

Updates from the Division of Training and Program Outreach

Office of Child Nutrition

July 7 & 8, 2020



April D. Catchings

- acatchings@mdek12.org

How to Register for Trainings

- Training registrations completed via **“Go Sign Me Up”**
- Registration Confirmations will come from ***Mississippi Department of Education*** email@gosignmeup.net.
- Confirmations will not come from my email address.
- Always **print** and file email confirmations.

Managers Recertification E-Learning Topics

1. Dietary Guidelines for Americans 2015

- One (1) Hour
- Professional Standards Code: 1300
- ***2. Introduction to HACCP for SNPs***
- One (1) Hour
- Professional Standards Code: 2600
- ***3. School Meal Pattern Training***
- One (1) Hour
- Professional Standards Codes: 1110 & 2220



Managers Recertification Continued....

- **989 (+/-)** Program & Assistant Manager's Certified
- Manager's received **eight (8) Professional Standards (PS)**
 - E-Learning hours
- SFSAs are responsible for providing the remaining **2 hours**
- Majority of the certificates have been issues
- Submit Verification Forms

- **95** NEW Program & Assistant Manager's certified
- Seven (7) AWESOME instructors
- Week 1: 8-9 per class, Week 2: 3-4 per class
- Manager's received **twenty-four (24) Professional Standards (PS) hours**
- Additional hours do not carry-over year to year.
 -

DECIDE to Succeed 2019
Professional Standards Learning Codes
Twenty-Four (24) Hours

General Learning Codes Covered:

- Nutrition – 1000
- Operations – 2000
- Administration – 3000
- Communication & Marketing - 4000

NUTRITION Key Topic Codes: (4 hours)

1110 - Menu Planning

OPERATIONS Key Topic Codes: (13 hours)

#2100 - Inventory Management

#2120 - Food Production Records

#2200 – Serving Food

#2400 – Purchasing & Procurement

#2500 – Receiving & Storage

ADMINISTRATION Key Topic Codes: (4 hours)

#3210 – Staff Management

COMM. & MARKETING Key Topic Codes: (3 hours)

Tracking Professional Standards (PS)

USDA Professional Standards (PS) Tools

- **ASSIST** SFSAs with recording, tracking and managing required training hours
- **HOURS** are required by the *Healthy Hunger Free Kids Act* (HHFKA) PS Rule
- **TYPES** USDA Tracker tool or Excel Spread Sheet

PS Tool General Requirements

- Should capture and record data in a user friendly manner.
- Should be able to keep track of hours
- Should be readily available for School Support Staff
- Should be able to download and use without internet connection.

Tracking Information

- Training Title
- Learning Topics & Objectives Covered
- Who's Providing the training
- Date of Training
- Total training hours for each employee

• Professional Standard (PS) Hours:

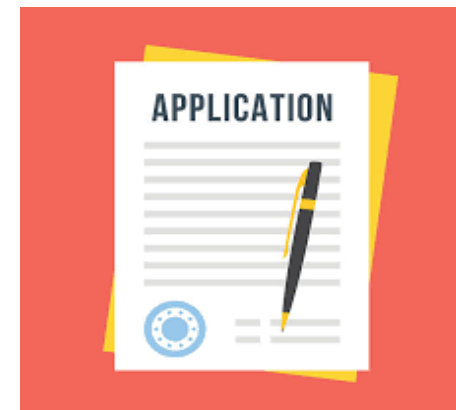
- SFSAs/Directors.....12 hours
- Program Managers.....10 hours
- Program Staff.....6 hours
- Part-time Staff (< 20 hours per week).....4 hours
- Satellite Managers.....Training Agenda (provided by OCN)



New Hire Documentation

Application Packets should include:

- Child Nutrition Applications must be submitted on the revised version dated **November 6, 2019**.
- High School Diploma or GED from an accredited institution.
- ServSafe Certificate (within 30 calendar days of the starting date).
- Math Screening **“Verification Form”** after test is completed.
- Applications can be scanned & emailed to April Catchings: acatchings@mdek12.org (**please do not fax**).



Levels II, III or IV must submit the following information:

1. A Completed Child Nutrition Application
2. **Official** copies of all College Transcripts
3. ServSafe Certificate (within 30 calendar days of the starting date).
4. *Time Plan Form* (if applicable)

SFSA Level	Degree Type	Food & Nutrition Requirements	Business, Business Management, Accounting etc.
II	Bachelor's	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 or obtain

• Types of SFSA Certifications

Regular:

- Meets **all** academic requirements

Emergency Certification:

- Meets Academic Requirements.
- Valid for only **one (1) year**.
- Must attend New Administrator Orientation (NAO)

Provisional Certification:

- Valid for only **two (2) years** from hire date.
- **Must** take academic courses in Business **and/or** Nutrition.
- **Must** complete a *“Time-Plan Form”*

ServSafe Certification

Memorandum

Date: July 6, 2020
To: School Food Service Administrators (SFSAs)
From: April D. Catchings, Director of Training and Program Outreach
Subject: ServSafe Certifications (Initial & Renewal)

Many SFAs have staff that require initial or renewal ServSafe Certification. The trainer(s) you normally use may not be available due to travel restrictions; we have discussed this issue with MSDH on your behalf. At this time, the MS Department of Health (MSDH) has not provided any waivers regarding ServSafe requirements. Also, the MSDH **does not** accept online ServSafe training and testing. Therefore, all ServSafe classes must be taken face-to-face with an onsite proctor.

If you have trainers that you use on a regular basis that are not yet providing training, the MSDH has provided a few Proctors that are still offering onsite classes:

- Mike Bauer 601-325-1044
- Linda Craft 228-326-9161

Or check the *Mississippi Hospitality & Restaurant Association* link to find a possible onsite class and date near you: <https://www.msra.org/servsafe-training-schedule.html>

The MSDH requires all Food Service Managers to have a ServSafe “Managers” Certification. MS Food Regulations *Rule 2.2.3 chapter 2, subpart 2-101.11*:

“Chapter 2, Subpart 2-101.11: Assignment: The PERMIT HOLDER shall be the PERSON IN CHARGE or shall designate a PERSON IN CHARGE and shall ensure that a PERSON IN CHARGE is present at the FOOD ESTABLISHMENT during all hours of operation. The permit holder, or his/her designee, must have successfully completed a manager certification course approved by the Regulatory Authority. This course shall include knowledge as specified in 2-102.11. 15 Miss. Code. R. § 13-75-2.2.3 Miss. Code Ann. § 75-29-19

If another employee has a current **Manager** level certificate, you may be able to temporarily appoint them as the designee until the site manager is able to obtain a renewal. If choosing to pursue this option, please contact your Environmentalist for approval.

20-19-CN

Jr. Chef Competition

Jr. Chef Competition: SY 2019-2020

Savor the Flavor of MISSISSIPPI

- Nine (9) School Districts Participated
- Fifteen (15) teams
- Three (3) teams made it to State Finals:

North MS: Desoto County -Spicy Vegetable Chicken w/Cool Curry Sauce

Central MS: Lamar County-Warrior Oli Ravioli

South MS: Jackson County SD-Chicken Parmesan over Fettuccini

Alfredo

- **STATE WINNER: Jackson County SD**



MISSISSIPPI
DEPARTMENT OF
EDUCATION

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