Food Service Program Accountability

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Office of Nutrition Services

Michigan Department of Education

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Objective and Agenda for Today

Objective

Following this presentation, you will be able to review food service operations in your school district to assess compliance with state and federal regulations.

Agenda

1. Program Compliance
   - Critical Areas of the Administrative Review
   - General Areas of the Administrative Review
2. Fiscal Compliance
   - Resource Management Review
3. Procurement Compliance
   - Procurement Review

Administrative Review

Critical Areas

- Meal Access and Reimbursement
  - Certification and Benefit Issuance
  - Verification
  - Meal Counting and Claiming

- Meal Pattern and Nutritional Quality
  - Meal components and quantities
  - Offer verse Serve (OVS)
  - Dietary specification

General Areas

- Civil Rights
- SFA On-Site Monitoring
- Local School Wellness Policy
- Smart Snacks
- Professional Standards
- Water
- Food Safety
- Reporting and Recordkeeping
- Outreach
- Buy American
- Resource Management

Critical Areas

Program Compliance: Administrative Review

Meal Access and Reimbursement

Certification and Benefit Issuance

- Overview of [Free and Reduced Meal Applications](#)

- Income guidelines

- Carryover

- Household notification

- Denied applications

- Benefit issuance list

- [Eligibility Manual](#)

Meal Access and Reimbursement

Certification and Benefit Issuance

- [Direct certification](#) list
- SNAP/TANF/Medicaid/Foster
- Medicaid free and reduced
- FDPIR/Head Start/ Migrant/Homeless
- Pull list a minimum of 3 times per year
- [CEPI Master Calendar](#)
- Extended Eligibility

UIC	EligCat	LastName	FirstName	MiddleInitial	DOB	Gender	StudentNumber	DateExited	EligibilityDate
	S						10141008		7/25/2018
	M						803268		7/25/2018
	S						803283		11/29/2018
	M						774052		11/29/2018
	S						768960		7/25/2018
	M						770195		7/25/2018
	M						10166256		11/29/2018
	M						741788		7/25/2018
	S						753522		7/25/2018
	S						10166257		11/29/2018
	M						10150109		7/25/2018
	S						765978		11/29/2018
	R						759263		11/29/2018
	M						10141019		7/25/2018
	M						763960		7/25/2018
	M						789741		12/28/2018
	S						766080		11/29/2018
	R						770469		11/29/2018
	M						749939		7/25/2018
	M						10141021		2/27/2019
	M						773402		2/27/2019

Certification and Benefit Issuance Common Findings

Free & Reduced Meal Applications

- Incomplete income and frequency, calculation error
- Missing household members
- Missing last 4 digits of the Social Security Number
- Incorrect SNAP food assistance number
- Application is not signed

Direct Certification

- Not pulling the list 3 times a year
- Pulling the wrong list
- Incorrect benefit transferred to benefit issuance list

Meal Access and Reimbursement

Verification

- [Verification process](#)
- Pull applications on file as of October 1st
- Process occurs from October 1st – November 15th
- SFA-VCR Report- Due February 1st

Meal Access and Reimbursement Common Findings

Verification

- Applications not verified correctly
- Not completing the process by November 15th
- Changes in benefits made incorrectly
- Verification letters do not contain the required information
- SFA-VCR was not completed on-time or is not correct
- Sponsor did not select the correct sample size
- Benefit issuance list was not updated with the verification results

Meal Counting and Claiming

- Must have a meal counting and claiming system

- Meal Counting Procedure

- Acceptable point of service

- Observation at the school level

- Edit Checks

- Training requirements

- Overt identification

- Adult Meals

- Classroom meals

Meal Access and Reimbursement Common Findings

Meal Counting and Claiming

- Breakfast in the classroom
- Meals not counted at the point of service
- Claiming adult meals or second meals
- Claiming meals based on attendance
- Claim does not match POS
- Overt identification of eligible students

Meal Pattern and Nutritional Quality

Meal Components and Quantities

- [Meal Pattern Requirements](#) for age/grade group
- [Meal Component Tool](#)
- Supporting documentation
  - Child Nutrition Labels
  - Standardized Recipes
  - Product Formulation Statements
  - Nutrition Fact Labels

	Amount of Food Per Week (Minimum Per Day)		
	Grades K-5	Grades 6-8	Grades 9-12
Fruits (cups)	5 (1)	5 (1)	5 (1)
Vegetables (cups)	0	0	0
Grains (oz eq)	7-10 (1)	8-10 (1)	9-10 (1)
Meats/Meat Alternates (oz eq)	0	0	0
Fluid milk (cups)	5 (1)	5 (1)	5 (1)

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Meal Pattern and Nutritional Quality Common Findings

Meal Components and Quantities

- Insufficient quantities

- Vegetable subgroups

- Milk variety

- Whole grains

- Standardized recipes not followed

- Too much juice

Meal Pattern and Nutritional Quality

Offer vs Serve (OVS)

Breakfast- OVS

- Optional for all age/grade groups

- Offer at least four items

- Three items must be selected

- ½ cup fruit and/or vegetable required

Lunch-OVS

- Required for high school

- Offer five food components

- Three components must be selected

- ½ cup fruit and/or vegetable required

Meal Pattern and Nutritional Quality Common Findings

Offer Vs Serve (OVS)

- Signage not available at or near the beginning of the service line

- Signage does not include 1/2cup fruit and/or vegetable requirement

- OVS is not implemented correctly

- Staff has not been trained annually

Meal Pattern and Nutritional Quality

Dietary Specifications and Nutritional Quality

- Dietary Specifications Assessment Tool (DSAT)
- Determines risk status
- In depth nutrition analysis for high risk

	Grades K-5	Grades 6-8	Grades 9-12
Min-max calories (kcal)[h]	550-650	600-700	750-850
Saturated fat (% of total calories)[h]	<10	<10	<10
Sodium Interim Target 1 (mg)[h]	≤ 1,230	≤ 1,360	≤ 1,420
Sodium Interim Target 1A (mg)[i]	≤ 1,110	≤ 1,225	≤ 1,280
Trans fat[h]	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.		

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General Areas

Program Compliance: Administrative Review

Civil Rights

Civil Rights documents: [MDE - Civil Rights Guidance](#)

- Complaint procedure / log / form

- Current non-discrimination statement

- Special Dietary Needs Form: [Special Diet Form](#)

- Services provided for Limited English Proficiency Households
    - Welcome to [LEP.gov](#)

- Annual training requirement

And Justice for All Poster

The most recent poster must be displayed in a public location.

They are available on the USDA website to print at:

[And Justice for All Posters (Guidance and Translations) | USDA-FNS](#)

The poster must be printed in the approved size -11x14 or MDE can mail them to schools.
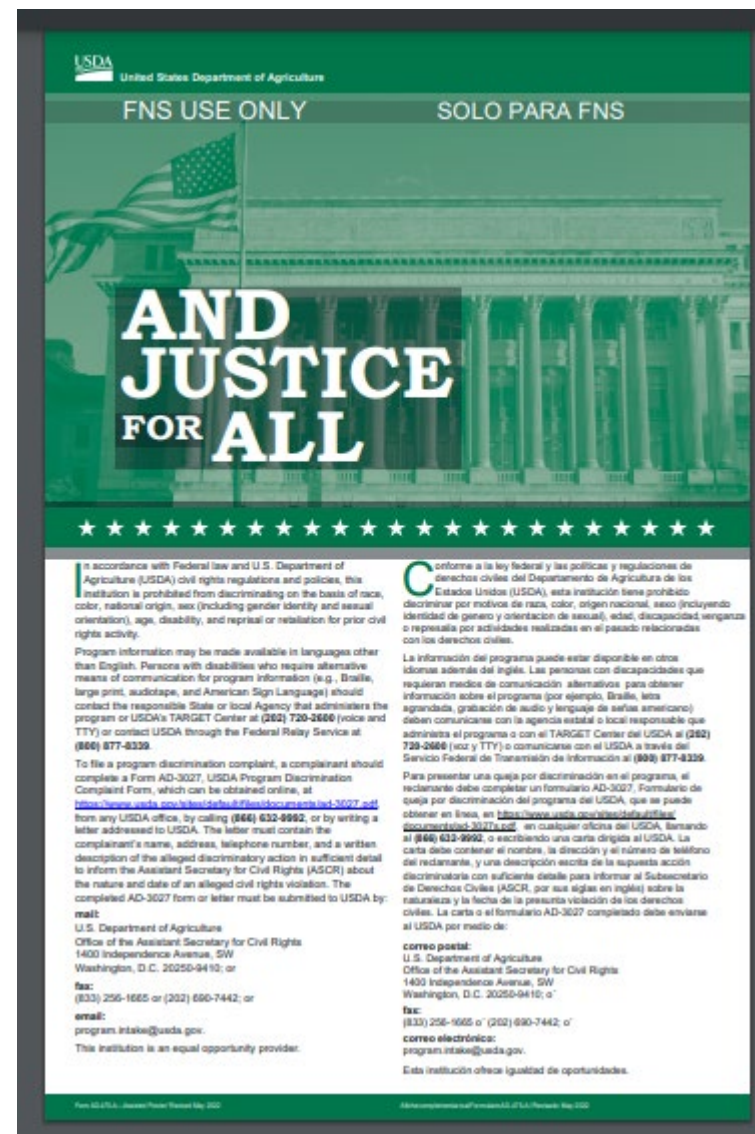
Civil Rights Common Findings

