ARKANSAS DEPARTMENT OF EDUCATION
RULES GOVERNING THE CERTIFICATION AND CONTINUING PROFESSIONAL DEVELOPMENT OF CHILD NUTRITION DIRECTORS, MANAGERS, AND WORKERS
March 14, 2005

1.0 PURPOSE

1.01 The purpose of these rules is to establish the requirements and procedures for certification and continuing professional development of Child Nutrition Directors, Managers, and Workers.

2.0 REGULATORY AUTHORITY

2.1 These shall be known as the Arkansas Department of Education Rules Governing Certification and Continuing Professional Development of Child Nutrition Directors, Managers, and Workers.

2.2 These regulations are enacted pursuant to the authority of the State Board of Education under Ark. Code Ann. 6-7-118 (b)(3) and 6-7-119 (e)(1)(b)(iii).

3.0 DEFINITIONS

For the purpose of these Rules the following terms shall be defined to mean:

3.1 Child Nutrition (CN) Director – The local education agency (LEA) or school district employee who administers a school district's federal child nutrition program through the interpretation of state and federal regulations.

3.2 Child Nutrition (CN) Manager – The local education agency (LEA) or school district employee who directly supervises and manages the federal child nutrition food service program in one or more schools/serving sites.

3.3 Child Nutrition Programs in Arkansas – The federal child nutrition programs operated by Arkansas public and charter schools which include, the National School Lunch Program, the School Breakfast Program, the Afterschool Snack Program, the Special Milk Program and the Summer Feeding Program, as established by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 (as amended through PL-108-269, July 2, 2004).

3.4 Child Nutrition (CN) Worker – The local education agency (LEA) or school district employee who prepares nutritious food by standardized recipes for specified quantities and serves food to program participants according to state and federal regulations.

3.5 Continuing Education for Director Certification – The requirements for continuing education are determined by the organization issuing the certification or credential and are in two categories:

3.5.1 Maintenance of certification status for Arkansas Department of Education Certified Director requires 10 hours of continuing education annually based on criteria established by the Arkansas Department of Education, Child Nutrition Unit.

3.5.2 Those directors certified or credentialed by the School Nutrition Association (SNA) must meet the continuing education requirements established by SNA to maintain that certification or credential.

3.6 Continuing Education for Managers Certification – Maintenance of certification status requires that the Certified Manager must attend a Arkansas Department of Education, Child Nutrition Unit Recertification course within six (6) years of initial certification and every 6 years thereafter.

3.7 Directors Certification – The credential awarded to persons who complete the requirements for certification by one of three avenues:

3.7.1 Certification by the Arkansas Department of Education, Child Nutrition Unit (ADE-CNU) for those directors with less than 10 years experience as a director. Course content is based on the competencies established through research by the National Food Service Management Institute (NFSMI).

3.7.2 Grandfather – Until July 1, 2006, 10 years or more administrative experience as a child nutrition director will be sufficient to meet Arkansas Department of Education, Child Nutrition Unit Director certification requirements.

3.7.3 Completion of the requirements established by the School Nutrition Association (SNA), formerly the American School Food Service Association (ASFSA) for Level 3 Certification OR Credentialing as a School Food Service Nutrition Specialist (SFNS).

3.8 Full – Time Worker – A food service employee that works a minimum of twenty (20) hours per week. Source: Ark. Code Ann. 6-17-2202 (2).

3.9 Managers Certification – The credential awarded after completion of the requirements of the Arkansas Department of Education, Child Nutrition Unit Manager Certification Program which is based on competencies established through research by the National Food Service Management Institute (NFSMI).

4.0 REQUIREMENTS FOR OBTAINING CHILD NUTRITION DIRECTOR CERTIFICATION

4.1 Directors Certification Requirements:

4.1.1 Arkansas Department of Education-Child Nutrition Unit Certification Process – Applicant must complete the following steps:

4.1.1.1 Provide documentation of earning a High School Diploma or Graduation Equivalency Diploma (GED)

4.1.1.2 Provide documentation of successful completion of one of the following advanced trainings: Manager Certification Training; or Certification as a Dietetic Technician, or Certified Dietary Manager, or Registered Dietitian; or Associate Degree in Foods/Nutrition or Food Service Management; or Bachelor's Degree in related field, i.e. Family & Consumer Sciences, Food Service Management, Hotel/restaurant Management, or Nutrition

4.1.1.3 Successfully complete all course work for Child Nutrition Directors Certification Program

4.1.2 School Nutrition Association (SNA) Certification Process – Certification and Credentialing by the School Nutrition Association (SNA) will meet requirements established by that organization.

