

Memorandum

Date: May, 2017
To: School Food Authority or Foodservice Administrator
From: April Catchings, Division of Training and Program Outreach
Subject: Math Screening Information

Enclosed is a copy of the newly updated math screen packet. This packet includes 3 versions of the math screen and a verification form.

Please keep your original copy of the math screen in a confidential area in your files. Make copies of the tests and verification form as needed. Either you or someone you have designated should give one of the math screens to each manager prior to attending *DECIDE to Succeed: An Orientation for New Managers*.

Submit a completed *Verification of Completion of Math Screen* form for each individual as math screen documentation.

If you have any questions, please call the Division of Training at 601-576-4970.

Enclosures: Math Screening Assessment