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# **“New Hire Resource Packet”**

**for**

**Program Managers (PM)**

Please contact the Division of Training and Program Outreach at 601-576-4970 or email April D. Catchings ([acatchings@mdek12.org](mailto:acatchings@mdek12.org)) if you have any questions.

This institution is an equal opportunity provider.

**Application for Child Nutrition Certification**

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

- |   |  |
|---|--|
| <input type="checkbox"/> Manager, Regular   | <input type="checkbox"/> Food Service Administrator, Provisional ( <i>Up to 2 years only</i> ) |
| <input type="checkbox"/> Manager, Emergency | <input type="checkbox"/> Food Service Administrator II ( <i>BS Degree Required</i> )           |
| <input type="checkbox"/> Satellite Manager  | <input type="checkbox"/> Food Service Administrator III ( <i>MS Degree</i> )                   |
| <input type="checkbox"/> Assistant Manager  | <input type="checkbox"/> Food Service Administrator IV ( <i>PhD Degree</i> )                   |

**II. Person to Be Certified:**

\_\_\_\_\_

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>
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\_\_\_\_\_

**School District Name**

\_\_\_\_\_

**School District Mailing Address**

\_\_\_\_\_

<b>Phone Number</b>	<b>Applicant E-Mail</b>
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**III. Reason for Certification Request:**  New Hire  Promotion  District Transfer

a. If transferred, district transferred from? \_\_\_\_\_

b. Hire Date \_\_\_\_\_ (actual date hired as Manager or SFSA)

c. Does the applicant have a *manager's* level ServSafe Certificate?  Yes  No

- If yes, please provide a copy of ServSafe certificate with the application.
- If no, include the date to complete servsafe class? \_\_\_\_\_  
(*Must provide Certification Certificate within 30 days of hire date.*)

**IV. Educational documentation must be submitted with this application. (i.e.: High School Diploma, GED Certificate from an accredited institution, College Transcripts etc.)**

**V. Authorized Signatures:**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

SFSA \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

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**\*OCN use Only: Processed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Year to attend: NAO** \_\_\_\_\_ **DECIDE** \_\_\_\_\_

**Professional Standards Requirements for School Nutrition Certification**

*Professional Standards* for school nutrition professionals is a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The final rule, published March 2, 2015, requires a minimum amount of annual training hours for all state directors of school nutrition programs, state director of distributing agencies, school nutrition program directors (School Food Service Administrators), managers, and staff. Required training topics areas will vary according to position and job requirements. *Below are the Annual Professional Standards requirements for all School Nutrition Staff:*

School Nutrition Staff	Annual Training Hours (Required)	Hours provided by MDE-OCN (Required)
School Food Service Administrators (SFSA)	Twelve (12) hours/year	8 hours
Program Managers	Ten (10) hours/year	8 hours
NEW Program Managers	Twenty-Four (24) hours (1 <sup>st</sup> year only)	24 Hours (DECIDE)
Other Staff	Six (6) hours/year	Hours <b>must</b> be provided by Food Service Administrator (FSA)

The documents listed below must be submitted and approved by the Office of Child Nutrition (OCN) within two (2) weeks of hire date.

**New SFSAs and Program Managers must submit the following documentation:**

**1. SFSAs:**

- a. Child Nutrition Application (*with revised date of: 8/16/23*)
- b. Transcripts from all colleges/universities attended (must be an Accredited Institution).
- c. Attend New Administrator Orientation (Parts 1 & II) within the first year of hire
- d. ServSafe Certificate (due no later than 30 days after hire date)

**2. Program Managers:**

- a. Child Nutrition Application (*with revised date of: 8/16/23*)
- b. High School Diploma, High School Transcript **or** GED records from an Accredited Institution.
- c. Math Screening Form
- d. Attend DECIDE to Succeed within the first year of hire.
- e. ServSafe Certificate (due no later than 30 days after hire date)

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**Verification of Completion of Math Screen**  
*(Complete and submit this form only)*

**This verifies that** \_\_\_\_\_  
Name of Individual

**has made a score of 70 or higher on the math screen for Program Managers.**

\_\_\_\_\_  
Signature of Math Screening Test Evaluator

\_\_\_\_\_  
Name and Address of School District

\_\_\_\_\_  
Date

### **Program Managers Annual Staff Developments & Trainings**

The success of all National School Lunch Programs (NSLP), School Breakfast Programs (SBP) and Child and Adult Care Food Programs (CACFP) depends largely on the training of personnel. Managers and Food Service Administrators must have a complete understanding of their roles and responsibilities, through training and detailed instructions. The following trainings are required annually:

- **DECIDE to Succeed: An Orientation for New Managers:** is a week-long training class for all NEW School District Program Managers (PMs). Usually held during the third (3<sup>rd</sup>) week of June in Jackson or surrounding areas. SFSA's are not required to attend; however, we strongly encourage them to attend. This training provides detailed and hands on information that Managers need to successfully operate the school cafeteria.
- **Program Managers Recertification:** is a one (1) day training course developed yearly as part of managers required USDA Professional Standards. Topics vary from year to year. *Note:* New Program Managers must attend DECIDE to Succeed before attending this recertification training.