**FY2022 RFP Applicant Staffing Chart**

Applicants must complete chart with all positions that will be charged to the grant. The first 3 lines show examples of staff positions.

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| **Staff Position**  | **IIIC-1 and C-2 Programs Provided**  | **Education** | **Years of Experience in Field of Aging** | **Certifications**  | **Other job responsibilities (SHIP/SHAP/MIPPA, Ombudsman, Adult Protective Services, etc.)**  |
| (Example) ADRN Case Manager  | I&A, Outreach, Options Counseling | BSW, LSW | 3  | AIRS, SHIP  | MIPPA |
| (Example) Nutrition Director  | C1 Congregate Meals and C2 Home Delivered Meals | Associates or Bachelors Degree in Business, Hospitality, Food Service or related field | 3 | Certified Food Protection Manager | Directly supervises all aspects of the Nutrition program. |
| (Example)Nutrition Site Manager | C1 Congregate Meals  | Associates Degree or High School Diploma with relevant experience | 1 or other related experience | Certified Food Protection Manager, other certifications required by local health department (i.e. Allergen Awareness, etc.) | Responsible for ensuring food safety and sanitation at the site. Food temperature monitoring. Supervision and recording of donations. Supervision of any paid staff at the site. Coordination of volunteers if assigned to do so. Data entry of meal units. Other duties as assigned.  |
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