- Outdated non-discrimination statement

- Poster not displayed

- Missing compliant procedure, log and form

- Civil Rights training not competed

On-Site Monitoring

MDE On-Site Monitoring Forms

- Due February 1st each year
  - All schools must be monitored for lunch
  - At least 50% of schools participating in breakfast
  - One Sponsor Level Monitoring Form per district

- Afterschool Snack Program Monitoring Form
  - Complete twice per year for each Afterschool Snack Program
  - Complete once in the first 4 weeks of program operation and again in the second half of the school year

On-Site Monitoring Common Findings

- The on-site monitoring for breakfast and/or lunch was not completed prior to February 1.

- The on-site monitoring forms were not signed by the sponsor.

- Follow-up and documentation of corrective action not completed within 45 days

Local Wellness Policy (LWP)

What is an LWP?

- Written document of official policies that guide a school district or organizations efforts to establish an environment that promotes student's health and well-being and ability to learn by supporting healthy eating and physical activity.

- Every sponsor that participates in the National School Lunch Program (NSLP) must have a Local Wellness Policy.

What are the requirements?

- LWP Requirement Checklist
  - Policy Documentation
  - Wellness Committee
  - Content: Specific Goals
  - Updates
  - Triennial Assessment

- Triennial Assessment Plan

- LWP Resources

Local Wellness Policy Common Findings

- Annual review and possible update of policy did not occur

- Stakeholders were not invited to participate

- Triennial assessment was not completed

Help Us Make the Healthy Choice the Easy Choice at School!
#schoolwellness

Smart Snacks

- Rule covers all foods sold on campus during the school day: Includes Cafeteria, School Store, Vending Machines, Fundraisers, etc.

- Documentation
    - Copy of Smart Snacks SFA food sale policy; including person(s) responsible for monitoring.

    - Exempt Food Fundraiser Tracking Tool Smart Snacks Tracking Tool

    - Nutrition documentation for food and beverage items sold in site(s) selected for review (except for reimbursable meals), including food sold by entities outside of school food service. Smart Snacks Product Calculator

Smart Snacks Common Findings

- Foods and beverages sold to students during the school day do not meet smart snack standards.

- A combination building is not offering only beverages that meet the youngest age group per smart snack requirement.

www.michigan.gov/mde

Professional Standards

- [Professional Standards Guidance](#)
  - Training Standards
  - School Nutrition Director Hiring Standards
  - Tracking Tool

- Hiring Documentation that supports Education/Experience requirements for Food Service Directors hired after July 1, 2015.

- Training documentation for Food Service Management Company contract overseer (district employee). [Admin Memo No. 8: SY 2019-2020](#)

- Training Documentation that supports all school nutrition staff/personnel have met the minimum yearly training requirements for their position.

Professional Standards Common Findings

- Professional standards training requirements were not met for the school nutrition staff for the current school year.

- Training hours are not being tracked on an annual basis per professional standards guidelines.

Buy American Provision

Part of the National School Lunch Act- supports the mission of the Child Nutrition Programs to serve children nutritious meals and support American agriculture.

Buy American Provision Form- required to be completed for non-domestic food purchase exception.

Common Finding: Forms are not completed.

Food Safety

Most recent health inspection posted in visible location.

Two health inspections required, per school, per school year.

Food Safety Plans for all serving sites, including classrooms. Template plans with Standard Operating Procedures (SOP) are available.

Temperature Logs

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Food Safety Common Findings

- Health inspections are not posted or visible.

- Food Safety plans not available for all serving locations.

- Food Safety plans are not updated and reviewed with staff annually.

Reporting and Recordkeeping

- Reports must be submitted as required

- Records must be kept for 3 years plus the current fiscal year
  - Benefit Issuance Documents- student eligibility applications, direct certification, and verification
  - Claim Documents-count forms, POS reports, rosters
  - Meal Pattern documents-menu, production records
  - General Area documents-LWP, Civil Rights, Food Safety

Reporting and Recordkeeping Common Findings

- Reports are not submitted or by due date

- Accurate and complete production records are not being kept by the sponsor

- Production records not maintained or complete

Outreach

School Breakfast

- Must be conducted at least 3 times per school year with documentation.

- Notify parents via newsletter, websites, open houses, etc.

- Outreach must include meal location, serving time and price (if applicable).

Summer Food Service Program

- Must be provided prior to the end of the school year

- Link to SFSP site locator map: SFSP Site Map

- Sample Messages

Outreach Common Findings

- School Breakfast
  - Outreach is not completed or less than 3 times
  - Missing required information

- Summer Food Service Program
  - Outreach was not provided

School Nutrition Programs (SNP)

PHONE:

517-241-5374

E-MAIL:

MDE-SCHOOLNUTRITION@MICHIGAN.GOV

WEBSITE:

WWW.MICHIGAN.GOV/SCHOOLNUTRITION

SNP TRAINING MODULES:
ONLINE TRAINING MODULES (MICHIGAN.GOV)

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www.michigan.gov/mde

Food Service Program Accountability

Fiscal Compliance

Stacey Lamper-McFall

Office of Nutrition Services

Michigan Department of Education

MSBO Conference 2024

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School Nutrition Programs
Flow of Funds

USDA - FNS

MWRO

MDE

SFAs

Regulations

7 CFR Part 210 – USDA Program Regulations

- 210.14 Resource Management
  - 210.14a Nonprofit School Food Service
  - 210.14b Net Cash Resources
  - 210.14c Financial Assurances
  - 210.14e Pricing Paid Lunches
  - 210.14f Revenue from Non-Program Foods
  - 210.14g Indirect Costs
- 210.19 Additional responsibilities
  - 210.19(a)(1) Assurance of compliance for finances
  - 210.19(a)(3) Program compliance
- 210.9 Agreement with State Agency

2 CFR Part 200 – Uniform Guidance

- 200.313, 200.407, 200.439 Equipment
- 200.318-326 Procurement
- 200.403 Allowable Costs
- 200.404-.405 Necessary, Reasonable, Allocable
- 200.412 Treated Consistently
- 200.420-.475 Allowability of Specific Items of Cost
- 200.414 Indirect Costs
- 200.501 Requiring Audits

MDE Financial Requirements

Michigan Public School Accounting Manual

- Consistent recording of financial transactions

Financial Information Database

- Annual reporting requirement

⌂ > Services > Financial Management > State Aid & School Finance > Public School Accounting

Revenue Account Structure

- Fund Code 25- Food Service Fund
- Major Class Code- basic account identifier for revenue
- Suffix is used to further distinguish between revenue sources
- The Grant Code is used to further describe revenue by grant

Fund	Transaction	Major Class	Suffix		Grant	Other
X X	X	X X X	X X X X	X X X	X X X X	X X X X X - X X X X

State Revenue Codes

Current Year State Aid Section	Description	Fund	Major Class Code	Revenue Grant/State Code
31a	At Risk Children	25	312	306X
31d	School Lunch Programs	25	312	310X
31f	School Breakfast Programs	25	312	311X
30d	Michigan School Meals - Breakfast	25	312	264X
30d	Michigan School Meals - Lunch	25	312	265X

Expenditure Account Structure

- Fund Code 25- Food Service Fund
- The Function describes the activity for which a service or material is acquired, specifically Food Services (297)
- The Object Code describes the service or commodity obtained
- The Grant Code is used to further describe expenditures by grant
- Must use proper Grant Code for breakfast and lunch (i.e. 310, 311, 850, 851)

Fund	Transaction	Function	Object	Program	Grant	Facility /School	Other
XX	X	XXX	XXXX	XXX	XXXX	XXXXX	XXXX

Resource Management

Resource Management (RM) Overview

Allowable use of food service program funds

Financial component of the Administrative Review (AR) of School Nutrition Programs

RM Reviews involve both the Food Service Director and the Business Manager

The Business Manager is the main point of contact for RM Reviews

DESK
AUDIT

Four Sections of the RM Review

Maintenance of the Non-Profit Food Service Account (NFSA)

Paid Lunch Equity (PLE)

Revenue from Nonprogram Foods

Indirect Costs

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Maintenance of the NFSA

- Allowable Costs
- Net Cash Resources
- Spend Down Plan
- Equipment Requests
- Written Policies and Procedures

Maintenance of the NSFSA

This section looks at the financial "health" of your food service program and financial compliance

MDE assesses the following:

FID or CNP-YER	Fund Balance	Transfers out of the NSFSA

WRITTEN INTERNAL CONTROL POLICIES AND PROCEDURES

POLICY

A Policy is a general statement that lays the foundation and guides the decision making in an organization. It is a deliberate system of guidelines to guide decisions and achieve outcomes.

- Focus is broad
- Shows the "Why"
- Not changed frequently

- *Example: An Organizations has a policy on employee attendance*

- *Example: A school district has a policy on managing grant funding*

PROCEDURES

A procedure is a document that details the step-by-step instructions that everyone should follow to tackle an issue or make a decision.

- Focuses on specifics
- Shows the: How? When? Where? Whom?
- Adjusted based on operational changes

- *Example: An Organization has a procedure how to report absences*

- *Example: A Food Service Department has procedures on how they handle cash when collecting funds at POS and who makes the deposit*

Written Internal Control Procedures

Child Nutrition Program

- Determine Allowable vs Unallowable

- Training

- Separation of Duties

- Physical Controls

- Equipment Purchases

- Allowable Fund Balance Tracking

What Are Allowable Costs?

Sp 60-2016

Examples of allowable costs

Food	Supplies	Salaries/Benefits
Food Service Equipment	Kitchen/Cafeteria Renovations	

Examples of Unallowable costs

Land

Infrastructure Costs

Contingency Fees

Security Cameras

Public Announcement Systems

Air Conditioning

NET CASH RESOURCES

Revenue

Local (11x-15x, 17x-19x)	$2,379.08
Pupil/Students (161)	$194,419.38
Patron/Adults (162)	$11,115.13
Milk (163)	$0.00
Ala Carte (164)	$103,913.05
Catering (165)	$47,737.51
Other (169)	$0.00
Total Local (1xx)	**$359,564.15**
Intermediate Revenue (2xx)	$0.00
State (31x)	$29,324.04
Federal (41x)	$460,481.89
Commodity (481)	$51,865.68
Bonus Commodity (482)	$0.00
Another Public School (518)	$0.00
Other Finance Source (511-517,519 -54x, 59x)	$0.00
Fund Modifications (6xx)	$0.00
Total School Meals Revenue	**$901,235.76**

School Meals Beginning Fund Balance	$158,146.87
Total School Meals Revenue	$901,235.76
Total School Meals Cost w/o Capital Outlay	$782,913.93
Capital Outlay	$814.43
Prior Period Adjustment	$0.00
School Meals Ending Fund Balance	$275,654.27
Allowable Fund Balance	$260,971.31
Excess Fund Balance	$14,682.96

Indirect Rate (Unrestricted)		14.74%
*Maximum Allowable Indirect		$63,274.93
*N/A for Contracts exceeding $25K Rule		
	2018	**2019**
Breakfast Meals Served	37,879	39,047
Breakfast Cost per Meal	$2.78	$2.77
Lunch Meals Served	167,563	170,304
Lunch Cost per meal	$2.81	$2.65

Expenditures

	Breakfast Grant Codes 306, 311, 850	Lunch Grant Codes 310, 851	All Other Programs*	Total
Salaries	$13,444.25	$55,945.41	$21,671.50	$91,061.16
Benefits	$5,885.98	$24,493.29	$8,979.01	$39,358.28
Purchased Services	$42,009.15	$174,812.33	$61,934.19	$278,755.67
Thru another Public School	$0.00	$0.00	$0.00	$0.00
Supplies and Other	$2,855.57	$11,882.86	$5,360.10	$20,098.53
Sub Total	**$64,194.95**	**$267,133.89**	**$97,944.80**	**$429,273.64**
Food Costs	$44,158.52	$183,762.41	$115,719.36	$343,640.29

YEAR END REPORT

Revenue Worksheet

Non-profit Food Service Account Total Revenue

1. Revenue from Student Meal Payments :	$193.60
2. Federal Revenue from SNP Claim Reimbursement :	$406,877.22
3. Federal Revenue from CACFP Claim Reimbursement :	$0.00
4. Federal Revenue from SFSP Claim Reimbursement :	$51,559.27
5. Student A La Carte :	$10,416.60
6. Adult Sales :	$1,670.09
7. Catering :	$1,176.00
8. Other Revenue :	$21,119.70
9. Fund Modifications (+ or -) :	$0.00
10. Total Revenue (sum of lines 1 through 9) :	$493,002.48

Expenditure Worksheet

Non-profit Food Service Account Total Costs

1. Salaries (Food Service Related) :	$55,813.34
2. Employee Benefits :	$4,369.92
3. Purchased Services :	$20,316.10
4. Transportation Supplies :	$0.00
5. Supplies and Other Materials :	$8,963.32
6. SUBTOTAL :	$89,462.58
7. Indirect Cost :	$6,484.33
8. Food Cost :	$192,779.35
9. Total Expenditures (sum of lines 6 through 8) :	$288,726.26

Balance Sheet

1. Beginning Balance (balance from last year's audit report) :	$143,327.00
1.a. Adjusted Beginning Balance :	$0.00
1.b. Provide Comment :	
2. Year End Revenue Total (line 1 Beginning Balance plus Revenue Worksheet line 10 Total Revenue) :	$636,329.48
3. Year End Expenditure Total (Expenditure Worksheet line 9) :	$288,726.26
4. Capital Outlay :	$81,375.68
5. Total Expenditures (line 3 plus line 4) :	$370,101.94
6. Ending Fund Balance (line 2 minus line 5) :	$266,227.54
7. Number of Months Claimed :	12
8. Allowable Fund Balance :	$96,242.09
9. Excess Fund Balance :	$169,985.45

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Excess Fund Balances

- MDE assesses Net Cash Resources of the Nonprofit Food Service Account

- Three months average expenditures is allowed

- Calculation: (Total program expenditures without capital outlay ÷ 9) ✖ 3

- USDA Program Regulation 7 CFR Part 210.19(a)(1) requires each SFA to submit a formal Excess Fund Balance Spend Down Plan of Action

Excess Fund Balance

Spend Down Plan of Action

MDE GEMS/MARS emails notifications every January or February

SFA are required to fill out the online plan of action form and upload any supporting documents in GEMS/MARS

SFA must spend down excess funds by June 30, of the current year, or request a carryover extension

Excess Fund Balances Spend Down Plan

MDE approval of SFA's Plan of Action will be sent via email notification from GEMS/MARS

Approved EFB Plan of Actions do not negate the need to submit a formal request to MDE for Equipment or Other Capital Expenditures, prior to incurring the cost

MDE Resource Management (RM) Reviews the prior 3-5 school years

Excess Fund Balance Tools and Resources
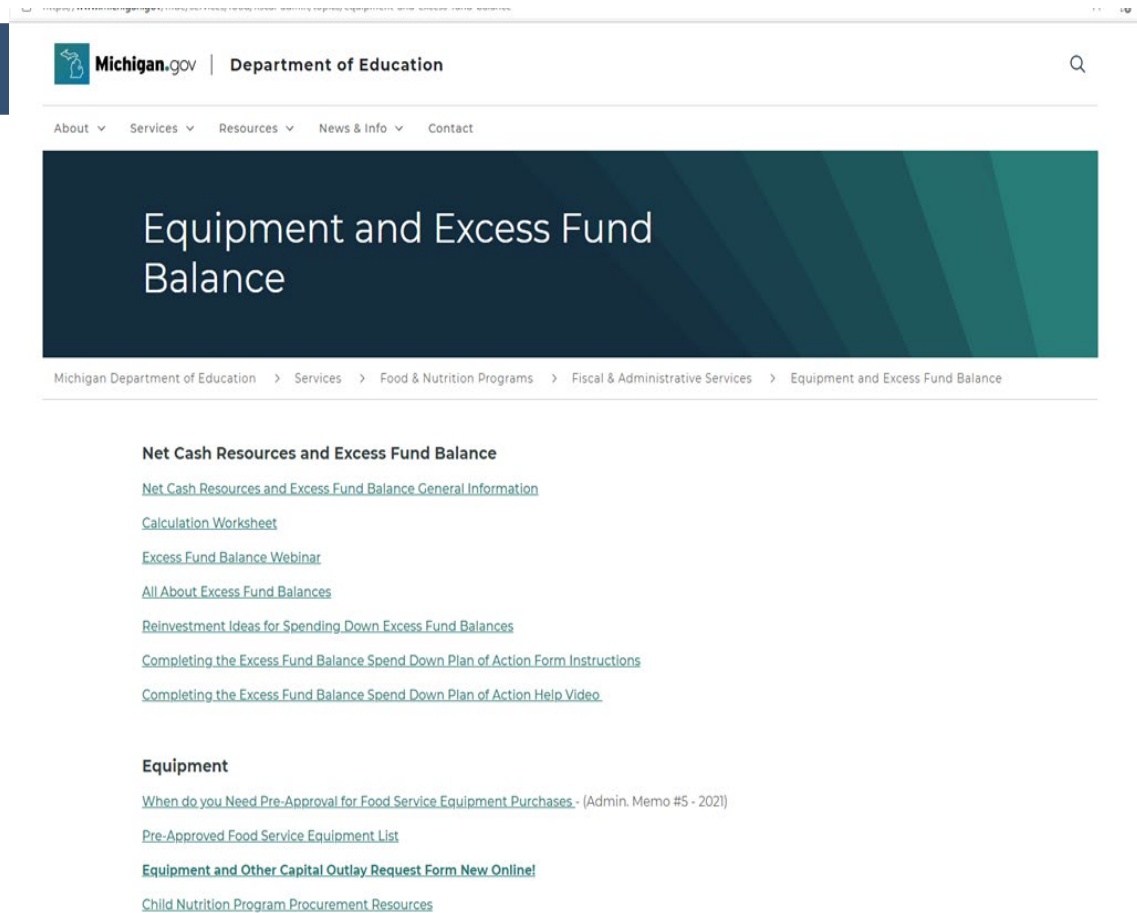
ALL ABOUT EXCESS FUND BALANCES

