



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

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STATE SUPERINTENDENT

MEMORANDUM

DATE: October 5, 2017

TO: Local and Intermediate School District Superintendents
Public School Academy Administrators
Select Nonpublic School Administrators
Residential Child Care Institutions

FROM: Kyle L. Guerrant, Deputy Superintendent *KG*

SUBJECT: Hiring Standards for New School Nutrition Program Directors

The United States Department of Agriculture (USDA) created professional standards for state and local school nutrition program personnel, including minimum training and hiring standards, as part of the [Healthy, Hunger-Free Kids Act of 2010 \(HHFKA\)](#). The purpose of this memorandum is to remind School Food Authorities (SFAs) that minimum hiring criteria for new school nutrition program directors must be met when new directors were hired on or after July 1, 2015, as listed in the [final rule summary](#).

To date, the Michigan Department of Education (MDE) has released correspondence providing guidance in the hiring of new school food service directors, including:

- MDE Memorandum dated January 21, 2016 - [Hiring Standards for School Nutrition Program Directors - Professional Standards Requirement](#)
- MDE Food Service Administrative Policy No. 12 dated February 28, 2017, School Year 2016-2017 - [Guidance for Professional Standards Hiring Requirements of a Food Service Director Managing Multiple School Food Authorities and/or Local Educational Agencies](#)

School Food Authorities (SFAs) may not use the nonprofit school food service account to pay the salary of a new school nutrition program director (hired on or after July 1, 2015) who does not meet the hiring standards. Using funds to support non-compliance is considered an unallowable cost. Unallowable costs must be

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returned to the nonprofit food service account from the general fund. Please refer to question 17 in [USDA memo SP 38-2016: Questions and Answers \(Q& As\) on the Final Rule "Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy Hunger-Free Kids Act of 2010"](#), released May 26, 2016.

What does this mean for SFAs who have contacted MDE *prior* to hiring an individual who did not meet the minimum hiring standards?

- SFAs who have contacted MDE with extenuating circumstances and have discussed their issues *prior* to hiring a new food service director will not be found in non-compliance with these hiring standards. These types of situations have been documented by MDE and MDE provided guidance and a path of training for the food service director.

What if the SFA has hired a new food service director who does not meet the minimum hiring standards and has not received prior approval from MDE?

- Please contact MDE and speak with Linda Stull, Professional Standards Consultant (stulll@michigan.gov or 517-241-3884), or Howard Leikert, School Nutrition Programs Supervisor (leikerth@michigan.gov or 517-373-3892). MDE will work with SFAs to determine if fiscal action is necessary and help create a career track for the new food service director.

Thank you for your attention to this matter.

cc: Michigan Education Alliance