

## Documentation of Participation



### February 2018 Management & Oversight of FSMC Contracts

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**Date:** Friday, February 23, 2018 – 9:30 a.m. to 11:00 a.m.

**Description:**

- Duties of the Authorized Representative
- Self-monitoring requirements
- Advisory group meetings
- Oversight and reconciliation of USDA Foods
- Verifying Charges on Invoices from FSMC
- Compliance with Meal Patterns
- Implementing Offer vs Serve
- Monitoring Food Production Records
- Documentation for Smart Snacks/a la carte
- Oversight of food safety
- Correct Procurement conducted by FSMC

**USDA Professional Standards Areas:** Operations (2460) – 1.5 HOURS

Participants will be able to:

- Manage oversight of Food Service Management Company contracts

Name of Participant: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_

Date: \_\_\_\_\_