MDE EFB PLAN OF ACTION TRACKER

Calculation Worksheet

REINVESTMENT IDEAS FOR SPENDING DOWN EXCESS FUND BALANCES

MDE - Equipment and Excess Fund Balance (michigan.gov)

Allowable Ways to Spend Down Excess Fund Balances (EFB)

Focus on the quality of meals

Invest in Breakfast

Additional Point of Sale location to improve speed of service

Hire additional Food Service staff

Eliminate collection of Reduced Price Meals

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Improve Program Quality

- You must quantify how you will be able to improve program quality when specifying a dollar amount

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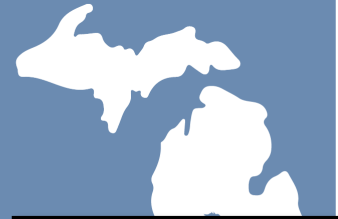
Cafeteria Upgrades

- Kitchen/Café renovations

- Changing service area to improve customer service and feel of meal service lines

- Offer another POS Station

Kitchen/Café Equipment

- Breakfast carts
- Food prep equipment
- Reusable Bento Boxes

Equipment/Capital Expenditures

2 CFR Part 200.407 & 200.439 requires prior written approval for equipment and capital expenditures over $5,000 or the Sponsor's capitalization threshold, whichever is less

Exception: Items on the Pre-approved Food Service Equipment List

Failure to obtain MDE's prior approval results in an unallowable cost, requiring Sponsors to reimburse the food service account with non-federal funds

Guidance: MDE Admin Policy #5 When Do You Need Pre-Approval for Food Service Equipment Purchases?

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Equipment Requirements

Sponsors must follow all Federal, State, and local procurement regulations for equipment purchases.

If equipment will be shared with other programs outside of food service, the amount funded by the Non-Profit Food Service Account (NFSA) must be prorated.

Selling equipment purchased with Federal funds must comply with regulations. The proceeds from the sale must be deposited into the NFSA.

MDE must confirm that equipment and capital outlay purchases are an allowable use of Federal funds from the Sponsor's NFSA.

Pre-approved Food Service Equipment List

Carts/Cabinets

- Can Dispenser Rack
- Condiment Cart/Bar
- Dish Dolly/Caddy
- Heated Transport Cart
- Holding Cabinet
- Insulated Transport Cart
- Kiosk
- Proofing Cabinet
- Refrigerated Transport Cart
- Sheet Pan Rack/Speed Rack
- Storage Rack
- Trash Cart
- Tray Dispenser
- Utility Cart

Cleaning

- Commercial Sinks/Three Compartment Sinks
- Containers to Handle Recyclables
- Dish Machine/Dishwasher
- Dish Tables
- Floor Troughs
- Garbage Disposal
- Pot and Pan Machine
- Specialty Sinks: Hand, Pot and Pan, Prep, Produce, Utility
- Sprayer Hose
- Water Booster Heater
- Water Softener (food service exclusive)

Computers/Hardware & Software

- Cash Registers/Point-of-Sale (POS) Equipment/Hardware
- Computer hardware
- Point of Sale (POS) Software
- Software/programs for management (i.e. inventory, nutritional analysis)
- Meal Counts, Eligibility Application Approval

Cooking

- Barbeque
- Broiler
- Char broiler
- Cook Chill Kettle
- Cook Top/Range
- Exhaust Hood/System
- Fryer Dump Station
- Fryer
- Griddle/Flat Top Grill
- Hot Plates
- Induction Cooker
- Microwave Oven
- Oven: Combi, Convection, Conventional, Cook and Hold, Pizza, Retherm, Rotary, Rotisserie
- Smoker
- Soup Kettle
- Steam Kettle
- Steamer: Convection, Double Stack
- Tilt Skillet/Braising Pan
- Toaster

Dry Storage

- Dunnage, Pan Tray Rack
- Stainless Steel Cabinets/Counters
- Shelving/Shelf System

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Paid Lunch Equity (PLE) Tool

Paid Lunch Equity (PLE) Tool Update

The SY2024-25 PLE Tool will be on the Fiscal Website soon.

www.Michigan.gov/mde/Services/Food/Fiscal-Admin

- SFAs with a **negative** fund balance as of June 30, 2023, must follow the minimum pricing requirements indicated by their completed PLE Tool
- SFAs with a **positive** fund balance may use the USDA Exemption to forgo raising prices if they choose

Resource Management Review

Non-Program Foods

What are Non-Program Foods?

- A La Carte sales to students
- Adult meals
- Catering
- Vending
- Concessions
- Any other sales outside of a reimbursable meal

Non-program Foods Revenue Requirements

Under subsection 12(q) of the Richard B. Russell National School Lunch Act and 7 CFR 210.14(f), SFAs are required to ensure:

- All revenue from the sale of Non-program foods accrues to the Non-profit School Food Service Account (NSFSA); and

- Revenue available to support the production of reimbursable school meals does not subsidize the sale of Non-program foods

Current guidance: USDA Memo **SP20-2016**

Ala Carte Pricing Worksheet

Office of Health and Nutrition Services
School Nutrition Programs Fiscal and Administrative Services

Ala Carte Pricing Worksheet

School District Name	
Schools Using These Prices	
Desired Food Cost Percentage:	40.00%

The desired food cost percentage can be changed by the SFA however keep in mind that food cost percentages above the industry standard of 40% are in jeopardy of non-compliance with the requirements in USDA Memo SP20-2016.

NOTE: Sales tax must be added to all adult sales. See column F. Your Point of Sale (POS) System may have the capability of calculating tax on the total adult purchase. Make sure you do not charge tax twice, once built into the items' sale price and again on the total adult purchase.

A La Carte Items	Total Unit Cost	Recommended Selling Price	Student Actual Selling Price	Food Cost %	Adult Selling Price with Sales Tax
Milk (example)	$0.24	$0.60	$0.60	40.00%	$0.64
Pizza (example)	$0.74	$1.85	$2.25	32.89%	$2.39
Chips (104 ct) (example)	$0.27	$0.68	$0.75	36.00%	$0.80
Total	**$1.25**	**$3.13**	**$3.60**	**34.72%**	**$3.82**
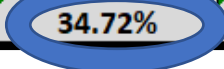
Catering Pricing

MONTHLY MENU COSTING WORKSHEET

MONTH:		LUNCH PRICE:	$3.20
SCHOOL:		FOOD COST PERCENTAGE:	39.8%

	MONDAY	$1.27	TUESDAY	$0.00
WEEK 1	Item	Cost	Item	Cost
Entrée	Pizza	$0.74		
Entrée	Turkey Veg Wrap	$0.86		
	Apple	$0.13		
	Carrots	$0.10		
	EXAMPLE			
	Milk	$0.24		
	Total Cost	$1.27	Total Cost	$0.00

Ala Carte Pricing | Revenue Ratio Instructions | Revenue Ratio | **Optional Menu Costing**

