mark it out or write in what you are doing. It must reflect what the district is doing in the kitchens.
- Inventory for Purchased Foods and a separate inventory for USDA Foods. The inventory form for purchased foods can be found in the Child Nutrition Manual on page CM-116 or in CARS, Other Documents under the Interactive forms section. Contact Gina Kazerooni at DHS to see if a certain inventory form is required for commodities. DHS administers the commodity program in Oklahoma. Contact Gina Kazerooni at [gina.kazerooni@okdhs.org](mailto:gina.kazerooni@okdhs.org) or 405-521-6472

### Training Information:

- CARS, Other Documents: Training Information section: <https://cnp.sde.ok.gov/oknslp/PrintDocuments.aspx>
  - Links for OSDE Connect online, self-paced trainings
  - Links to Zoom links of live trainings for the month
  - Links for Cafeteria Staff & Manager Training: in-person every July-August throughout the State (*registration starts in April of each year*)
  - Links for ABVM Training: in-person every July-August throughout the State (*registration starts in April of each year*)
  - Institute of Child Nutrition and Culinary Institute of Child Nutrition (USDA's training website)
    - They have trainings available in Spanish
- CARS, Other Documents: Training - Cooking for Kids section
  - Cooking for Kids in-person trainings and links: <https://cookingforkids.ok.gov/>
    - School can get a chef consultation by going to an in-person Cooking for Kids Skills Training over the summer.

### Ending the Contract with the FSMC:

If you plan to end your contract with the FSMC, we will need something in writing for our records. We will also need something in writing if your 5-year contract is up and you do not plan on going out on bid. We keep track of who needs to rebid, and we will reach out to you if you did not request an RFP. You can send an email or something on school letter head. The information can state:

- “\_\_\_\_\_ Public Schools will not be renewing our contract with \_\_\_\_\_ (name of FSMC). We will be going back to self-operating.” *OR*
- “\_\_\_\_\_ Public Schools will no longer be using a FSMC, we will be self-operating.”