State Conference 2021
Office of Child Nutrition

Division of Training and Program Outreach
April D. Catchings
601-576-4970
**State Board of Education**  
**STRATEGIC PLAN GOALS**

1. **ALL** Students Proficient and Showing Growth in All Assessed Areas
2. **EVERY** Student Graduates from High School and is Ready for College and Career
3. **EVERY** Child Has Access to a High-Quality Early Childhood Program
4. **EVERY** School Has Effective Teachers and Leaders
5. **EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes
6. **EVERY** School and District is Rated “C” or Higher
VISION
To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION
To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community
Training and Program Outreach UPDATES!
Managers Recertification Training Updates

• **907** Managers Trained
  • twelve (12) managers to attend “make-up training” on July 20th

• ICN E-Learning Topics: (4 Hours)
  • Managers Recertification – ZOOM Training (4 Hours)

• Professional Standards hours received: eight (8)
## ICN E-Learning Topics

<table>
<thead>
<tr>
<th>Training Topic</th>
<th>Training Hours</th>
<th>Professional Standards Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Safety from Beginning to End</td>
<td>One (1)</td>
<td>2600 FOOD SAFETY and HACCP #2620-Food Safety-General</td>
</tr>
<tr>
<td>Food Allergies in School Nutrition Programs – Avoiding Cross-Contact</td>
<td>One (1)</td>
<td>1100 MENU PLANNING #1164-Special Diets, Including Food Allergies</td>
</tr>
<tr>
<td>Back to School: Managing Personalities and Conflict</td>
<td>One (1)</td>
<td>3200 PROGRAM MANAGEMENT #3210-Small Management</td>
</tr>
<tr>
<td>Maintaining Customer Service While Serving at a Distance</td>
<td>One (1)</td>
<td>4100 COMMUNICATIONS &amp; MARKET #4130-Customer Service</td>
</tr>
</tbody>
</table>

### Zoom Training Topics

**Four (4) Hours**

<table>
<thead>
<tr>
<th>Training Topic</th>
<th>Training Hours</th>
<th>Professional Standards Topics &amp; Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal Patterns and OVS for both NSLP and SHP</td>
<td>One (1)</td>
<td>1100 MENU PLANNING #1110-USDA Nutrition Requirements</td>
</tr>
<tr>
<td>Production Book (Red Book)</td>
<td>One (1)</td>
<td>2100 FOOD PRODUCTION #2120-Food Production Records</td>
</tr>
<tr>
<td>Summer Meal Pattern</td>
<td>One (1)</td>
<td>1100 MENU PLANNING #1110-USDA Nutrition Requirements</td>
</tr>
<tr>
<td>Q &amp; A Session and Assessment Learning Quiz</td>
<td>One (1)</td>
<td></td>
</tr>
</tbody>
</table>

**Total MR Training Hours:** Eight (8) Total Hours Required Annually = 10

---

## Office of Child Nutrition SY 2021-2022 DECIIDE to Succeed

### ICN E-Learning Topics

**Eight (8) Hours**

<table>
<thead>
<tr>
<th>Training Topic</th>
<th>Training Hours</th>
<th>Professional Standards Topics &amp; Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Your School Nutrition Program</td>
<td>Two (2) Hours</td>
<td>4100 Communications &amp; Marketing #4110-Strategic Marketing Plans</td>
</tr>
<tr>
<td>Strategies for Marketing Summer Food Service Programs</td>
<td>One (1) Hour</td>
<td>4100 Communications &amp; Marketing #4110-Strategic Marketing Plans</td>
</tr>
<tr>
<td>Focus on the Customer for School Nutrition Managers</td>
<td>Four (4) Hours</td>
<td>4100 Communications &amp; Marketing #4110-Strategic Marketing Plans</td>
</tr>
<tr>
<td>Maintaining Customer Service While Serving at a Distance</td>
<td>One (1) Hour</td>
<td>4100 Communications &amp; Marketing #4110-Strategic Marketing Plans</td>
</tr>
</tbody>
</table>

### DECIIDE Zoom Training Topics

**Sixteen (16) Hours**

<table>
<thead>
<tr>
<th>Training Topic</th>
<th>Training Hours</th>
<th>Professional Standards Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1: Roles &amp; Responsibilities</td>
<td>Four (4) Hours</td>
<td>3200 Program Management #3270 - Operating Procedures</td>
</tr>
<tr>
<td>Module 2: Meal Patterns</td>
<td>Four (4) Hours</td>
<td>1100 Mean Planning #1110 - USDA Nutrition Requirements</td>
</tr>
<tr>
<td>Module 3: Ordering, Receiving &amp; Inventory</td>
<td>Four (4) Hours</td>
<td>2000 Operations #2120 - Food Production Records</td>
</tr>
<tr>
<td>Module 4: Production Records</td>
<td>Four (4) Hours</td>
<td>2000 Operations #2120 - Food Production Records</td>
</tr>
</tbody>
</table>

**Total DECIIDE Training Hours:** Twenty-Four (24) Hours
DECIDE to Succeed 2021

• **130 NEW** Managers Trained
• ICN E-Learning Topics: (8 Hours)
• DECIDE– ZOOM Training (16 Hours)
• Professional Standards hours received: twenty-four (24)
  • Any training hours over **10** will **not** carry-over to the following year.
• Trainings provided by nine (9) wonderful trainers
USDA Professional Standards Training Tracker Tool (PSTTT)
What is *Professional Standards Training Tracker Tool (PSTTT)*?

