



COMMONWEALTH of VIRGINIA
DEPARTMENT OF EDUCATION

DATE: April 14, 2023

TO: Division Superintendents

FROM: Aimee Guidera, Acting Superintendent of Public Instruction and Secretary of Education

SUBJECT: **Hiring Standards and Professional Development for School Nutrition Directors and the New Director's Academy**

The purpose of this memorandum is to inform school divisions of required hiring standards and professional development for new school nutrition program directors. The U.S. Department of Agriculture (USDA) and the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) require that all newly hired school nutrition program directors must meet minimum hiring standards and complete annual training requirements.

Requirements for New School Nutrition Directors

A newly hired school nutrition program director is defined as hired on or after July 1, 2022. School food authorities (SFAs) must complete Attachment A and submit the completed form to the VDOE-SNP within 30 days of employment of a new director. Documentation that the new director meets the minimum hiring standards must be included. The local school nutrition program director is responsible for the operation of the school nutrition program, must be the contact for all VDOE-SNP communications, and designated as the school nutrition program administrator in the SNPWeb system. The VDOE-SNP will monitor compliance with the professional standards as part of the administrative review process.

Hiring Standards for New School Nutrition Directors

Hiring criteria depends on local education agency (LEA) enrollment size. Demands and complexity of school nutrition programs increases as enrollment increases. Professional standards for directors, including education requirements and annual training requirements, can be found in Attachment B, *Professional Standards for School Nutrition Program Professionals*.

The new director must acquire eight hours of food safety training within five years prior or within 30 days after their start date.

Detailed information on professional standards can be found in the USDA [Guide to Professional Standards for School Nutrition Programs](#).

New Director's Academy

The *New Director's Academy: Introduction to School Nutrition Leadership* is designed for new directors, those aspiring to become directors, and staff responsible for school nutrition programs. Participants who attend the Academy will receive 30.5 units of professional development. There is no charge for the course or materials.

The VDOE-SNP will offer this training, hosted by the Institute of Child Nutrition, in-person at the VDOE on May 22–26, 2023, in Conference Room B located on the first floor of the James Monroe Building, 101 North 14th Street, Richmond, Virginia 23219.

Action required: Participants must register for the training by completing the [online registration form](#). Participants must attend all sessions to receive credit for the training.

For More Information

Please direct any questions to the VDOE-SNP Training, Program Improvement, and Grants Supervisor, Kelly Shomo, via email at Kelly.Shomo@doe.virginia.gov.

AG/SCC/KAM/cc

Attachments:

- A. [Certification of New School Nutrition Program Director](#) (Word)
- B. [Professional Standards for School Nutrition Program Professionals](#) (Word)