



“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) 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 Transcript. (Check only one)

<input type="checkbox"/> Manager, Regular	<input type="checkbox"/> Food Service Administrator, Provisional (Up to 2 years only)
<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

School District Name

School District Mailing Address

_____	_____
Phone Number	Applicant E-Mail

III. Reason for Certification Request: ☐ New Hire ☐ Promotion ☐ District Transfer

*District transferred from? _____

Hire Date _____ (actual date hired as Manager or SFSA)

Is the applicant ServSafe Certified? ☐ Yes ☐ No

*If no, date scheduled to complete certification? _____
(*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:

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 (SFSAs)	Twelve (12) hours/year	8 hours
Program Managers	Ten (10) hours/year	8 hours
NEW Program Managers	Twenty-Four (24) hours (1 st year only)	24 Hours (DECIDE)
Other Staff	Six (6) hours/year	Hours must 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:

- Child Nutrition Application (*with revised date of: 2/15/22*)
- Transcripts from all colleges/universities attended (must be an Accredited Institution).
- Attend New Administrator Orientation (Parts 1 & II) within the first year of hire
- ServSafe Certificate (due no later than 30 days after hire date)

2. Program Managers:

- Child Nutrition Application (*with revised date of: 2/15/22*)
- High School Diploma, High School Transcript **or** GED records from an Accredited Institution.
- Math Screening Form
- Attend DECIDE to Succeed within the first year of hire.
- 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 form verifies that _____
(Managers Name)

has successfully scored 70% or higher on the math screen for Program Managers.

Evaluator Signature

Name and Address of School District

Date