# SCNP Memo #2024-2025-24

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: September 12, 2024

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Updated Certification of New School Nutrition Program Administrator and Review of Hiring Standards

The Virginia Department of Education, Office of School and Community Nutrition Programs (VDOE-SCNP) is publishing the updated Certification of New School Nutrition Program (SNP) Administrator form, found in Attachment A. The U.S. Department of Agriculture (USDA) and the VDOE-SCNP require that all newly hired SNP administrators (directors) meet minimum hiring standards and complete annual training requirements.

### Requirements for New School Nutrition Administrators

A newly hired SNP administrator (director) is defined as hired on or after July 1, 2024. School food authorities (SFAs) must complete and submit Attachment A, along with a copy of the newly hired administrator’s resume, to the VDOE-SCNP State Director within 30 days of hire. The SNP administrator is responsible for program operations, must be the contact for all VDOE-SCNP communications, and must be designated as the SNP administrator in the SNPWeb system. The local Educational Registry Application administrator should assign appropriate permissions in SSWS to grant SNPWeb access. The VDOE-SCNP will monitor compliance with the professional standards as part of the administrative review process. Failure to comply with these requirements could result in the withholding of federal reimbursement.

### Minimum Hiring Standards for New School Nutrition Directors

Hiring criteria is based on the local education agency (LEA) enrollment size. The demands and complexity of SNPs increases as enrollment increases. The minimum education requirements by LEA enrollment can be found on the [USDA’s Professional Standards Summary for School Nutrition Program Professionals](https://www.fns.usda.gov/tn/professional-standards-summary-updates-flyer) and in Attachment A. The newly hired SNP Administrator must also:

* Have at least eight hours of food safety training either not more than five years prior to their starting date or completed within 30 calendar days of the start date.
* Attend the VDOE-SCNP sponsored New Director’s Academy. Please note the VDOE-SCNP will release information and registration for the next New Director’s Academy in the coming weeks.
* Attend the VDOE-SNCP New Director’s Orientation with the assigned SCNP specialist.
* Complete at least 12 hours of annual continuing education training. This required continuing education is in addition to the food safety training required in the first year of employment.
* Renew the food safety manager certification every five years.

### For more Information

Please direct any questions to your assigned SCNP regional specialist or the SNP mailbox at SchoolNutritionPrograms@doe.virginia.gov.

SCC/ST/cc

### Attachment

* Certification of New School Nutrition Program Administrator