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DEPARTMENT OF EDUCATION
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FOOD SERVICE

**ADMINISTRATIVE POLICY NO. 12
SCHOOL YEAR 2016-2017**

SUBJECT: Guidance for Professional Standards Hiring Requirements of a Food Service Director Managing Multiple School Food Authorities and/or Local Educational Agencies

DATE: February 28, 2017

The final rule "Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010" ([80 FR 11077](#))ⁱ established minimum hiring and training standards for school nutrition program personnel. The professional standards are intended to ensure that school nutrition program personnel in the National School Lunch and School Breakfast Programs have the knowledge and skills to manage and operate the programs correctly and successfully.

The Michigan Department of Education, School Nutrition Programs unit, provides clarification below regarding hiring standards of a food service director (FSD) when multiple school food authorities (SFAs) and local educational agencies (LEAs) are managed by a single FSD.

Key Points:

- Hiring standards apply to FSDs hired on or after July 1, 2015.
- Existing FSDs will be grandfathered in their current position, as well as in the student enrollment category where they are currently working.
- Minimum education standards for FSDs are based on student enrollment.
- When multiple SFAs and/or LEAs are managed by one FSD, hiring standards are based on the combined number of all students.
- The final rule states that hiring standards are based on LEA size.

The following examples detail how to determine student enrollment size in order to determine hiring standards for a FSD managing multiple SFAs and/or LEAs:

1. School District X has an enrollment of 6,500 students and School District Y has an enrollment of 3,000 students. The combined enrollment number of

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students is 9,500, so the FSD responsible for these two districts would need to meet the hiring standards for an LEA size of 2,500 - 9,999 students.

2. School District X has an enrollment of 6,500 students, School District Y has an enrollment of 3,225 students, and the FSD is also responsible for a third district with 500 enrolled students. The combined enrollment number is 10,225, so the FSD responsible for these three districts would need to meet the hiring standards for an LEA size of 10,000 or more students.
3. If a FSD employed by a food service management company (FSMC) is responsible for more than one district, the same rules as stated above would apply.

Questions regarding this Administrative Policy may be directed to Linda Stull, Consultant, by email at stulll@michigan.gov or the School Nutrition Programs unit at MDE-SchoolNutrition@michigan.gov.

ⁱ <https://www.federalregister.gov/documents/2015/03/02/2015-04234/professional-standards-for-state-and-local-school-nutrition-programs-personnel-as-required-by-the>