Non-program Foods Revenue Ratio Calculation

Revenue Ratio Calculation

Nonprogram Food Revenue Ratio		Nonprogram Food Cost Ratio	
		34.72%	SFA's Current Average Food Costs Percentage
100,000.00	Nonprogram Food Revenue	34,722.22	Nonprogram Food Cost
725,000.00	Total Revenue	275,000.00	Total Food Cost
0.13793	Revenue Ratio	0.12626	Food Cost Ratio

SCHOOL MEALS REPORT

Grand Rapids Public Schools (41010)

Revenue		
Local (11x-15x, 17x-19x)	$54,308.40	
Pupil/Students (161)	$479,232.08	
Patron/Adults (162)	$7,962.75	
Milk (163)	$0.00	
Ala Carte (164)	$109,451.40	
Catering (165)	$52,136.19	
Other (169)	$0.00	
Total Local (1xx)	$703,090.82	
Intermediate Revenue (2xx)	$0.00	
State (31x)	$745,362.02	
Federal (41x)	$12,025,976.47	
Commodity (481)	$877,438.45	
Bonus Commodity (482)	$36,204.09	
Another Public School (518)	$3,484.86	
Other Finance Source (511-517,519 -54x, 59x)	$0.00	
Fund Modifications (6xx)	$0.00	
Total School Meals Revenue	$14,391,556.71	

School Meals Beginning Fund Balance	$3,004,775.96
Total School Meals Revenue	$14,391,556.71
Total School Meals Cost w/o Capital Outlay	$14,987,218.01
Capital Outlay	$56,990.26
Prior Period Adjustment	$0.00
School Meals Ending Fund Balance	$2,352,124.40
Allowable Fund Balance	$4,995,739.34
Excess Fund Balance	$0.00
Indirect Rate (Unrestricted)	15.00%
*Maximum Allowable Indirect	$1,127,360.80

*N/A for Contracts exceeding $25K Rule

	2022	2023
Breakfast Meals Served	1,020,287	1,004,962
Breakfast Cost per Meal	$2.64	$2.89
Lunch Meals Served	2,119,607	2,037,622
Lunch Cost per meal	$4.52	$5.26

Expenditures	Breakfast Grant Codes 306, 311, 850	Lunch Grant Codes 310, 851	All Other Programs*	Total
Salaries	$923,071.92	$2,153,078.27	$126,932.59	$3,203,082.78
Benefits	$653,848.48	$1,508,044.69	$72,118.92	$2,234,012.09
Purchased Services	$344,026.70	$1,352,185.42	$9,670.05	$1,705,882.17
Thru another Public School	$0.00	$262,582.94	$0.00	$262,582.94
Supplies and Other	$31,681.46	$78,497.20	$0.00	$110,178.66
Sub Total	$1,952,628.56	$5,354,388.52	$208,721.56	$7,515,738.64
Food Costs	$713,336.53	$4,698,499.26	$1,135,871.66	$6,547,707.45
Indirect Costs	$235,046.29	$659,405.65	$29,319.98	$923,771.92
Total Program Cost	$2,901,011.38	$10,712,293.43	$1,373,913.20	$14,987,218.01
Capital Outlay	$3,023.61	$53,966.65	$0.00	$56,990.26

Technical Notes

Object Codes: Salaries (1xxx), Benefits (2xxx), Purchased Services (3xxx, 4xxx), Thru Another Public School (82xx), Supplies and Others (55xx, 57xx, 59xx, 7xxx), Food Costs (56xx), Indirect Costs (99xx), Capital Outlay (6xxx).

***Grant Codes:** "All Other Programs" include Adult, Ala Carte, Catering and all other Federal Child Nutrition Programs.

Error Notes:
Cost Per Meal - Meals served require expenditures to be reported using Grant code 850x for the School Breakfast Program and/or Grant Code 851x for the National School Lunch Program.

Adult Meal Pricing

School Year 2023-2024	
School Breakfast Program Adult Pricing Minimum	
Free Breakfast Reimbursement Rate (SY 2023-2024)	$2.73
Subtotal	$2.73
Sales tax	$0.16
Total minimum Adult price	**$2.89**
National School Lunch Program Adult Pricing Minimum	
Free Lunch Reimbursement Rate (SY 2023-2024)	$4.35
Lunch Commodity Entitlement Rate (SY 2023-2024)	$0.2950
Subtotal	$4.65
Sales tax	$0.28
Total minimum Adult price	**$4.92**

Ensures equitable revenue per adult meal as student meals!

Common Findings: Nonprogram Foods

Non-program foods prices too low or offered free of charge

Insufficient process to assess compliance

Revenue ratio is less than cost ratio for Non-program foods

Non-program revenue did not book to the NFSA

Not all revenue categories are tracked and reported separately

Indirect Costs

Must be calculated and charged per the methodology outlined in the USDA SP60-2016

- Use the <u>un</u>restricted rate published by MDE annually

- www.Michigan.gov/mde
  - Public Schools: 15% max
  - Nonpublic: 10%max

- MDE provides an Indirect Cost Worksheet

- The only allowable transfer from the NSFSA is indirect costs

Examples of Typical Costs

Direct Costs

- Salaries & Wages of food service workers
- Cost of purchased food
- Food service supplies
- Capital expenditures relating to food service (e.g., food service equipment – never land or building)

Indirect Costs

- Payroll Services
- Human Resources
- Custodial
- Procurement
- Worker's Compensation
- Superintendent's and Business office
- Gas, Electricity
- Water, Sewer
- Trash

Indirect Cost Calculation

Start with Total Program Cost

    Less: Food Costs

    Less: Capital Outlay

    Less: Prior Year Adjustments

    Less: Contracts exceeding $25,000 (portion above $25K)

Equals the Modified Direct Cost Base

    Then apply the Unrestricted Indirect Cost Rate

To achieve the Maximum Allowable Indirect Costs

MDE Indirect Cost Template

Total Food Service Program Expenditures	
Food Costs (Object Codes: 56XX)	
Indirect Costs Already Charged (Object Code 99XX)	
Capital Outlay (Object Codes: 6XXX)	
Prior Period Adjustments	
Costs that Benefit Multiple Programs Charged Directly	
*Excluded Purchased Service Vendor(s) >$25,000 (Object Codes 3XXX, 4XXX)	$0.00
Total Unallowable Costs	$0.00
Modified Direct Cost Base	$0.00
Unrestricted Indirect Cost Rate	
Maximum Indirect Costs Allowed	$0.00
SFA Actual Indirect Costs Charged	
Within Allowable Amount; Check Calculation for Accuracy	$0.00

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Purchased Services / Contracts

Example			
Food Service Contracts and/or Purchased Services Greater than $25,000	**Annual Food Service Expense**	**Allowable Portion**	**Excluded Portion**
ABC Food Service Management Company	$100,000.00	$25,000.00	$75,000.00
XYZ Equipment Repair Company	$35,000.00	$25,000.00	$10,000.00
Pest Control, LLC	$24,000.00	$24,000.00	$0.00
		TOTAL	**$85,000.00**

Common Findings for Indirect Costs

Indirect costs charged improperly

Not treated consistently across all programs

Calculations supporting documentation not available

Indirect costs charged in excess of approved unrestricted rate

Indirect costs exceed the maximum allowable

QUESTIONS?

Fiscal and Administrative Services - School Nutrition Programs

PHONE:

517-241-5380

E-MAIL:

MDE-FISCAL@MICHIGAN.GOV

WEBSITE:

WWW.MICHIGAN.GOV/MDE-FAST

4/15/2024

Agenda

- What is Procurement Compliance?
- Types of Reviews
- Procurement Requirements
- SNP Procurement Review Process
- Food Service Contract Reviews
- Procurement Training Requirements
- Website & Resources

What is Procurement Compliance?

Regulations

Federal

•Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR Part 200.317 Procurement Standards

•National School Lunch Program 7 CFR 210.1(a)

•School Breakfast Program 7 CFR 220.16

•Summer Food Service Program 7 CFR 225.17

•Child and Adult Care Food Program 7 CFR 226

•Methods of Procurement 2 CFR 200.320-3.26

State

•Michigan Revised School Code Sections 380.1267 and 380.1274

Local

•State and local law or policy may be more restrictive than Federal regulation

•Sponsors must follow the most restrictive policy (i.e., school/district)

USDA Guidance

The USDA releases guidance for Child Nutrition Programs on an as needed basis or as new Final Rules are announced.

