Attachment A, Memo #331-18

November 30, 2018

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

By signing this form, I certify that the newly hired school nutrition program director (or designated person responsible for the operation of the school nutrition program) meets the hiring standards as outlined in 7 CFR §210.30. The newly hired director will complete the minimum annual training requirements and attend the Virginia Department of Education sponsored New Director’s Training. Submit this form to Dr. Sandy Curwood, RDN, Director of School Nutrition Programs at [sandra.curwood@doe.virginia.gov](mailto:sandra.curwood@doe.virginia.gov).

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

**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 Directors**

*Using the chart below, indicate how the new director listed above meets the minimum hiring standards. Based on your student enrollment, the new director must meet one education requirement from either column and experience when indicated.*

| **Must meet at least one education standard from these columns** | | | | |
| --- | --- | --- | --- | --- |
| **Student Enrollment** | **Choose one Education Standard** | **Bachelor’s Degree** | **Alternative Education** | **School Nutrition Experience** |
|  |  | Specific Major | None | None |
|  |  | Any Major | None | One Year |
| **2,499 or less** |  | None | Associate’s degree – specific major | One Year |
|  |  | None | High School Diploma or GED | Three Years |
|  |  | Specific Major | None | None |
| **2,500 – 9,999** |  | Any Major | None | Two Years |
|  |  |  | Associate’s degree- specific major | Two Years |
| **10,000 or** |  | Specific Major | None | None |
| **more** |  | Any Major | None | Five Years |

**Signature of Division Superintendent Date Date**