



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

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STATE SUPERINTENDENT

MEMORANDUM

DATE: January 21, 2016

TO: School Food Service Directors, School Business Officials, and Food Service Management Companies

FROM: Marla Moss, Director
Office of School Support Services

SUBJECT: Hiring Standards for School Nutrition Program Directors – Professional Standards Requirement

As staff of the School Nutrition Programs unit are conducting United States Department of Agriculture (USDA) Administrative Reviews for the 2015-2016 school year for sponsors of the National School Lunch Program (NSLP), it has come to our attention that hiring standards for school food service directors hired on or after July 1, 2015, are not being followed correctly. Effective July 1, 2015, specific hiring and training requirements for school nutrition program operators must be met. Guidance for Professional Standards is available on the [USDA Professional Standards website](#).ⁱ Additionally, further guidance for the standards is published in [USDA Memo SP 39-2015](#)ⁱⁱ: Questions & Answers on the Final Rule "Professional Standards for State and Local School Nutrition Programs Personnel as required by the Healthy, Hungry-Free Kids Act of 2010."

Please be aware that the guidelines for hiring a director encompass minimum education standards, as well as hiring standards based on student enrollment categories for all schools under a local educational agency (LEA). This guidance applies to all LEAs, regardless if the LEA is self-operated or contracted with a Food Service Management Company. **This may impact movement of food service directors from one LEA to another.** The [USDA Professional Standards Summary Sheet](#)ⁱⁱⁱ summarizes this information.

For additional information regarding the Professional Standards requirements, please contact the Michigan Department of Education (MDE) School Nutrition Programs unit at mde-schoolnutrition@michigan.gov or by calling 517-373-3347.

ⁱ <http://www.fns.usda.gov/school-meals/professional-standards>

ⁱⁱ <http://www.fns.usda.gov/sites/default/files/cn/SP39-2015os.pdf>

ⁱⁱⁱ http://www.fns.usda.gov/sites/default/files/cn/profstandards_flyer.pdf

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