USDA Program Guidance

United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) issues guidance memos with clarification and additional information on specific topics. Memos and guidance relevant to procurement in Child Nutrition Programs are shown below. Additional USDA guidance is available here: FNS Documents & Resources | Food and Nutrition Service (usda.gov)

Updates to the Federal Micro-Purchase Threshold in 2 cfr200.320(a)(1) - (SP 02-2022, CACFP 03-2022, SFSP 01-2022 (Corrected): 12/15/2021)

Federal Micro-Purchase and Simplified Acquisition Thresholds - (SP20 CACFP07 SFSP06-2019: 10/30/2019)

Buy American and the Agriculture Improvement Act of 2018 - (SP32-2019: 08/15/2019)

Market Basket Analysis when Procuring Program Goods and Modifying Contracted-For-Produce Lists - (FD-144, SP04 SFSP01 CACFP04-2018: 01/18/2018)

Procurement and Contracts Resources

Purpose of a Procurement Review

Assess compliance with procurement standards

Provide technical assistance

Utilize full and open competition

Allowable costs

eCFR :: 7 CFR 210.21 -- Procurement.

WHAT EVERY SPONSOR MUST KNOW!

Procurement Policy and Procedure

Employee Code of Conduct

Procurement Methods

Threshold Amounts

Regulations

Allowable Costs

Types of Reviews

Review Types
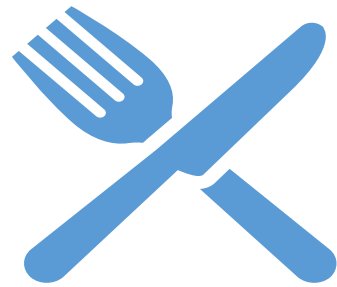
SNP Procurement Review

Sponsors with Food Service Contracts

Food Service Contract Review

Food Service Contract Renewal Review

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Procurement Requirements

SPONSOR INFORMATION FORM

✓ Required for the Review

★ Available in GEMS/MARS

☎ Must be completed prior to entrance call

Areas of focus
Procurement Review

General Procurement

Procurement Methods

Food Service Contracts

1. **Procurement Policy**
   - ✓ Should be located within board policies

2. **Procurement Procedures/Plan**
   - ✓ Consistent with board policy
   - ✓ Instructions and detailed descriptions for acquiring goods & services

3. **Written Code of Conduct**
   - ✓ Covering conflicts of interest and actions of its employees involved in the selection, award, and administration of contracts

Required Documents

MICHIGAN Department of Education

eCFR :: 2 CFR 200.318 -- General procurement standards.

More information on….
Procurement Policy/Procedures

Contents:

- General Procurement (2 CFR 200.318)

- Competition (2 CFR 200.319)

- Methods of Procurement (2 CFR 200.320)

- Small and Minority Businesses and Women's Business Enterprises (2 CFR 200.321)

- Cost and Price Analysis (2 CFR 200.324)

- Availability of Documents for Review (2 CFR 200.325)

- Contract Provisions (2 CFR 200.327, 2 CFR Appendix II)

- Buy American (7 CFR, sections 210.21(d) and 220.16(d))

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Thresholds for Purchases

Federal= $250,000 (services)

Michigan= $100,000 (food)

Michigan= $29,572 (non-food and supplies)

Local = varies

Micro-Purchase = $10,000

Procuring Local Foods | Food and Nutrition Service (usda.gov)
MCL - Section 380.1274 - Michigan Legislature

Programs use either of
Two Types of Procurement Methods:

Informal
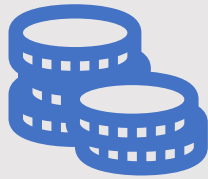
Request for Quotation

Micro-Purchasing

Formal

Invitation for Bid (IFB)

Request for Proposal (RFP)

Micro-Purchasing
Informal Procurement Method

Distribute
Spread the wealth among suppliers

Award
Award without soliciting competitive quotes, if price is reasonable

Document
Maintain documentation (purchase details, price, vendor info and all communications)

Small Purchase/Request for Quotation
Informal Procurement Method

Quotes
Requires price or rate quotes an adequate amount of sources

Develop
Develop written specifications

Document
Maintain documentation of all quotes and communication

Award
Evaluate & Award

Formal Procurement Method

Invitation for Bids (IFB)

-Sealed bidding

-Selected primarily on price (fixed price contract)

-Used when there is no difference between the products or service

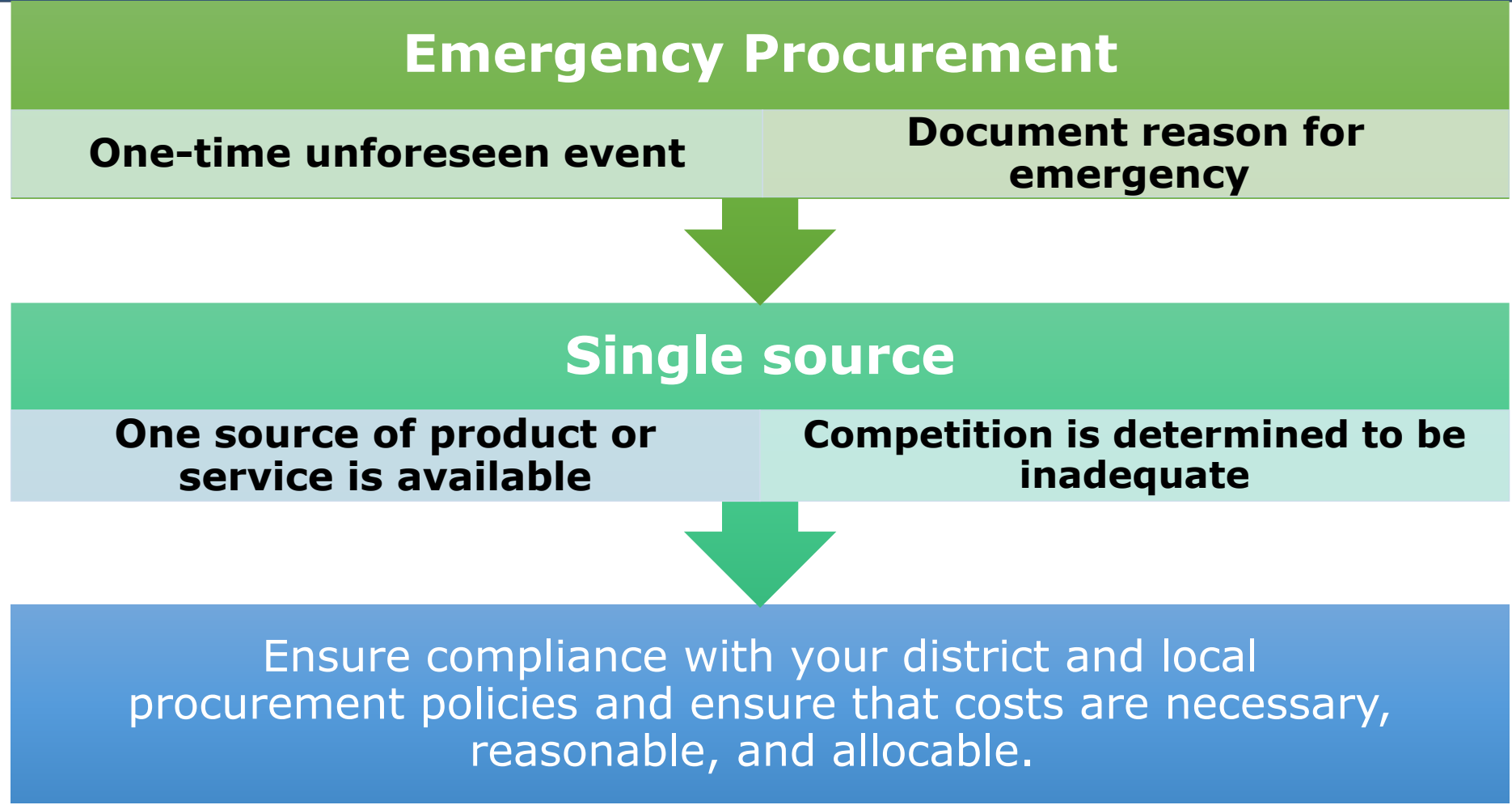## Request for Proposal (RFP)

-Competitive negotiations

-Price is not the only deciding factor

-Used for complex projects where all factors are considered

Publicly Publish Solicitation & Evaluate/Award

SNP Procurement Review Process

Procurement Review for Self-Operated Sponsors

- General Procurement
- Micro-Purchases
- Small/Informal purchases
- Formal purchases

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Procurement Review for Sponsors with Food Service Contracts

General Procurement

Invoices

Operating Statements (if applicable)

