

# NEW SCHOOL NUTRITION PROGRAM DIRECTOR NOTIFICATION FORM

Please email the completed form to Jamie Buford at [jamie.buford@education.ky.gov](mailto:jamie.buford@education.ky.gov)

<b><u>Sponsor Name/District:</u></b>
<b><u>Previous School Nutrition Program Director:</u></b>
<b><u>New School Nutrition Program Director:</u></b>
<b><u>Email:</u></b>
<b><u>Effective Date:</u></b>
<b><u>Phone Number with Area Code:</u></b>
<b><u>Extension:</u></b>
<b><u>Address 1:</u></b>
<b><u>Address 2:</u></b>
<b><u>City, State:</u></b>
<b><u>Zip Code:</u></b>

**Minimum Hiring Standards for New School Nutrition Program Directors**

[7 CFR 210.30](#)

\*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.

<b>Category 1 Student Enrollment 2,499 or less</b>	<b>Category 2 Student Enrollment 2,500-9,999</b>	<b>Category 3 Student Enrollment 10,000 or more</b>
Bachelor's degree, or equivalent educational experience, with academic major in specific areas;*	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;*	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;*
<b>OR</b>	<b>OR</b>	<b>OR</b>
Bachelor's degree in any academic major, <b>and</b> State-recognized certificate** for school nutrition directors;	Bachelor's degree in any academic major, <b>and</b> State-recognized certificate** for school nutrition directors;	Bachelor's degree in any academic major, <b>and</b> State-recognized certificate** for school nutrition directors;
<b>OR</b>	<b>OR</b>	<b>OR</b>
Bachelor's degree in any academic major, <b>and</b> at least <b>1</b> year of relevant <b>food service</b> experience;	Bachelor's degree in any academic major <b>and</b> at least <b>2</b> years of relevant <b>school nutrition</b> program experience;	Bachelor's degree in any academic major <b>and</b> at least <b>5</b> years of experience in management of <b>school nutrition</b> programs.
<b>OR</b>	<b>OR</b>	
Associate's degree or equivalent educational experience, with academic major in specific areas,* <b>and</b> at least <b>1</b> year of relevant <b>food service</b> experience;	Associate's degree or equivalent educational experience, with academic major in specific areas,* <b>and</b> at least <b>2</b> years of relevant <b>school nutrition</b> program experience.	
<b>OR</b>		
High school diploma (or GED) <b>and</b> at least <b>3</b> years of relevant <b>food service</b> experience.		
<b>OR</b>		
(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.)		

<b>Minimum Prior Training Standards</b>	At least <b>8</b> hours of food safety training is required either not more than five [ <b>5</b> ] years prior to or <b>30</b> calendar days after the employee's start date.
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"I certify that the new school nutrition program director meets the minimum hiring standards as defined by 7 CFR 210.30--School Nutrition Program Professional Standards."

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date