



“New Hire Resource Packet”

for

Program Managers (PM)

Please contact the Division of Training and Program Outreach at 601-576-4970 or email Cynthia Reid-Henderson (chenderson@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:

Last Name	First Name	MI
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School District Name

School District Mailing Address

Phone Number	Applicant School E-Mail
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III. Reason for Certification Request: New Hire Promotion District Transfer

a. If District transfer, list previous district _____

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 servsafe certificate within one (1) week after passing the class).

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

V. Authorized Signatures:

Applicant _____ Date _____

SFSA _____ Date _____

Superintendent _____ Date _____

***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 <i>(1st year only)</i>	24 Hours (DECIDE)
Other Staff	Six (6) hours/year	<i>Hours must be provided by Food Service Administrator (FSA)</i>

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: 10/15/24*)
- b. Transcripts from all colleges/universities attended (must be an Accredited Institution).
- c. Attend New Administrator Orientation (Parts I & II) within the first year of hire
- d. ServSafe Certificate (due with application submission or no later than one (1) week after passing the course).

2. Program Managers and Assistant Managers:

- a. Child Nutrition Application (*with revised date of: 10/15/24*)
- b. High School Diploma, Official 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 with application submission or no later than one (1) week after passing the course).

Child Nutrition Annual Staff Developments & Trainings

The following list of trainings are required annually for all SFSAs, Program Managers, NEW Program Managers, Assistant Managers and CACFP Organization Directors:

- **State Conference:** training session usually held in June or July of each year; School Food Service Administrators (SFSAs) are required to attend as part of their USDA Professional Standards. This training provides updates on USDA and Child Nutrition policies and procedures.
- **New Administrator Orientation (NAO):** is a required two-part training class for all NEW School Food Service Administrators (SFSAs), RCCI, Charter and Private School Administrators/Managers. *Part I* is usually held during the month of July and *Part II* is usually held during the month of September of each year. NAO prepares and trains new administrators on details of the school food service program. This training covers: Financial Management, Meal Patterns, Meal Counting and claiming, MARS & MAPS Systems, Procurement, and a variety of topics that are geared towards the success of New SFSAs.
- **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 (3rd) week of June in Jackson or surrounding areas. SFSAs 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.
- **Child and Adult Care Food Program (CACFP):** annual and monthly training sessions to update and train NEW and Returning CACFP sponsors on current trends, topics and Policies. Organizations included are:
 - Child Care
 - Head Start Programs
 - At Risk
 - Adult Care
 - Family Day Care Homes
- **Summer Food Service Program (SFSP):** multiple training sessions held for School Districts and Private/Non-Profit Sponsors participating in the SFSP; held during the spring of each year.

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

This verifies that _____
Managers Name

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

Signature of Mathematics Screening Evaluator

Name and Address of School District

Date