



DEPARTMENT OF EDUCATION


Townsend Building
401 Federal Street Suite 2
Dover, Delaware 19901-3639
DOE WEBSITE: <http://www.doe.k12.de.us>

Steven H. Godowsky
Secretary of Education
Voice: (302) 735-4000
FAX: (302) 739-4654

February 22, 2016

MEMORANDUM

TO: Supervisors of School Nutrition Programs
Single Unit and Special School Administrators

FROM: Aimee F. Beam, RD, LDN 
Education Associate, Nutrition Programs

SUBJECT: School Year 2015-2016 Operational Memo #37
ServSafe® for Summer 2016

Delaware Department of Education (DDOE) is happy to announce that we will once again be hosting ServSafe® classes during the summer of 2016. We will accept registration from March 1, 2016 through June 1, 2016. School Food Authorities that do not respond by close of business on June 1, 2016 will lose their allocated seat(s). If a School Food Authority does not have any employees to send to this class, please inform us as soon as possible to allow other school nutrition employees the opportunity to register for the course.

The dates and locations are:

- June 21, 2016 - DDOE, Collette Center, Room B, 35 Commerce Way, Dover, DE
- June 28, 2016 - Eden Support Services Ctr. Cafetorium, 925 Bear-Corbitt Road, Bear, DE
- July 12, 2016 - DDOE, Collette Center, Room A, 35 Commerce Way, Dover, DE
- July 26, 2016 - Milford MS Board Room, 315 Kent Place, Milford, DE
- August 2, 2016 - Smyrna SD Board Room, 82 Monrovia, Ave, Smyrna, DE

Each School Food Authority is allotted seats using an allocation formula similar to Unit Training. The enrollment allocation is based on student enrollment numbers provided in DENARS. A percentage factor determines the allocation numbers based on the total class size (165).

- Example – Total student enrollment is 100,000 (all SFA combined)
 - SFA enrollment is 10,000
 - Calculation factor is .1 (10,000 ÷ 100,000)
 - Calculation factor (.1) multiplied by 165 (class size) = 16

The deadline to RSVP is June 1, 2016. If there are openings after this date they will be opened to all on a first come, first serve basis. If students must switch locations, DDOE will try to accommodate these request as best as we can. Books will be mailed or distributed. Remember to hand out the books as soon as possible so your staff can begin to study in advance. Also, DDOE purchases the books for each student to keep so students are not required to turn in the book to their district office or DDOE when the course is completed. Please remind your staff to bring the books with them to the class!

Please RSVP to Donna Trader at donna.trader@doe.k12.de.us or 302-857-3356. We hope you will consider joining us for this training!

Attachment: Registration allotment

