

Office of Child Nutrition

State Conference 2017

April D. Catchings, Director
Division of Training and Program Outreach



Training Updates

- **Manager's Recertification**
 - **1062** Program/Assistant Manager's trained
 - ONLY **Three (3)** managers to attend make-up training
 - Manager's received **eight (8)** Professional Standards (PS) hours
 - SFSAs are responsible for remaining **2 hours**
 - Topics Covered:
 - Food Production Records
 - Offer vs Serve
 - Food Safety
 - Marketing your School Nutrition Program (Online)

Professional Standards Learning Topic Codes:

General Code: 2000 - **“OPERATIONS”** and

General Code: 4000 – **“COMMUNICATIONS & MARKETING”**

Key Areas: #2100

FOOD PRODUCTION

Key Topic: # 2120

“Food Production Records”
(2 hours)

Key Area: #2200

SERVING FOOD

Key Topic: # 2220

“Offer vs Serve”
(3 hours)

Key Area: #2600

FOOD SAFETY and HACCP

Key Topic: # 2620

“Food Safety-General”
(1 hour)

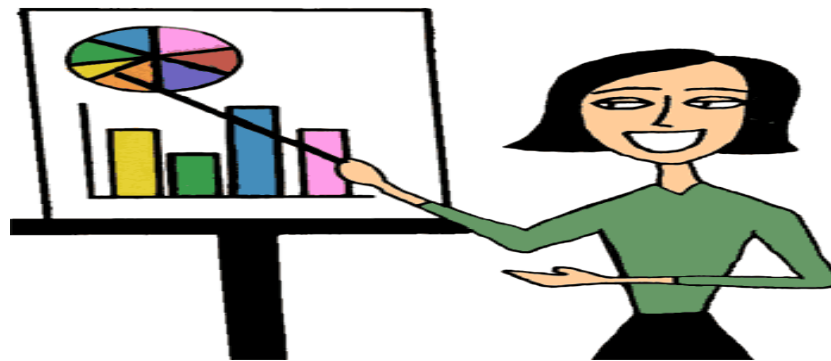
Key Area: #4100

COMMUNICATIONS and MARKETING

Key Topic: # 4150

*“School and Community
Communication”*
(2 hours ONLINE)

DECIDE to SUCCEED: An Orientation for **NEW** Managers



The **NEW** Decide to Succeed: *An Orientation for New Managers*

Who:	All NEW Program & Assistant Managers
What:	Required week long orientation for all new Program & Assistant Managers.
When:	<i>Usually</i> the third (3 rd) week in June.
Where:	Rankin County School District
Why:	Teaches new program managers the required USDA policies and detailed operational skills they need to successfully perform their job duties.

DECIDE HIGHLIGHTS

- **Instructors:**

- Experienced, energetic, knowledgeable and **READY** to TEACH!

- **Decide Notebooks:**

- Detailed with tons of GREAT information they'll need to successfully operate their kitchens/staff.

- **General Sessions:**

- Designed to highlight key areas of their jobs and to give them a break from the classroom.

- **Lab Experience:**

- Weights and Measures
- Portion Control

- **Decide Meals 😊**

DECIDE 2017

- **102** NEW Program & Assistant Manager's certified
- Manager's received **twenty-four (24)** Professional Standards (PS) hours
 - *these hours do not carry-over year to year*
 - *Certificates are issued to managers*
- Topics Covered (see yellow handout in your folders)
- See PS Codes on **GREEN** stapled handout.

MDE/OCN Certification Requirements



Program Managers

MUST have the following:

- Child Nutrition Application; **ONLY** use the revised version, updated 2/2017.
 - Applications must be emailed to April Catchings or mailed to the OCN P.O. Box (**please do not fax**).
- High School Diploma or GED from an accredited institution.
- ServSafe Certificate (due no later than 30 days after hire date)
- Math Screening Verification form after test is completed

Application for Child Nutrition Certification

I. Type of Certification Requested: Must provide an Official High School or College Transcript. (Check only one)

<input type="checkbox"/> Manager, Regular	<input type="checkbox"/> Food Service Administrator, Emergency
<input type="checkbox"/> Manager, Emergency	<input type="checkbox"/> Food Service Administrator, Provisional
<input type="checkbox"/> Satellite Manager	<input type="checkbox"/> Food Service Administrator II
	<input type="checkbox"/> Food Service Administrator III
	<input type="checkbox"/> Food Service Administrator IV

II. Person to Be Certified:

_____ Last Name	_____ First Name	_____ MI
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_____ Position	_____ Hire Date
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School District Name and Address

Reason for Certification Request: _____

III. Is the person to be hired ServSafe Certified? ☐ Yes ☐ No (MUST provide Certification Certificate within 30 days of hire date.)

IV. Educational documentation must be submitted with this application. The MINIMUM required documentation for each type of certification is outlined in the attached document.

V. Authorized Signatures:

_____ Signature of Applicant	_____ Date
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_____ Signature of School Food Service Administrator	_____ Date
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_____ Signature of Superintendent	_____ Date
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Certification Type:

- School Food Service Administrator (SFSA) (Levels II, III or IV) must submit the following information:
 1. A Completed Application (*Application for Child Nutrition Certification*).
 2. Official copies of **ALL** College Transcripts
 3. A copy of their ServSafe Certificate (within 30 calendar days of the starting date).

SFSA Level	Degree Type	Food & Nutrition Requirements	Business, Management, Accounting or Educational Administration Requirements
II	Bachelor's	9 semester hours	6 semester hours
III	Master's	12 semester hours	6 semester hours
IV	Doctoral	15 semester hours	9 semester hours

Effective July 1, 2015, ALL newly hired SFSAs must be ServSafe Certified or obtain certification within 30 days after hire date.

Types of SFSA Certifications

(**Must** have BS Degree Minimum)

1. Emergency Orientation:

- Valid for only **one (1) year**.
- SFSAs must attend New Administrator Orientation (NAO).

2. Provisional Certification:

- Valid for only **two (2) years** from hire date.
- **Must** take academic courses (Business **and/or** Nutrition)
- **Must** complete a “*Time-Plan Form*”
- Documentation from college/university where courses will be taken.

Provisional Continued.....

- Course work for provisional certification **MUST** be approved prior to attending NAO.
- Proof of successfully completing all approved college coursework must be submitted before the two year expiration date.
- Regular Certificate will be issued.



SFSA Qualification Levels:

- **SFSA I:**
 - No longer exists for **NEWLY** hired SFSAs.
- **SFSA I (Grand-Fathered):**
 - Can continue to work in their current school district **ONLY**.

Beginning SY 2016-2017 annual training hours for SFSAs & Program Managers are:

- SFSAs/Directors - 12 hours
- Program Managers - 10 hours
- Program Staff - 6 hours
- Part-time Staff (< 20 hours per week) - 4 hours

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Non-Discrimination Statement, cont.

http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

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