

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Food Services Division

TO: All Food Services Employees

DATE: May 28, 2019

FROM: Mimi Trinh, Branch Human Resources Manager
Food Service Division

**SUBJECT: PERIODIC CERTIFICATION FOR THE PERIOD OF JANUARY
THROUGH JUNE 2019**

All employees funded by the School Nutrition Program (SNP) are required to fill out a periodic certification twice annually. The periodic certification for the second period (Jan- June) is now required.

Food Service Managers and Central office staff will only have the option of filling out the Periodic Certification (Attachment B). Food Service Managers have the option of filling out the Blanket Certification (Attachment C) **only** for a group of employees working the **same period of time at their location**. Employees not included in the Attachment C will need to fill out his or her own Attachment B.

For reference, employees should refer to the Time Reporting training which can be found on the Café La website, under Human Resources, under Time Reporting. Slides 29-39 review the certification procedure. Pre-populated Attachment B and C forms including the Fiscal year, Program name, and Code have been added to the website. Please be sure to select the correct Attachments.

Certifications are due Monday, June 3rd. Food Service Managers will submit their school's completed forms to his/her Area Supervisor. The Area Supervisors should then review for completeness and provide it to his/her Food Services Staff Aide.

Attachment: Periodic Certification Reminders

c: Manish Singh, Director of Food Services
Budget Services Division
Accounting and Disbursement Division

Periodic/Blanket Certification Reminders

School Based Employees:

- Certifications should be filled out with the following information:
 - Period covered (Months worked between January through June)
 - Name, Position
 - School/Office: List all schools/offices permanently assigned during the period covered.
 - Employee Signature and Date
 - The date listed should be the last date paid in June. Employees with a pre-determined summer assignment should put the last paid day in June.
- Blanket Certifications should only be used for groups of employees with the same period worked
 - Ex: All workers worked January to June except one employee who transferred in to the cafeteria in February. The transfer employee will need to fill out his/her own periodic certification (Attachment B) certifying the timeframe worked.
- The FSM should not include him/herself onto the Blanket Certification for staff. Food Service Managers should fill out the periodic certification (Attachment B) for him/herself.

Central Office Employees:

- Certifications should be filled out with the following information:
 - Period covered (Months worked between January through June)
 - Name, Position
 - School/Office: List all schools/offices permanently assigned during the period covered.
 - Employee Signature and Date
 - The date listed should be the last day paid in June.
- Area Food Services Supervisors no longer need to fill out the Blanket Certification (Attachment C) for their Food Services Managers. Food Services Managers should fill out their own Attachment B.

General Reminders:

- Managers and Supervisors will need to fill out Attachment B on behalf of employees who retired, resigned, or were separated from the District.