# SNP Memo #2023-2024-21

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

DATE: September 14, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

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

## 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, 2023. 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 local ERA administrator should assign appropriate permissions in SSWS to grant SNPweb access. 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 the [USDA Guide to Professional Standards for School Nutrition Programs](https://fns-prod.azureedge.us/sites/default/files/resource-files/Professional_Standards_Guide.pdf).

The new director must acquire food safety management certification within 30 days of their start date or have existing current certification.

### New Director's Academy

The *New Director's Academy: Introduction to School Nutrition Leadership* is required of all Virginia school nutrition program administrators (directors) to attend at the earliest offering of this course. It is designed for new directors, those aspiring to become directors, and staff responsible for school nutrition programs. Participants attending 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 October 23–27, 2023, in Conference Room B located on the first floor of the James Monroe Building, 101 North 14th Street, Richmond, Virginia 23219.

New this year, the VDOE-SNP is offering a mentoring program for all newly appointed school nutrition program administrators. This program will be covered at the New Director Academy in October.

**Action required**: Participants must register for the training by completing the [**online registration form**](https://virginiadoe.gov1.qualtrics.com/jfe/form/SV_06ZEbt4WnQnU3ye). Participants must attend all sessions in person 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](mailto:Kelly.Shomo@doe.virginia.gov).

SCC/KNS/cc

### Attachments

1. Certification of New School Nutrition Program Director
2. October 2023 New Director's Academy Agenda