Other procurement

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Process Overview
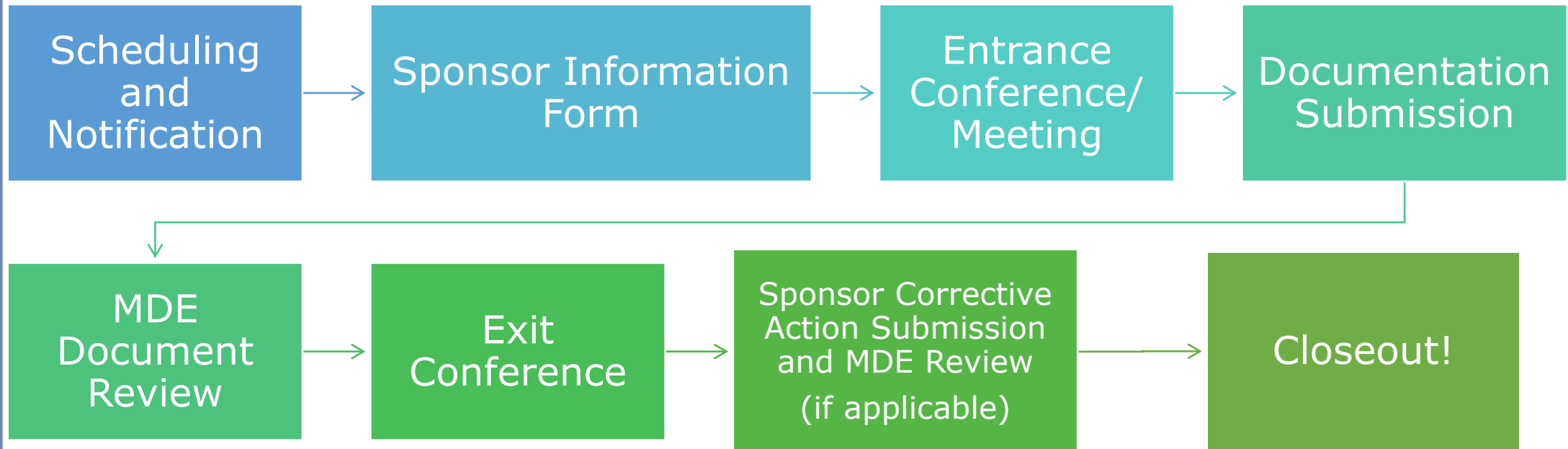
Scheduling and Notification

An emailed letter will include the following:

- Date and Time for entrance conference meeting
- GEMS/MARS access information
- Sponsor Information Form
- Due dates
- Contact information
- Links to resources

SPONSOR INFORMATION FORM

At the bottom of the page, you can save your progress and return later or submit when finished.

Sponsor Information

Sponsor Name: ABC Schools

How many people are responsible for procurement on behalf of the Sponsor's School Nutrition Department? 2

Details for responsible parties:

Name	Position/Title	Email	Phone	List procurement duties
Jane Procurement	Business Manager	JaneP@abcschools.com	111-111-1111	Formal, and contract manag
John Purchases	Food Service Director	JohnP@abcschools.com	111-111-1111	Small purchase, micro

Comments

Jane is responsible for all formal procurements, general contract management, and provides feedback to all school departments on purchasing procedures. John handles all informal procurement for Child Nutrition Programs, including RFQs and micro-purchases with p-card.

General Procurement

Upload all documents related to procurement practices. Include Procurement Policy, Procedures, and Code of Conduct
⬇ Download Files

Drop files here or click to upload
⬆

File Name	File Size	

Micro & Small Purchase Threshold Information

Enter the sponsors threshold amounts under each category. If using the State of MI thresholds, list the amounts in the categories.

What is the Sponsor's Micro purchase threshold? 5000

What is the Sponsor's small purchase threshold for Food? 25000

What is the Sponsor's small purchase threshold for Services? 25000

What is the Sponsor's small purchase threshold for Supplies, Materials, and Equipment? 25000

Comments about General Procurement

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Sponsor Information Form
(Areas of review)

General Procurement

Procurement Methods Used

Group Purchasing Information

Market Basket Analysis

Small/Informal Purchases

Non-Competitive Procurement

Formal Purchases/ Contracts

Food Service Contracts

Entrance Conference/Meeting

❑ **Meeting format**
- Teams Meeting
- Could be in-person at the beginning of an on-site review

❑ **Who should attend?**
- Staff involved in procurement and purchasing
- This may include:
  - Business Manager
  - Food Service Director
  - Cafeteria Manager
  - Administrative Support Staff

Documentation Submission

Written Code of Conduct

Procurement Procedure and Policy

Vendor Paid List

Supporting Documentation

Vendor Paid List Information

Vendor Paid List

- Summary of Total Expenditures by Vendor Report (nonprofit food service account only)

- Microsoft Excel file or pulled from an accounting or finance software (sorted by vendor name, amount, etc.)

Vendor Paid List
Details

Typical cost(s):

- Equipment
  - Computer
  - Kitchen
  - Office
- Materials and Supplies
- Food Service Vehicles
  - Repairs (if not performed by District personnel)
  - Rentals
- Miscellaneous
  - Software/hardware
  - Training
  - Nutrition education supplies

Exclude cost(s):

- Advertising
- Bank charges
- In house print shop charges
- Mileage reimbursement
- Travel and Conference expenses
- Petty cash payments
- Dues and membership fees(Co-op excluded)
- Postage
- Utilities and more.

Supporting Documentation

- Solicitations

- Evaluations

- Contracts

- Vendor invoices

- Written communication

- Evidence of Contract Management

- Board Meeting Minutes, if applicable

For each vendor selected for review!

eCFR :: 2 CFR 200.318 -- General procurement standards.

MCL - Section 380.1274 - Michigan Legislature

Document Review Process...

Are regulations and procurement procedures being followed?

Did full and open competition occur?

Is required language and provisions in contracts?

Did the sponsor follow the applicable method of procurement?
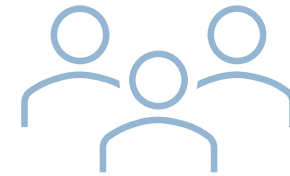
Is procurement documentation maintained?

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Findings Report and Exit Conference

Findings Report

-Listing of all findings

-Explanation of the requirement(s)

-Resources

Exit Conference

-All documentation has been reviewed for compliance

-Findings have been identified

(if applicable)

Corrective Action Submission & Review!

- Corrective Action Submission *(if applicable)*
  - Entered in GEMS/MARS
  - Examples:
    - ✓ Updated policies and procedures
    - ✓ Action Plan with details on how future procurement will be handled
    - ✓ Amending contracts to remove unallowable terms
    - ✓ Re-soliciting contracts
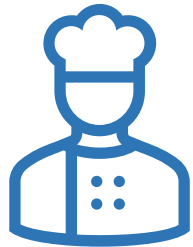   - ✓ Attending training

THE FINAL STEP
CLOSEOUT!

Food Service Contract Reviews

Types of Food Service Contracts

Food Service Management Company (FSMC)

Third party vendor <u>MANAGES</u> the food service program

- Cost-Reimbursable Contract

- Fixed Price Contract

Vended Meals

Third party vendor provides <u>MEALS ONLY</u>

-Fixed Price Contracts Only

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Food Service Contract Review

Who
- All Child Nutrition Program Sponsors contracting with a Food Service Management Company or Vended Service Meal Company

What
- Full review of all contract documents, amendments, and renewals as well as procurement related technical assistance

Where
- Virtual review via teams, email and/or GEMS/MARS

When
- Prior to new contract or renewal execution for the following school year

New Food Service Contract Bid (Re-bid) Review

**Website**

- Food Service Contracts (michigan.gov)

Training

- Procuring a Vended Meals Contract: The Bid Process for School Sponsors

- Procuring a Food Service Management Company Contract: The Bid Process for School Sponsors

MDE Templates and Resources

- School Nutrition Programs - FSMC Bid Process Guide

- FSMC Cost Reimbursable Bid Process Instructions

- FSMC Fixed Price Bid Process Instructions

- School Nutrition Programs - VSMC Company Bid Process Guide

- VSMC RFP Over $250k Bid Process Instructions

- VSMC RFQ Under $250k Bid Process Instructions

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Food Service Contract Renewal Review
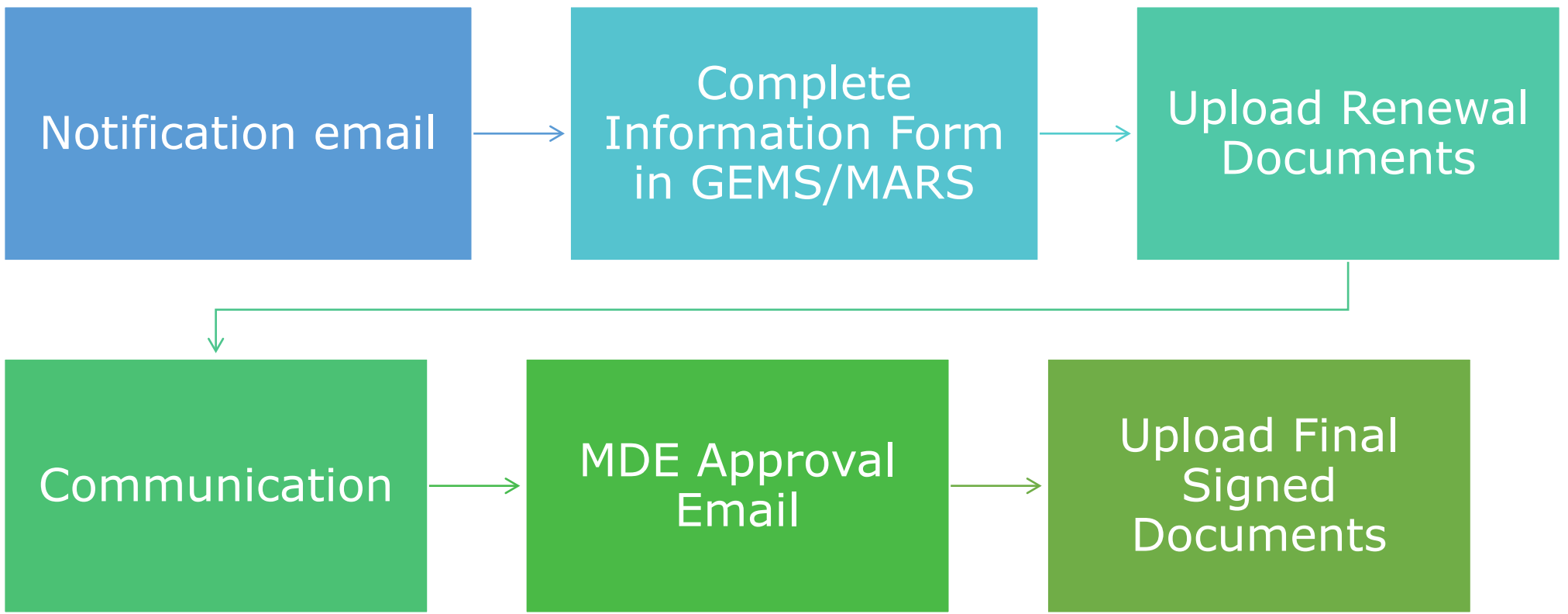
Contract Management and Invoice Review

Review all invoices and compare to agreed upon contract terms

- For cost-reimbursable contracts, sponsors must also compare with standard pricing to ensure that all discounts are credited back to the sponsor then discuss with the company.

Detailed descriptions of Charges, Discounts, Rebates and Credits

- Sponsors must receive the full benefit of any discounts, rebates or other applicable credits.
- Descriptions must be clear to identify allowable and unallowable costs.

Requirement that SAs and SFA Review FSMC Cost Reimbursable Contracts and Contracts Associated with USDA Foods | Food and Nutrition Service

Contract Management

Know the contract
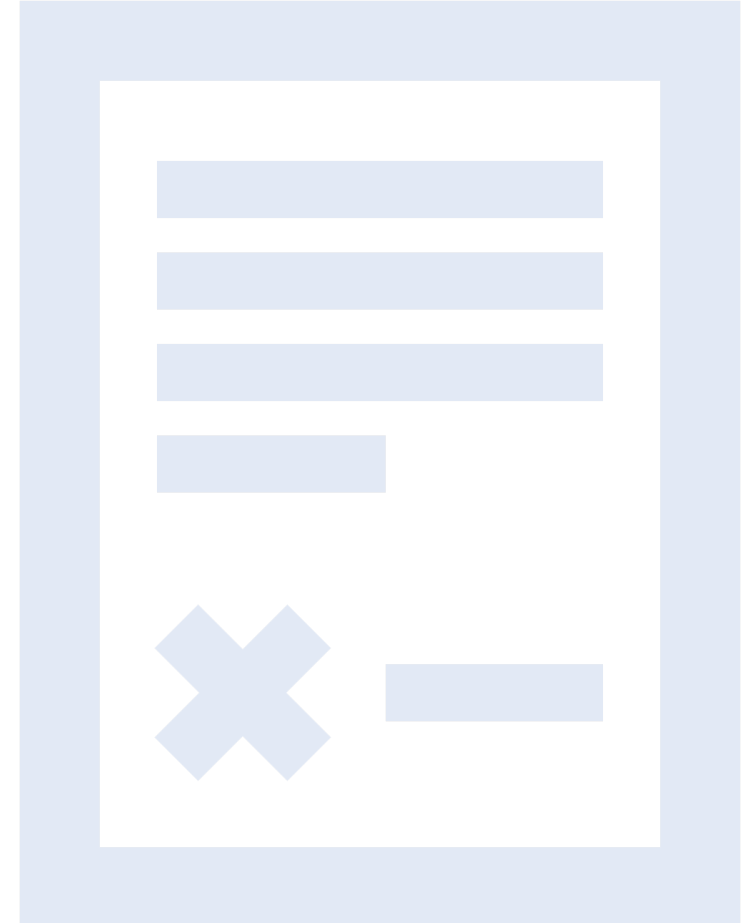
- ✓ Read and understand what is included in the contract.

Monitor the service

- ✓ Check that meals served match menus, are reimbursable and meet food quality standards.

- ✓ Check invoices to ensure accuracy and that costs are allowable.

Communicate with the company

- ✓ Question discrepancies.
- ✓ Ensure terms are met.
- ✓ Resolve issues and complaints.
- ✓ Enforce the contract.

Procurement Training Requirements

Annual NSLP Procurement Training

Required for school nutrition program directors, management, and staff who work on NSLP procurement activities and standards.

Professional Standards Code for School Food Procurement

Operations 2000

2400 – Implement purchasing procedures and practices in order to appropriately and best utilize supplies and USDA Foods to meet menu requirements and comply with all Federal, State, and local regulations.

Begins August 23, 2024

Procurement Training Offerings

CNP: Procurement 101: CNP: Procurement 101 - Overview (state.mi.us)

Annual Compliance Review Training (In-person and will soon be available online)

USDA Professional Standards:
The Professional Standards Training Database | Professional Standards (usda.gov)

Institute of Child Nutrition (ICN) - ICN registration is required:
School Nutrition Dashboard - ICN iLearn (docebosaas.com)

Procurement and Contract
Website & Resources

Procurement and Contracts Website

[PROCUREMENT AND CONTRACTS (MICHIGAN.GOV)](#)

MDE Templates and Resources

Procurement Quick Reference Guide - Updated August 2023

MDE Procurement Plan Template

Micro-Purchase Log

Emergency Purchase Log

Informal Procurement Log (Food and supply purchases)

Informal Procurement Checklist

CNP: Procurement 101

Annual Bid Threshold

Buy American

Program Specific Information

NSLP Procurement Information

CACFP Procurement Information

SFSP Procurement Information

Procurement Resources

Resources (michigan.gov)

Procurement Review Website

School Nutrition Program Procurement Reviews

⌂ › Services › Food & Nutrition Programs › Procurement and Contracts › School Nutrition Program Procurement Reviews

Overview

The procurement of goods and services is a significant responsibility of a School Nutrition Program Sponsor. Obtaining the most economical purchase should be considered in all purchases when using Federal funds. Federal, state, and local laws and regulations specify the procurement methods, terms, and conditions. Sponsors competitively precure goods and services, award contracts, and oversee contractor performance. State agency oversight is required to ensure Sponsors comply with the applicable provisions through audits, Procurement Reviews, technical assistance, training guidance materials, and by other means.

A Procurement Review will be conducted of each School nutrition program Sponsor within an Administrative Review cycle (once every five years). The Procurement Review may or may not occur in the same school year as a Resource Management or Administrative Review.

Food Service Contract Resources

Child Nutrition Program Food Service Contracts

The Child Nutrition Program Procurement Team provides technical assistance and guidance to Child Nutrition Program Sponsors that wish to work with a Company or another Sponsor to provide meals and/or management. To learn more about these types of food service contracts, obtain prototype documents, or for questions email MDE-FSMC-Vended@michigan.gov. For assistance with all other procurement contracts or issues, please refer to the Procurement Resources webpage.

Training

- Procuring a Vended Meals Contract: The Bid Process for School Sponsors

- Procuring a Food Service Management Company Contract: The Bid Process for School Sponsors

MDE Templates and Resources

School Nutrition Programs - FSMC Bid Process Guide

FSMC Cost Reimbursable Bid Process Instructions

FSMC Fixed Price Bid Process Instructions

School Nutrition Programs - VSMC Company Bid Process Guide

Questions

Thank You!

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Stacey Lamper-McFall

LamperMcFallS@michigan.gov

Jasmine Stinson

stinsonj5@michigan.gov