**Request to Hire a School Nutrition Program Director**

**That Does Not Meet Hiring Requirements**

The final rule “Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010” established hiring and training standards that became effective July 1, 2015 (7 CFR 210.31). Professional standards are intended to ensure that local school nutrition program personnel in the National School Lunch and School Breakfast Programs have the knowledge and skills to manage and operate the programs correctly and successfully.

School nutrition directors hired after July 1, 2015 must meet the hiring professional standards. This request form may be completed and submitted by a Local Education Authority (LEA) to request approval to hire a director from Child and Adult Nutrition Services (CANS) for an individual that does not meet the hiring professional standards for program directors.

The LEA is allowed to use the nonprofit school food service account to pay for the salary of a school nutrition program director who does not meet the hiring standards so long as the LEA is complying with the CANS approved plan to ensure the director will meet professional standards hiring requirements.

Definitions:

**School Nutrition Director:** The person responsible for planning, administering, implementing, monitoring, and evaluating all district-wide aspects of school nutrition programs. Regardless of size, a self-operated LEA typically has one director. LEA’s with a Food Service Management Contract company will have two directors.

**Relevant school nutrition program experience**: Refers to previous work experience in the National School Lunch Program and School Breakfast Program, as well as experience in other child nutrition programs (the Child and Adult Care Food Program and/or the Summer Food Service Program), or experience in food service. Volunteer or unpaid work in food service areas is also considered relevant food service experience if the volunteering or unpaid work is documented.

Please submit the completed “Request to Hire a School Nutrition Program Director” form to Child and Adult Nutrition Services (CANS). If the request is approved, a required corrective action plan will accompany the approval letter.

**Request to Hire a School Nutrition Program Director**

Complete and submit request to [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us). To expedite this request, please use subject line: “Professional Standards Request for Approval to Hire.”

**Name of Local Education Authority: Click here to enter text.**

Name of Authorized Representative (AR) requesting approval to hire: **Click here to enter text.**

Phone number of AR: **Click here to enter text.**

Date of request: **Click here to enter text.**

1. Record the student enrollment size of LEA: **Click here to enter text.**

*Note: only include schools that operate the National School Lunch Program and/or School Breakfast Program. LEA’s must be 500 students or smaller to apply for a request to hire.*

1. First and last name of applicant: **Click here to enter text.**
2. Select one of the options listed below that reflects the applicants education, certificates, and/or experience:

a. A bachelor's degree or equivalent educational experience, with an academic major or concentration in food & nutrition, food service management, dietetics, family & consumer sciences, nutrition education, culinary arts, business, or a related field

b. A bachelor's degree or equivalent educational experience, with any academic major or area of concentration, **and** either the School Nutrition Association School Nutrition Specialist certification **or** at least 1 year of relevant food service experience.

If applicable, explain relevant school nutrition program or food service experience: **Click here to enter text.**

c. An associate degree, or equivalent educational experience, with an academic major or concentration in food & nutrition, food service management, dietetics, family & consumer sciences, nutrition education, culinary arts, business, or a related field **and** at least 1 year of relevant food service experience.

If applicable, explain relevant school nutrition program or food service experience: **Click here to enter text.**

d. A high school diploma or general educational development diploma (GED), **and** at least 3 years of relevant food service experience

If applicable, explain relevant school nutrition program or food service experience: **Click here to enter text.**

e. Other.

Explain education or relevant certificates: **Click here to enter text.**

Explain any relevant school nutrition program or food service experience: **Click here to enter text.**

*Note: The first four selections, 3. a. – d., are the minimum requirements for education, certification, and experience requirements. At minimum, the applicant must have a high school diploma or GED to qualify for an approval to hire.*

1. Record 8-hours of Food Safety Training: (most recent or planned) **Click here to enter text.**

*Note: 8-hours of food safety training are required either 3 years prior to the Applicant start date or training must be completed within 30-days of the Applicant’s start date.*

1. Please briefly describe of process used to announce and/or advertise this position: **Click here to enter text.**
2. Please briefly describe why this applicant was the best choice out of the applicants submitted for this position: **Click here to enter text.**

*For Internal Use Only*

SFA is 500 students or less:  Yes  No

Education compliant:  Yes  No

Certification compliant:  Yes  No

Relevant SNP experience compliant:  Yes  No

Food Safety compliant:  Yes  No

Sufficient advertising:  Yes  No

Other:

Approve request for hire:  Yes  No

Approval letter sent to SFA with corrective action training plan:  Yes  No  Not applicable

Denial letter sent to SFA:  Yes  No  Not applicable

Date:

CANS staff name and title: