

CRITERIA AND PROCEDURE

BROAD SUBJECT: HUMAN RESOURCE MANAGEMENT

NO: HR-07-01

TITLE:
Training for Classified School Nutrition Managers
(formerly Training-in-Depth for Classified School Nutrition Managers)

EFFECTIVE DATE:
March 1, 2004
(Revised July 1, 2015)

PURPOSE OF THIS CRITERIA/PROCEDURE -

The purpose of this Georgia Department of Education (GaDOE) School Nutrition Program (SNP) Criteria and Procedure is to update the information concerning Training requirements for classified SNP Managers in the State Board Rule of Education (SBOE) Rule160-5-6-.01 Statewide School Nutrition Program.

The Criteria and Procedure revised here is in response to the United States Department of Agriculture's (USDA) Professional Standards requirements, effective July 1, 2015. This replaces any previous versions.

KEY TERMS and DEFINITIONS -

Advanced TID Courses: As of July 1, 2015, Advanced TID Courses (30 credit hours) for Classified Managers are obsolete, and no longer required. Beginning SY2015-16, USDA's Professional Standards minimum requirements for Managers is six (6) Continuing Education Unit (CEU) hours per year. This increases in SY2016-17 to a minimum of 10 CEU hours.

Manager Classification will utilize the USDA's Professional Standards minimum annual requirements for managers after the completion of Core TID courses. (See Key Terms and Definitions for Core TID courses and credit.)

Classified Manager: References *Definitions* in Georgia State Board of Education (SBOE) Rule *160-5-6-.01 Statewide School Nutrition Program*. (See definitions included at the end of this document). Locate the SBOE Rule at www.gadoe.org, and then go to State Board & Policy, Board Rules.

Continuing Education Units (CEU): One (1) CEU is equivalent to one (1) hour of training. CEU is the unit of measure utilized by the USDA Professional Standards requirements. See USDA Professional Standards Final Rule. Locate requirements at <http://www.fns.usda.gov/school-meals/professional-standards>

Core TID Course Credit: Credit for specified courses are determined by a combination of attendance, assigned projects, class participation, and other measures of evaluation determined by the instructor. A passing score is 85, with the exception TID 3. This score is traditionally based on student attendance and class participation at the instructor's discretion. The local school system may allow a participant in a TID course to miss up to 10% of a class, without having to make up the missed session.

Currently, TID 3, Sanitation and Safety Certification (ServSafe® or other approved sanitation/safety course) requires an end of course validated/scored exam with a passing score. A passing exam score is required for credit. No minimum class hours are required for credit of Sanitation and Safety Certification course. (See Course Descriptions for additional information on TID 3.)

Core TID Courses: Courses authorized by state law and state board rule for Classified School Nutrition Managers. Core TID courses constitute 150 total credit hours that must be earned within the first five years employed as a Classified School Nutrition Manager consistent with *160-5-6-.01 Statewide School Nutrition Program*. The five (5) Core Courses (150 credit hours) will continue to be required of Georgia Classified School Nutrition Managers. (See Key Terms and Definitions for Advanced TID Courses and Continuing Education Units.)

Designated Manager: One identified Classified Manager per school site, for payment of State Salary Supplement (SSS) for managers.

Manager Classification Reporting System (MCRS): GaDOE SNP database for manager classification being used for the reporting and tracking of education and completed Core TID courses. Any person having completed Core TID courses may be tracked as a Classified Manager, and have a Manager Profile in MCRS. *Note: Manager Classification level may not*

be the same as employee title. Managers-in-training and those aspiring to become a local school nutrition manager may receive credit for Core TID courses completed prior to promotion.

Orientation for Nutrition Employees (ONE) Rev. 2013: Georgia Department of Education (GaDOE) course or locally developed and approved course required by SBOE Rule 160-5-6-.01(2)(a)(3)(iii) *Statewide School Nutrition Program* for all school nutrition personnel in their first year of employment. Effective SY2005-06, this course no longer meets the Core TID 1 requirement for Classified managers. ONE will continue to be required of all personnel in their first year of employment.

Records: Includes attendance rosters, course completion records (certificates) indicating attendee's name, month, year, and learning topic must be maintained. Core TID course completions must be documented on the MCRS at least annually. Retention requirements for paper back-up copies of MCRS records must be kept for five (5) years plus the current year. Managers should be encouraged to keep their original certificates indefinitely.

For the purpose of training records, a year runs July 1 through June 30 annually. Courses should to be reported within the year completed. *NOTE: MCRS records are transferrable between school systems. Contact your Area Consultant (AC) for additional information.*

School Year: Annual training requirements define a school year as a full year and runs July 1 through June 30. A classified manager who begins work after the first day of the school year has the rest of that school year and the following full school year to complete at least one year of Core TID training. A local school district may be more restrictive.

Substitute Course (SC): College course credit may substitute for individual Core TID courses. The employee must furnish an official transcript of courses with an academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. Submit the transcript with a request of what course is to substitute for corresponding Core TID course to your Area Consultant (AC). A course outline that indicates content similar to the particular Core TID course being substituted may be requested.

All records must be official and maintained indefinitely. The local school system must have adequate assurance that substitute courses were completed by the employee. The local school system may be more restrictive. Use the "Add SC" choice to report Substitute Course credit on the MCRS. See Key Terms and Definitions for additional information on records.

Training Facilitation: Local school system's responsibility to meet requirements of SBOE Rule 160-5-6-.01 (2)(a)(3) *Statewide School Nutrition Program*; requiring facilitation of job-related training including:

1. Teaching or arranging for a course instructor.
2. Maintaining attendance records.
3. Administering tests when required.
4. Issuing certificates of completion.
5. Reporting course participation to the local school district and to GaDOE annually to document manager classification status using the Manager Classification Reporting System (MCRS).

CRITERIA AND/OR PROCEDURES –

Core TID Courses: State Board rule *160-5-6-.01 Statewide School Nutrition Program* acknowledges that at least one 30-hour Core TID course is to be taken each of the first five years of employment as a classified Manager Trainee, Manager I, Manager II, or Manager Supervisor until 150 credit hours are completed. Generally, all Core TID courses are 30 credit hours and may include out-of-class assignments. The exception is Sanitation and Safety Certification, TID 3 (ServSafe® or other approved sanitation/safety course) requires a minimum passing score on the end of course validated and scored exam in addition to the class hours (± 30 hours) and assignments.

Core TID Courses approved as of July 1, 2015 are listed/described below:

- 60 credit hours **TID 1a & TID 1b – Managers-In-Training (MIT) Course (Blended Training - Online and Classroom)**
Due to the amount of outside effort required of trainees, this course is 60 credit hours and can be completed over 2 years.
Note: As of to SY2005-06, TID 1: ONE, or locally-developed Employee Orientation Course, no longer counts as a TID course.
- 30 credit hours **TID 2 - Menu Management:** See suggested course topics and resources included in this document.
- 30 credit hours **TID 3 –Sanitation and Safety Certification:** *ServSafe*®, National Sanitation Foundation (NSF), National Environmental Health Association, or other approved sanitation/safety course. *Note: Prior to SY2004-05, TID 3 was Nutrition.*
- 30 credit hours **TID 4 - Food Production:** See suggested course topics and resources included in this document. *Note: Prior to SY 2008-09, TID 4 was 60 credit hours (TID 4a & 4b). Between SY2008-09 and SY2014-15, the additional 30 credit hours of Food Production (TID 4b) was counted as an Advanced course (TID 19.)*

Course Descriptions –

Core TID credit is composed of 150 credit hours, and is required to be completed within the first five (5) years of employment. This assumes completion of one Core TID course during each of these five years. A total of 150 credit hours are required for completion of Core courses. MCRS will note when the 150 credits are exceeded due to changes in Core course requirements.

TID 1a & TID 1b Managers in Training (MIT): Effective July 1, 2015, MIT an online/blended course. This course (MIT) is required to be completed by all Manager Trainees, Manager I's, Manager II's, and Manager/Supervisors. It is only taught during the school year due to the applied training required for each lesson. MIT is counted as two (2) 30 credit hours courses (TID 1a and 1b) due to the additional required effort of the student to complete homework assignments. There is currently no option for a locally developed MIT course for credit toward TID 1a and 1b.

Managers who took ONE as TID 1, prior to SY2005-06, are not required under this procedure to take MIT; however, a local school district may require this at their discretion. *NOTE: ONE continues to be required of all new employees according to SBOE Rule 160-5-6-.01 (2)(a)(3)(iii) Statewide School Nutrition Program.* Effective SY2005-06, ONE no longer counts toward the 150 Core TID credit hours for classified managers. ONE is a prerequisite to Core TID courses.

TID 2 Menu Management: This is a locally developed course and is preapproved when using the resources from GaDOE, USDA and the National Food Service Management Institute (NFSMI.)

Resources cited and used in this course may include:

1. USDA's online *Food Buying Guide for Child Nutrition Programs*
<http://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>
2. NFSMI's *Food Buying Guide, Online Calculator for Child Nutrition Programs*
<http://fbg.nfsmi.org/>
3. *Mississippi Recipes for Success* *<http://mrs.mde.k12.ms.us/>*
4. NFSMI's *Meal Pattern Training for Breakfast and Lunch*
5. NFSMI's *Measuring Success with Standardized Recipes.*
6. NFSMI's *USDA Recipes for Schools*
7. NFSMI's *Whole Grains in Child Nutrition Programs*
8. USDA's *The School Day Just Got Healthier: School Administrator and Foodservice Toolkit*
(<http://www.fns.usda.gov/healthierschoolday>)
9. *What's Cooking? USDA Mixing Bowl* (*<http://www.whatscooking.fns.usda.gov>*)

TID 3 Sanitation and Safety Certification: ServSafe[®], National Sanitation Foundation (NSF), National Environmental Health Association, or other approved sanitation/safety course. This course may include class time, on-the-job application and must include a passing score (required) on the validated and scored exam. This course may be completed through other local agencies (e.g. health department or cooperative extension) and is not required to include 30 classroom hours. Credit may only be given upon successfully passing the end of course validated/scored exam.

TID 4 Food Production: This is a 30 credit hour course. This is a locally developed course and is preapproved when using the resources from GaDOE, USDA and NFSMI.

Resources cited and used in this course may include:

1. NFSMI's *Culinary Techniques for Healthy School Meals*, 2nd Edition, 2009 (or newer)
2. NFSMI's *Culinary Techniques: Cooking with Flair* series including: Breads and Grains; Fruits, Salads, Vegetables; Meats and Other Protein Foods
3. NFSMI's *On the Road to Professional Food Preparation* 2nd Edition (or newer)
4. NFSMI's *Cooks for Kids*
5. NFSMI's Practical Skills for Preparing Quality Meals

Prior to SY2008-09, both 4a & 4b (60 credit hours) counted as Core TID Courses. Due to the additional time required for TID 1a & 1b (MIT course), TID 4b (30 credits) is no longer a required Core TID course

TID Course List on MCRS – Revised July 1, 2015

<u>TID#</u>	<u>Level</u>	<u>Course Name</u>
1a	Core	MIT Manager in Training Part A – 30 Credits
1b	Core	MIT Manager in Training Part B – 30 Credits
2	Core	Menu Management (formerly Nutrition & Menu Management) – 30 Credits
3	Core	Sanitation and Safety Certification – 30 Credits
4	Core	Food Production – 30 Credits

Core TID courses for managers are to be completed within the first 5 years of employment.

Advanced TID Courses (TID 5-TID 20) will no longer be required to maintain Georgia School Nutrition Manager Classification status. See Key Terms and Definitions for additional information on Advanced TID Courses.

AUTHORITY – FEDERAL

7 CFR Part 210.19(a)(4) Program Compliance

AUTHORITY – STATE

O.C.G.A. 20-2-187 (a) (1)

Georgia State Board of Education Rule 160-5-6-.01 (1)(a)1.–4 and (2)(a)4. (iii), *Statewide School Nutrition Program*

State Board of Education Rule 160-5-6-.01- School Nutrition Manager Classification Definitions

Code: EE

160-5-6-.01 STATEWIDE SCHOOL NUTRITION PROGRAM.

(1) DEFINITIONS.

(a) **Certified Food Safety Manager** – a school nutrition employee who holds a state approved food safety certificate as defined in the Georgia Rules and Regulations for Food Service: Chapter 290-5-14.03 (3)(b).

(b) **Classified school nutrition manager** – an individual who meets one of the following conditions:

1. **Manager trainee** – holds a minimum of a high-school diploma or GED or was employed as manager prior to September 1, 1988; employment in this classification has been uninterrupted; and the individual has completed 30 credit hours of core Training-In-Depth (TID) annually toward completion of 150 hours.
2. **Manager I** – holds a high school diploma or GED or was employed as manager prior to September 1, 1988; and has completed the core TID.
3. **Manager II** – holds an associate or more advanced degree; and has completed the core TID.
4. **Manager III** – holds a school nutrition director service certificate issued by the Georgia Professional Standards Commission.
5. **Manager/Supervisor** – was employed as Manager/Supervisor prior to July 1, 2015, or meets one of the following conditions:
 - holds an associate degree in a specific major (food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field) with two years of relevant school nutrition programs experience, or
 - holds a Bachelor’s degree in any academic major with two years of relevant school nutrition programs experience, or
 - holds a Bachelor’s degree with any academic major and a school nutrition director service certificate issued by the Georgia Professional Standards Commission, or
 - holds a Bachelor’s degree with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

All manager/supervisors must complete 30 credit hours of core TID annually until all core requirements are met. All must meet requirements of director as specified in paragraph (2)(a)5(ii) of Rule 160-5-1-.22 Personnel Required in systems of less than base size having four or fewer schools.