# Attachment A

# SCNP Memo No. 2024-2025-24

# September 12, 2024

## **Certification of New School Nutrition Program Administrator**

**New Director Name**: Click or tap here to enter text

**School Division**: Click or tap here to enter text

**Date of Hire:** Click or tap here to enter text

**Student enrollment:** Click or tap here to enter text

### **Hiring Standards for New School Nutrition Program Administrators**

Using the chart below, indicate how the new administrator listed above meets the minimum hiring standards based on the school division’s student enrollment.

**Director must meet at least one education standard listed in the chart below.**

| **Student Enrollment** | **Choose One** | **Minimum Education Standards** |
| --- | --- | --- |
| **2,499 or less** |  | Bachelor’s degree with academic major in specific\* areas. Click to enter academic major  Bachelor’s degree in any academic major and at least one year of relevant food service experience. Click to enter academic major  Associate’s degree with academic major in specific\* areas and at least one year of relevant food service experience. Click to enter academic major  High school diploma or GED and at least three years of relevant food service experience. |
| **2,500 - 9,999** |  | Bachelor’s degree with academic major in specific\* areas. Click to enter academic major  Bachelor’s degree in any academic major and at least two years of relevant school nutrition programs experience. Click to enter academic major  Associate’s degree with academic major in specific\* areas and at least two years of relevant school nutrition programs experience. Click to enter academic major |
| **10,000 or more** |  | Bachelor’s degree with academic major in specific\* areas. Click to enter academic major  Bachelor’s degree in any academic major and at least five years experience in management of school nutrition programs. Click to enter academic major |

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

**Additional Hiring Requirements**

The newly hired school nutrition program (SNP) administrator must:

* 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 start date. The food safety certificate must be emailed to the SNP regional specialist;
* attend the Virginia Department of Education, Office of School and Community Nutrition Programs (VDOE-SCNP), sponsored New Director’s Training;
* attend the VDOE-SNCP New Director’s Orientation with the assigned SNP specialist;
* renew the food safety certification every five years;
* and complete at least 12 hours of continuing education/training each school year. This required continuing education/training is in addition to the food safety training required in the first year of employment.

**Certification**

By signing this form, I certify that the newly hired SNP administrator or designated person responsible for the operation of the SNP meets the hiring standards as outlined in 7 CFR §210.30.

**Authorization and Signatures**

The undersigned hereby certifies that the information in this form is complete and accurate.

**Superintendent:** Click or tap to enter Superintendent name

**Date:** Click or tap to enter date

**Signature of Superintendent**

Submit this form and a copy of the newly hired SNP administrators resume to Dr. Sandy Curwood, RDN, Director of School and Community Nutrition Programs, via email at [Sandra.Curwood@doe.virginia.gov](mailto:sandra.curwood@doe.virginia.gov).