

National School Lunch Program and School Breakfast Program

New Child Nutrition Director Notification Form

Professional Standards Requirements

Effective July 1, 2015, 7 CFR 210.30 requires that individuals that are hired for the position of the child nutrition director must meet hiring requirements as outlined in the regulation. Also, individual's must have at least 8 hours of food safety training either not more than five (5) years prior to or 30 calendar days after the employee's start date.

Required Documentation and Certification Statement

I, as the sponsoring official of the child nutrition program, certify that the individual hired to perform the duties of the child nutrition director meet the minimum hiring standards as defined by 7 CFR 210.30- School Nutrition Professional Standards. To verify compliance, I am submitting copies of documentation that support the individual meeting the requirements. I understand that all supporting documentation must be kept on file in our school district and will be subject to review during the NSLP Administrative Review.

Superintendent's or Agency Head's Signature	Date

Please Complete All Fields	
Sponsor Name/ District:	
Previous Child Nutrition Program Director:	
New Child Nutrition Program Director:	
Email:	
Effective Date:	
Phone Number with Area Code:	
Extension:	

Check the appropriate category below to indicate which requirements are met based on enrollment.

Professional Standards Hiring Requirements per 7 CFR 210.30			
Minimum Requirements for Directors/ Minimum Education Standards	Student Enrollment 2,499 or less	Student Enrollment 2,500 – 9,999	Student Enrollment 10,000 or More
	Check Here	Check Here	Check Here
	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* OR	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* OR	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* OR

	Bachelor's degree in any academic major, and State-recognized certificate** for school nutrition directors; OR	Bachelor's degree in any academic major, and State-recognized certificate** for school nutrition directors; OR	Bachelor's degree in any academic major, and State-recognized certificate** for school nutrition directors; OR
	Bachelor's degree in any academic major, and at least 1 year of relevant food service experience; OR	Bachelor's degree in any academic major and at least 2 years of relevant school nutrition program experience; OR	Bachelor's degree in any academic major and at least 5 years of experience in management of school nutrition programs.
	Associate degree or equivalent educational experience, with academic major in specific areas, * and at least 1 year of relevant food service experience; OR	Associate degree or equivalent educational experience, with academic major in specific areas, * and at least 2 years of relevant school nutrition program experience.	
	High school diploma (or GED) and at least 3 years of relevant food service experience.		
	(For an LEA with less than 500 students, the State agency may approve a candidate who meets the educational standards but has less than the required 3 years of experience.)		

Minimum Prior Training Standards: At least 8 hours of food safety training is required either not more than five (5) years prior to or 30 calendar days after the employee's start date.

*Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

** In Kentucky, the state-recognized certificate for school nutrition program directors is the School Nutrition Association (SNA) Level 2 certificate or above.