

Methodology of Administrative Fees

SFA: _____ **FSMC:** _____

Administrative Fee means FSMC's fee for those services provided for the SFA's food service locations, which must include **all** of the following. Only actual, net, documented costs may be charged to the SFA for any charges outside the Administrative Fee.

If an item is checked as being included in the Administrative fee and is also a cost type that is billed as a Direct Cost by the FSMC, both boxes must be checked below, and an explanation must be provided to explain the differences between the Direct Cost and what is included in the Administration Fee. For example, if insurance costs are listed as both direct costs and part of the administration fee, a detailed cost breakdown and explanation need to be provided to ensure SFAs are not double billed.

	Included in Administrative Fee	Direct Cost in Section 7 of Attachment CR3/FP3
Personnel and Labor Relations Services (include labor contract negotiations)		
Legal Department Services		
Purchasing and/or Procurement Services (including software systems for ordering and/or billing)		
Corporate Software Systems and IT Support		
Costs Incurred in Hiring and Relocated FSMC Personnel		
Dietetic Services (Administrative and Nutritional)		
Travel and Labor Costs for Corporate Chef		
Accounting/Bookkeeping/Auditing (including SOC 1 Report)		

Attachment 9

	Included in Administrative Fee	Direct Cost in Section 7 of Attachment CR3/FP3
Regular Inspections and Procedure Audits/Reviews		
Supervisory Personnel (including Regional and Operations Managers)		
Staff Teaching and Training Programs		
General Corporate Support		
Design Services and Facilities Layout (specific to operation)		
Menu Development (Specific to operation)		
Payroll and Administrative Costs (Sick Time Monitoring and Reporting; preparation and processing of payroll and W-2 Forms for FSMC Employees).		
Marketing (including FSMC proprietary Material for School Nutrition)		
Travel Costs for Visitation and Coverage on behalf of the FSMC (Corporate Staff)		
Cost of Developing, Printing, and Distributing FSMC manuals (including, but not limited to, training, procedures, sanitation, recipes, etc.)		
Development of Nutrition Education Programs		
FSMC Management Meetings and/or FSMC Management Development		