



“New Hire Resource Packet”

for

School Food Service Administrators (SFSA)

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)

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

II. Person to Be Certified:

_____ Last Name

_____ First Name

_____ MI

_____ School District Name

_____ School District Mailing Address

_____ Phone Number

_____ Applicant School E-Mail

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).

**Office of Child Nutrition (OCN) Certification Requirements
for School Food Service Administrators (SFSAs)**

The outlined information below explains the minimum educational qualifications for certification as a School Food Service Administrator (SFSA). The three (3) levels of certification (II, III or IV) are based on the educational background of the individual. ALL SFSAs *must* meet the *minimum* requirement of a Bachelor of Science (BS) Degree in order to be certified.

SFSA Level	Degree Levels	Course Requirements	
		Food & Nutrition Requirements	Business, Management, Accounting or Educational Administration Requirements
II	Bachelor's (Required)	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 SFSA's must be ServSafe certified within 30 days after initial hire date.
- SFSAs who currently hold a "**Level 1**" Certification must meet the State Agency requirements of a Level II or above before transferring to another school district.
- **Level I** Administrators are "Grand-Fathered" into their current School District; therefore, they must contact the Office of Child Nutrition **before** attempting to transfer to another school district.
- **Level I** Administrators is no longer an option for **initial** certification.
- Two (2) year **Provisional Certifications** are issued to SFSAs who currently have a BS Degree and are missing Nutrition and/or Business courses.

After the SFSA has been hired by the school district, they must submit the following information to OCN within two (2) weeks:

- Application for Child Nutrition Certification
- All Official college and/or university transcripts for BS Degree or higher
- ServSafe certificate or obtain certification within 30 days after hire date
- Time Plan Form (if needed)

New SFSAs must successfully complete **New Administrator Orientation (NAO)** during their first year of employment.

School Food Service Administrators (SFSAs)

Explanation of Provisional Certification (PC)

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 job responsibilities. **School Food Service Administrators (SFSAs)** must have the knowledge and understanding of their roles and responsibilities. This knowledge is gained through the initial “*New Administrator Orientation*” training provided by the Office of Child Nutrition and other available resources.

Who can receive a Provisional Certification (PC)?

- Only School Food Service Administrators (SFSAs) who meet the minimum educational requirements of having a BS Degree can receive a PC.

What are the guidelines for receiving a Provisional Certification?

- An SFSA who *currently* has a BS Degree; however, does not have all the required business and/or Nutrition, Dietetics or Hospitality Management coursework can be issued a **Provisional Certification**.

How long can a SFSA hold a Provisional Certification?

- SFSAs with Provisional Certifications can be certified annually for no more than **two (2) years**.
 - *Example: District hires SFSA with BS Degree on July 1, 2022*
 - *OCN issues SFSA a Provisional Certification that will expire on July 31, 2024.*
- All required coursework **must be** completed within the 2-year timeframe.
- Two-year Provisional Certifications **cannot** be extended past the 2-year date given at the time of initial certification.

What documentation is needed to obtain a Provisional Certification:

- A “**Time Plan Form (TPF)**” must be submitted and approved by OCN.
- The TPF must provide the name of the accredited college/university, course names & descriptions, course number, credit hours, semester and year courses will be taken.

**School Food Service Administrators (SFSAs)
“Time Plan Form” for Provisional Certifications**

Please complete the information below and attach all required documents when submitting this form to the Office of Child Nutrition. (Please type or print legibly)

SFSA Name	
School District Name & Address	
SFSA Phone Number	
SFSA Email Address	
School Food Authority (Superintendent)	
School Food Authority Signature	

List the course(s) you plan to take to satisfy your academic **requirements** for MDE/OCN:

Academic Course Name	College/University	Course Number	Hours	Semester/Year
<i>Example: Nutrition 101</i>	<i>Smith Community College</i>	<i>12345</i>	<i>3</i>	<i>Fall/2021</i>

Please ensure the following checklist has been completed before returning to the State Agency:

- Included a copy of the course description(s) from the college/university. **Yes** ___ **No** ___
- Included verification that the college/university will offer listed courses. **Yes** ___ **No** ___
- A copy of this time plan has been submitted to my district superintendent. **Yes** ___ **No** ___

Applicant Signature _____ **Date** _____

State Office Use Only

Processed by _____ Date: _____ (Approved ___ Denied ___)

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.