



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

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**CHIEF DIRECTOR - DISTRICT OPERATIONS MANAGEMENT
DISTRICT DIRECTORS
CES'S - CIRCUIT MANAGEMENT
CIRCUIT MANAGERS
ASSISTANT DIRECTORS CO-ORDINATING NSNP IN DISTRICTS
DISTRICT HRSS
PRINCIPALS AND SGB'S OF ALL FEEDING SCHOOLS**

KZN NSNP CIRCULAR NO. 20 OF 2020

RE-APPOINTMENT OF VOLUNTEER FOOD HANDLERS (VFHS) TO PREPARE MEALS FOR THE LEARNERS AT NSNP PARTICIPATING SCHOOLS FOR THE PERIOD BEGINNING FROM 01 APRIL 2020 AND ENDING 31 MARCH 2021

1. The Head of Department has approved that Volunteer Food Handlers (VFHs), currently contracted to prepare meals for the learners in schools participating in the National School Nutrition Programme (NSNP) should have their contracts renewed for a period of one financial year.
2. This circular therefore serves to notify you of the re-appointment of Volunteer Food Handlers (VFHs) for the period beginning from 01 April 2020 and ending 31 March 2021.
3. In line with this re-appointment, you are required to take note of the following guidelines and instructions to be strictly adhered to:
 - 3.1. Re-appointment shall be subject to the NSNP official school approval letter being issued and the applicable VFH ratio of 1:200 and not exceeding maximum of 8 VFHs per school adhered to.
 - 3.2. Schools that have been closed or merged and/or have withdrawn from the programme, will not qualify to have their VFH/s contract/s renewed.
 - 3.3. Special schools participating in the programme will not qualify to have VFH/s receiving NSNP stipend.
 - 3.4. Schools will not be allowed to terminate or replace their currently contracted Volunteer Food Handlers for any other reason except if the VFH voluntarily resigns and on grounds of the VFH having breached the terms of engagement upon which due process must have been followed as stipulated in the VFH's contract and with sufficient supporting evidence provided to the District Office for justifying the grounds of termination.

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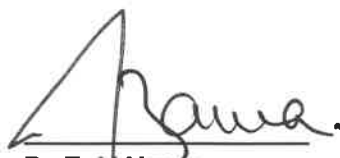
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- 3.5. VFHs must be between the ages of 18 – 65 years of age in order to qualify for re-appointment.
 - 3.6. Where the school has to appoint replacement Volunteer Food Handler (VFH) due to the previously contracted VFH having resigned or passed away and/or terminated on valid grounds as outlined above in paragraph 3.4, the school will be required to consider and confirm the 1:200 ratio with the district, recruit fairly and strictly adhering to the standard process of recruitment of VFHs.
 - 3.7. Newly approved schools in the programme when appointing new VFH/s shall also be expected to also abide with this circular and adhere to the fair process of recruitment of VFHs which is open and transparent, taking into cognizance the 1:20 ratio.
 - 3.8. Schools must ensure that all re-appointed Volunteer Food Handlers or (new) Volunteer Food Handlers (where applicable) sign their new contracts/terms of engagement with the school which must be submitted to NSNP Office at the district by not later than the 7th of April 2020 in order for the district offices to submit copies of contracts to NSNP Head Office by not later than the 14th of April 2020.
4. While the HR Head Office will be responsible for processing all re-appointments on the system programmatically through the Office of the Premier, District HRSS will be responsible for processing new appointments, terminations and replacements, always taking note of the 1:200 ratio.
 5. In line with the NSNP Conditional Grant Framework (CGF), ***the Volunteer Food Handler net stipend after 1% UIF deduction has been set at a rate of R1, 360.00 per VFH per month for the 2020/21 financial year***, and the VFHs are required to work 5 hours per day on all NSNP feeding calendar days while schools must ensure that VFH attendance registers are signed daily and submitted on a monthly basis to District NSNP Office.
 6. Kindly bring the contents of this circular to all concerned.



Dr E. V. Nzama
Head of Department

Date: 18/03/2020

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