4.1.2.1 Submit current documentation to the Arkansas Department of Education, Child Nutrition Unit from School Nutrition Association (SNA) of Certification as Director Level 3 or SFNS Credential.

4.1.2.2 Submit current documentation of required continuing education for national certification or credential.

4.1.3 Grandfather Status

4.1.3.1 Candidates for Grandfather Certification status must:

4.1.3.1.1 Complete an application including documentation from the school district of at least 10 years service as a child nutrition director as defined in Section 3.01. Experience as a Child Nutrition Manager or Child Nutrition Worker will not be eligible to count toward meeting this requirement.

4.1.3.1.2 Submit documentation that the last United States Department of Agriculture (USDA) Coordinated Review Effort (CRE) for the district was completed as part of the monitoring system without exceeding Performance Standard Error Thresholds as established by USDA.

4.1.3.1.3 Annually complete continuing education requirements in order to maintain Director Certification Status.

4.1.3.2 Failure to complete annual continuing education requirements will result in loss of directors certification and the person will be required to achieve certification by one of the other methods.

4.1.3.3 Those persons with grandfather status will not be required to meet certification requirements listed in 4.01.1 and 4.01.2.

4.1.3.4 Grandfather provision can only be used prior to July 1, 2006 to achieve certification status.

4.2 General Policies Pertaining to Certification of Child Nutrition Directors

4.2.1 The CN Director will be responsible for or supervise individuals who perform the following functions: nutrition and menu planning/production, procurement, personnel management and / or financial management and accountability.

4.2.1.1 The Child Nutrition Director coordinates and directs the required training for the child nutrition program personnel.

4.2.1.2 This director can administer either a single site or multi-site federal child nutrition program in public and charter schools.

4.2.1.3 The Child Nutrition Director shall be identified on the Agreement between the local education agency and the Arkansas Department of Education, Child Nutrition Unit.

4.2.2 The CN Director receives general supervision from local school administration. This person provides administrative supervision over all child nutrition employees, including managers, workers, clerical staff.

4.2.3 All local education agencies (LEA's) or school districts will be required to employ a certified Child Nutrition Director by July 1, 2006.

4.2.4 No out-of-state certification will be accepted for Arkansas Certification of Child Nutrition Directors.

4.2.5 Documentation of Certification or Credential of the Child Nutrition Director must be submitted annually.

4.2.6 School districts that do not employ a certified Child Nutrition Director cannot pay salary for this position from the non-profit food service account. When a non-certified child nutrition professional is currently working toward state certification requirements (Section 4.01), salary may be paid from the non-profit food service account.

4.2.7 A non-certified Child Nutrition Director has 12 months from the date of hire to begin Directors Certification Training process.

4.2.7.1 During the 12 months from the date of hire the Child Nutrition Director's salary may be paid from the non-profit food service account.

4.2.7.2 If the certification process is not begun within 12 months of the date of hire, any funds paid from the non-profit food service account must be refunded to that account from district operating funds.

4.2.8 All information and documentation submitted for Certification as a Child Nutrition Director must be timely, accurate, authentic and unaltered in any way.

4.2.8.1 Any certification issued as a result of a violation of the above mentioned will be null and void.

4.2.8.2 Any certification found to have been issued as a result of the above mentioned will be rescinded.

4.2.9 The Child Nutrition Unit, Arkansas Department of Education, as authorized by the State Board of Education, reserves the right to amend and/or rescind any certification that has been issued in error.

5.0 REQUIREMENTS FOR OBTAINING CHILD NUTRITION MANAGER CERTIFICATION

5.1 Managers Certification Requirements:

5.1.1 Must have a high school diploma or Graduation Equivalency Diploma (GED)

5.1.2 Must have the recommendation of the current employer, either the Child Nutrition Director and/or the Superintendent.

5.1.3 Must successfully complete the ADE, CNU Managers Certification Program requirements.

5.1.4 Must have completed one (1) school year on the job experience after completion of ADE, CNU Manager Certification Program fulfilling the duties and responsibilities as a Manager or Assistant Manager to be validated by immediate supervisor.