- A tool designed to assist School Nutrition Professionals in keeping track and managing their annual required training hours.

- Recorded **training hours** are required by the *Healthy Hunger Free Kids Act (HHFKA)* PS Rule.
What information do I need to access the PSTTT?

- An USDA eAuthentication account.

- New and existing users who have a USDA eAuthentication account can proceed to the Tool by clicking on the ‘Login with eAuth Account’ button.

- If you do not have a USDA eAuthentication account, Visit USDA: https://pstrainingtracker.fns.usda.gov/ (Create Account).

- You will immediately receive an email with a link to activate your account with one simple click.
What are some features of the PSTTT?

- It’s free
- Easy to navigate (user-friendly)
- Ability to create a user profile that’s easy to edit.
- Ability to upload supporting training documents.
- Sends bi-annual reminder notifications to complete training requirements.
- Ability to view and print reports.
Am I required to use the PSTTT?

This is a **VOLUNTARY** tool.

What can I use in the place of the PSTTT?

- self generated forms (i.e. excel spread sheet, Microsoft Word Document, etc.)
What information is required to track?

• Title of Training
• PS Training Topics & Learning Codes
• Person (s) providing the training
• Person (s) receiving the training
• Date of training
• Total training hours received for each employee
Professional Standards Learning Objectives

The Professional Standards Learning Objectives are a resource for school nutrition professionals and trainers. This resource lists training topics in the four Key Areas of Nutrition, Operations, Administration and Communications/Marketing. Each Key Area has several Training Topics and specific learning objectives that will assist those who are planning or taking training. These same categories are used in the on-line database of trainings as well as in the optional Professional standards Training Tracker Tool.

**TRAINING TOPICS BY KEY AREAS**

<table>
<thead>
<tr>
<th>KEY AREAS</th>
<th>TRAINING TOPICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTRITION - 1000</td>
<td>Menu Planning (1100)</td>
</tr>
<tr>
<td></td>
<td>Nutrition Education (1200)</td>
</tr>
<tr>
<td></td>
<td>General Nutrition (1300)</td>
</tr>
<tr>
<td>OPERATIONS - 2000</td>
<td>Food Production (2100)</td>
</tr>
<tr>
<td></td>
<td>Serving Food (2200)</td>
</tr>
<tr>
<td></td>
<td>Cashier and Point of Service (2300)</td>
</tr>
<tr>
<td></td>
<td>Purchasing/Procurement (2400)</td>
</tr>
<tr>
<td></td>
<td>Receiving and Storage (2500)</td>
</tr>
<tr>
<td></td>
<td>Food Safety and Hazard Analysis and Critical Control Point (HACCP)</td>
</tr>
<tr>
<td>ADMINISTRATION - 3000</td>
<td>Free and Reduced Price Meal Benefits (3100)</td>
</tr>
<tr>
<td></td>
<td>Program Management (3200)</td>
</tr>
<tr>
<td></td>
<td>Financial Management (3300)</td>
</tr>
<tr>
<td></td>
<td>Human Resources and Staff Training (3400)</td>
</tr>
<tr>
<td></td>
<td>Facilities and Equipment Planning (3500)</td>
</tr>
<tr>
<td>COMMUNICATIONS AND</td>
<td>Communications and Marketing (4100)</td>
</tr>
<tr>
<td>MARKETING - 4000</td>
<td></td>
</tr>
</tbody>
</table>
How many PS Hours are Required Annually by USDA?

• Food Service Administrators (FSAs)…………………………….12 hours
• Program Managers………………………………………………………….10 hours
• Program Staff…………………………………………………………….6 hours
• Part-time Staff (< 20 hours per week)…………………………….4 hours
• Satellite Managers (SM):
  • SM Training Agenda provided by OCN must be covered with the SM, formed signed and returned to OCN Training Director.
REVISED OCN Application Packet
• Starting July 16\textsuperscript{th}, 2021, all NEW Food Service Administrators (FSA) & Program Managers (PM) must submit applications on the revised application (\textit{revised date of: 7/6/21}).

• Please delete all old applications.

• Save the revised application packets to a folder on your computer.
Application for Child Nutrition Certification

I. Type of Certification Requested: Must provide an Official High School or College Transcript. (Check only one)

   □ Manager, Regular
   □ Manager, Emergency
   □ Satellite Manager
   □ Assistant Manager
   □ Food Service Administrator, Provisional
   □ Food Service Administrator II (BS Degree)
   □ Food Service Administrator III (MS Degree)
   □ Food Service Administrator IV (PhD Degree)

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 SFSF)

   Is the applicant ServSafe Certified? Yes ☐ No ☐

   *If no, date scheduled to complete certification?

   (Must provide Certification Certificate within 10 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 ______________________

   SFSF ____________________________________________ Date ______________________

   Superintendent ____________________________________________ Date ______________________

   *OCN use Only: Processed by: ____________________________________________ Date: ______________________

   Year to attend: NAO __________ DECIDE __________

Revised: 07/6/21
Training “Verification of Attendance” Form

• Must be completed and returned to OCN in order to receive your current Certification Certificate.

The following training hours will be included on the form:

• June 17, 2021: SSO Training (3 hours)
• June 29, 2021: MRS & NutriKids Update Training (1 Hour)
• July 14th & 15th, 2021: State Conference (8 Hours)
April D. Catchings, Director
acatchings@mdek12.org

Office of Child Nutrition
Division of Training and Program Outreach
601-576-4970
This institution is an equal opportunity provider.

Full Non-Discrimination Statement link: