



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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STATE SUPERINTENDENT

FOOD SERVICE

**ADMINISTRATIVE MEMO No. 8
SCHOOL YEAR 2019-2020**

SUBJECT: Training Requirement for School Food Authority (SFA) Personnel
Overseeing Food Service Management Company (FSMC) or Vended Meal
Contracts

DATE: May 12, 2020

Background

The United States Department of Agriculture (USDA) requires educational and training requirements, known as Professional Standards, for food service directors (FSDs) operating the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). [USDA guidance](#)ⁱ states that because the SFA maintains oversight of the school meal programs when contracting meal services, training standards also apply to the SFA person overseeing the contract.

Definition of a School Food Authority (SFA)

The SFA is the governing body which is responsible for the administration of one or more schools and has the legal authority to operate the NSLP.

Why is the State Agency (SA) enforcing the training requirement for SFAs with school meal contracts?

The SA wants to ensure school nutrition program integrity of contracted services. A training requirement allows the person overseeing meal contracts an opportunity to receive training in many areas of school nutrition programs, such as financial management, contract oversight, meal patterns, claiming, resource management, procurement, food safety, etc.

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Is this a new requirement?

No. The Professional Standards final rule was published in 2015 and [USDA Memo SP 39-2015](#)ⁱⁱ provided additional information.

When will MDE start checking for compliance with this requirement?

This requirement will be enforced beginning School Year 2020-2021, which starts July 1, 2020.

There seem to be two requirements - hiring and training. What is the difference?

1. Hiring standards require a FSD to meet minimum educational standards, based on SFA student enrollment. The FSD placed in an SFA by a FSMC to operate school meal programs must meet these hiring standards.
2. Training requirements pertain to **both** the FSD and the SFA staff person overseeing the school meal contract. Twelve hours of annual school nutrition program related training must be obtained by both of these individuals.

What is considered the annual time period for obtaining 12 hours of training?

July 1 – June 30 of each school year is the annual time frame for obtaining training.

How can the SFA contract overseer get 12 hours of training?

Each year many organizations provide training, such as the Michigan Department of Education (MDE), Michigan School Business Officials (MSBO), and the School Nutrition Association of Michigan (SNAM). Training opportunities are also available online and are free of charge.

What documentation will the SA look for to make sure 12 hours of annual training is completed?

During a SA school nutrition programs administrative review, it is required that training and hiring standards are reviewed. Any training documentation should be retained for this review and can include certificates of completion, such as copies of webinar completion, agendas, and/or proof of attendance at conferences. Training documentation should be maintained by the SFA contract overseer and will need to be available during an administrative review.

I have an unusual situation. Who do I contact at MDE for further guidance?

Please contact the School Nutrition Programs unit at MDE with any questions. The main phone number is 517-241-5374 or you may email your questions to MDE-Schoolnutrition@michigan.gov.

Linda Stull, School District Consultant, oversees Professional Standards, including specific hiring issues, and can be contacted by phone at 517-241-3884 or email StullL@michigan.gov.

ⁱ <https://fns-prod.azureedge.net/sites/default/files/resource-files/SP05-2020os.pdf>

ⁱⁱ <https://cns.ucdavis.edu/sites/g/files/dgvnsk416/files/inline-files/usda-memo-sp39-2015.pdf>