5.1.5 Must have a recommendation for certification by immediate supervisor.

5.1.6 No out-of-state certification will be accepted for Arkansas Certification of Child Nutrition Managers.

5.2 General Policies Pertaining to Certification of Child Nutrition Managers

5.2.1 The job functions of the Child Nutrition Manager include program accountability; sanitation, safety and security; equipment use and care; food production; food acceptability; customer service; record keeping; marketing; personnel management; and professional development.

5.2.2 The Child Nutrition Manager assists the Child Nutrition Director in delivering required training for the child nutrition personnel.

5.2.3 The Child Nutrition Manager receives general supervision from the Child Nutrition Director and directly supervises employees in the school child nutrition / food service program.

5.2.4 All local education agencies (LEA's) or school districts will be required to employ a certified Child Nutrition Manager(s) by July 1, 2006.

5.2.5 Documentation of Certification of the Child Nutrition Manager must be submitted annually.

5.2.6 Non-certified Child Nutrition professionals entering a manager level position in a food service program must meet state certification requirements within four (4) years of employment in a child nutrition manager position.

5.2.7 School districts that do not employ a certified Child Nutrition Manager cannot pay salary for this position from the non-profit foodservice account. When a non-certified child nutrition professional is currently working on state certification requirements (Section 5.01), salary may be paid from the non-profit foodservice account.

5.2.8 A non-certified Child Nutrition Manager must begin the Managers Certification Training process within the first 12 months of employment.

5.2.8.1 During the first 12 months of employment, the non-certified Child Nutrition Manager's salary may be paid from the non-profit food service account.

5.2.8.2 If the certification process is not begun within 12 months, any funds paid from the non-profit food service account must be refunded to that account from district operating funds.

5.2.9 All information and documentation submitted for Certification as a Child Nutrition Manager must be timely, accurate, authentic and unaltered in any way.

5.2.9.1 Any certification issued as a result of a violation of the above mentioned will be null and void.

5.2.9.2 Any certification found to have been issued as a result of the above mentioned will be rescinded.

5.2.10 The Child Nutrition Unit, Arkansas Department of Education, as authorized by the State Board of Education, reserves the right to amend and/or rescind any certification that has been issued in error.

6.0 REQUIREMENTS FOR CHILD NUTRITION WORKER PROFESSIONAL DEVELOPMENT

6.1 The job responsibilities for Child Nutrition Workers include maintaining a clean, safe, and sanitary work environment and actively participating in professional development training opportunities provided by the Child Nutrition Director and/or Child Nutrition Manager.

6.2 The Child Nutrition Worker receives supervision from the Child Nutrition Manager and Child Nutrition Director.

6.3 Training will be based on job functions and skills needed to perform the tasks of a child nutrition worker in federal child nutrition programs. At a minimum, child nutrition worker professional development should include: basic sanitation, food safety, basic nutrition, food preparation, and nutrition and physical activity concepts for maintaining a healthy lifestyle.

6.4 Effective school year 2006-07, it is required that a minimum of ten (10) hours of professional development training will be required of each full-time child nutrition worker.

6.4.1 The intent of this rule is not to add additional days to the contract.

6.4.2 Training may be incorporated into the regular work day in not less than 15 minute increments.

6.4.3 Failure of Child Nutrition Worker to complete the 10 hour professional development training may result in personnel action by local school district.

6.5 The school district child nutrition director will be responsible for providing or arranging training opportunities and maintaining a record documenting the professional development.

6.5.1 If the Child Nutrition Director has provided or arranged for the 10 hours annual worker professional development training, the school district will be considered in compliance.

6.5.2 All records must be maintained according to state audit requirements.

6.5.3 The district may provide their own training, or arrange for training in cooperation with one or more school districts or educational cooperatives, or training may be provided by a state agency, cooperative extension service, post secondary education institution, state licensed vocational/technical school, the National Food Service Management Institute, or professional associations (national, state, local) such as the School Nutrition Association, the American Dietetic Association or the Dietary Managers Association.

6.6 The required district Child Nutrition Worker professional development training shall not be provided by a private vendor or sponsored by any commercial vendors for the purpose of selling their product.

6.6.1 Vendors may train on the use and care of products if that training is part of the purchase agreement.

6.6.2 Training as specified in 6.06.1 may be counted toward the required worker professional development training hours.