

Division of Responsibilities for Food Service Program

| COSTS: Check the box for those that will be the responsibility of the FSMC and those costs that will be the responsibility of the LEA. | FSMC | SFA | N/A |
|---|------|-----|-----|
| Food Cost (food, condiments, beverages) | | | |
| Food Purchasing | | | |
| Processing of Invoices | | | |
| Payment of Invoices | | | |
| Donated Food Inventory Control | | | |
| Storage/Delivery Charges of Donated Foods | | | |
| Delivery of Donated Foods between school buildings | | | |
| Labor Cost | | | |
| Payment of Managers, and/or Supervisors | | | |
| Payment of Hourly Wage Employees | | | |
| Payroll Taxes of all Employees | | | |
| Preparation of all Employee Payroll | | | |
| Processing of all Employee Payroll | | | |
| FICA | | | |
| Retirement for Contractor's employees | | | |
| Unemployment Insurance for Contractor's employees | | | |
| Workers' Compensation for Contractor's employees | | | |
| Health Insurance for Contractor's employees | | | |
| Life Insurance and Disability for Contractor's employees | | | |
| Holidays for Contractor's employees | | | |
| Labor Charges for Supervision of Outside Groups using Facilities | | | |
| Student Labor (IF Any) | | | |
| Other Purchased Services | | | |
| Telephone, local service | | | |
| Telephone, long distance | | | |
| Utilities (heat, power, water) | | | |
| Extermination | | | |
| Laundry | | | |
| Removal of Trash and Garbage from Kitchen | | | |
| Removal of Trash and Garbage from Premises | | | |
| Other | | | |
| Supplies | | | |
| Disposable Service ware | | | |
| Cleaning Supplies | | | |
| Paper Supplies | | | |
| Uniforms | | | |
| Menu Paper | | | |
| Menu Printing | | | |
| Promotional Materials | | | |
| Nutrition Education and Materials | | | |
| Office Supplies | | | |
| Postage | | | |
| Equipment and Facilities | | | |
| Replacement of Capital/Major Equipment | | | |
| Replacement of Expendable/Minor Equipment | | | |
| Repair of Equipment (Normal wear and tear) | | | |
| Routine Cleaning of Cafeteria Walls and Floors | | | |
| Routine Cleaning of Kitchen Walls and Floors | | | |
| Periodic Waxing and Buffing of Floors | | | |
| Sanitation and Proper Use of Equipment | | | |
| Daily Cleaning of Cafeteria Tables and Chairs | | | |

| COSTS: Check the box for those that will be the responsibility of the FSMC and those costs that will be the responsibility of the LEA. | FSMC | SFA | N/A |
|---|-------------|------------|------------|
| Capital Improvement | | | |
| Building Structural Changes | | | |
| Painting | | | |
| Other | | | |
| NSLP Application Agreement Forms | | | |
| NSLP Free/Reduced Application Distribution | | | |
| NSLP Free/Reduced Application Approval | | | |
| NSLP Free/Reduced Application Verification | | | |
| Records Supporting Reimbursement Claims | | | |
| Claims for Federal & State Reimbursement | | | |
| Point-of-Sale Accountability | | | |
| Receipt of Federal & State Reimbursement | | | |
| Pricing of NSLP Meals | | | |
| Collection and deposit of Daily Cash Receipts | | | |
| Menu Development | | | |
| Menu Distribution | | | |
| Pricing of A la Carte Offerings | | | |
| Inter-LEA Deliver to Satellite Areas | | | |
| Vehicle Lease or Purchase | | | |
| Vehicle Maintenance | | | |
| Vehicle Fuel and Oil | | | |
| Vehicle Taxes | | | |
| Vehicle Insurance | | | |
| Vehicle Licenses | | | |
| Vehicle Registration | | | |
| Depreciation | | | |
| Audit fees | | | |
| Licenses/Permits | | | |
| Promotions | | | |
| Mileage | | | |
| Employee Physicals | | | |
| Sales Tax | | | |
| Performance Bond (if applicable) | | | |
| Liability Insurance | | | |
| Miscellaneous | | | |
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