

**MS Department of Education
Office of Child Nutrition
CERTIFICATION REQUIREMENTS
Certification Type: School Food Service Administrator (SFSA)**

The success of any school food service program depends largely on its personnel. The food service staff should be highly responsible and well trained to successfully fulfill their Child Nutrition responsibilities. School Food Service Administrators and Program Managers must have a complete understanding of their roles and responsibilities through trainings and detailed instructions. The following documentation must be submitted to the Office of Child Nutrition so that certification as a School Foodservice Administrator-Levels II, III, or IV can be determined:

- 1) **A completed Application for Child Nutrition Certification (with all required signatures)**
- 2) **Educational documentation from an accredited college/university (i.e. college transcripts)**
- 3) **ServSafe Certification (must be submitted within 30 days of hire date)**

CERTIFICATION TYPES

Emergency Certification:

School Food Service Administrator's (SFSA) who meet the minimum BS Degree requirements and the required course work hours in Business/Business Management and Dietetics, Nutrition or Food Service Management for SFSA Levels II, III or IV. An Emergency Certificate will be issued for one (1) year and the SFSA must attend New Administrator Orientation that is held in the fall of each year in Jackson, MS. After completing New Administrator Orientation, the SFSA will be issued a "Regular" certificate that is valid for one (1) year. (*Note: the number of required business and nutrition course hours will vary depending on the level of certification applying for*).

Provisional Certification:

School Food Service Administrator's (SFSA) who meet the minimum educational requirements (BS Degree) for Levels II, III or IV, but **do not** have the required course hours in business/business management and/or dietetics, nutrition or food service management courses. A Provisional certification will be issued and the SFSA will have two (2) **years** to complete the required business and/or nutrition course work. The following documentation must be submitted in writing before provisional certification can be approved:

- ❖ A "*Time Plan Form*" listing the academic course/s to be taken. Provide the name of the college/university, course name, course number, credit hours, the semester and year each course will be taken. Also include the course description from the college/university catalog. Each applicant must select courses that meet the needs of the individual and the district. *Note: Only academic courses from an accredited college/university will be accepted.*
- ❖ Documentation from the college/university where the courses will be taken verifying that the selected course/s will be available and registration has been completed.

When provisional requirements have been approved, the administrator must then attend New Administrator Orientation as mentioned above. Once this orientation has been successfully completed, the administrator will receive a *provisional* certificate valid for two (2) years. Proof of completing all approved coursework must be submitted to the Office of Child Nutrition, Division of Training and Program Outreach, in the form of an official copy of the college transcripts or grade reports.

The administrator will then receive a *School Foodservice Administrator* certificate valid for two (2) years. **Note:** **The two year Provisional certification will not be extended past the original approval date.**

Please note the following:

- A committee carefully evaluates all time plans and related materials. Completing the entire process may be lengthy; therefore, prompt submission of all information requested is important.
- Any course substitutions or changes to approved coursework must be submitted to our office in writing for evaluation and prior approval.
- Certificates expire on June 30th of each year and must be renewed prior to the expiration date. A courtesy reminder will be sent from the Office of Child Nutrition.