



# Illinois State Board of Education

## School Nutrition Programs Professional Standards

*Hiring Standards for SNP Directors*

**Refresh.**



**Refocus.**

School Nutrition Programs  
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# What are Professional Standards?



Regulations that establish minimum hiring standards for new State and local directors of school nutrition programs, and annual continuing education/training requirements for State directors and all local school nutrition personnel.



# New SNP Director Hiring Standards

Minimum Requirements for Directors	Student Enrollment 2,499 or less	Student Enrollment 2,500-9,999	Student Enrollment 10,000 or more
<b>Minimum Education Standards</b>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;<sup>1</sup></p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> State-recognized certificate for school nutrition directors;</p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> at least <b>1</b> year of relevant food service experience;</p> <p><b>OR</b></p> <p>Associate's degree or equivalent educational experience, with academic major in specific areas,<sup>1</sup> and at least 1 year of relevant food service experience;</p> <p><b>OR</b></p> <p>High school diploma (or GED) <b>and</b> <b>3</b> years of relevant food service experience.<sup>2,3</sup></p>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;<sup>1</sup></p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> State-recognized certificate for school nutrition directors;</p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> at least <b>2</b> years of relevant school nutrition programs experience;</p> <p><b>OR</b></p> <p>Associate's degree or equivalent educational experience, with academic major in specific areas,<sup>1</sup> <b>and</b> at least <b>2</b> years of relevant school nutrition programs experience.</p>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;<sup>1</sup></p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> State-recognized certificate for school nutrition directors;</p> <p><b>OR</b></p> <p>Bachelor's degree in any academic major, <b>and</b> at least <b>5</b> years experience in management of school nutrition programs.</p>



# Highlighted FAQs from SP 05-2020

- What does “equivalent educational experience” mean for purposes of the hiring standards?
- Under the hiring standards for State and local directors, what is meant by a “related field”?
- What is “relevant school nutrition program experience”?
- What is “relevant food service experience”?



# New SNP Directors – Small LEAs

1. Allows for relevant food service experience rather than school nutrition program experience for new school nutrition program directors.
2. Provides SA with discretion to consider documented volunteer or unpaid work as relevant experience for new SNP Directors
3. Gives SA discretion to accept less than the required years of food service experience when an applicant for a new director position in an LEA with fewer than 500 students has the minimum required education.
4. Adds flexibility to the hiring standards for state directors of school nutrition programs by allowing state agencies to consider applicants with either a bachelor's or advanced degree in specified fields.

# What About Current SNP Directors?

- Directors in their positions prior to July 1, 2015, may continue to serve in their existing positions without having to meet the hiring standards.
- Directors hired on or after July 1, 2015, must meet the hiring standards included in the regulations.
- Directors hired on or after April 30, 2019, may use the flexibilities provided by the Hiring Flexibility Under Professional Standards rule.



# What if the Role is Shared?

- The individual who plans, administers, implements, monitors, & evaluates all district-wide aspects of the SNP is generally considered a SNP director.
- In a few SFAs, district-level program responsibilities are divided into several positions. In that situation, only the person hired to perform the majority of the nutrition program director duties must meet the hiring standards.
- See a sample job description for a program director at <https://theicn.org/icn-resources-az/job-description-template-cnp/>



# Option: SA Approved Plan for >2,499

- A State agency may approve an SFA with enrollment of 2,499 students or fewer to use the nonprofit school food service account to pay the salary of a school nutrition program director, hired on or after April 30, 2019, who does not meet the hiring standards.
- So long as the SFA is complying with the plan, the director could be hired as permanent staff, rather than as interim or acting staff.



# Hours of Annual Training Required

## All Directors

- At least **12 hours** of annual continuing education/training
- This is in addition to the food safety training required in the first year of employment

## All Managers

- At least **10 hours** of annual continued education/training

## All Other Staff: 20+ hours/week

- At least **6 hours** of annual continuing education/training

## Part-Time Staff: Less than 20 hours/week

- At least **4 hours** of annual continuing education/training
- Regardless of the number of part-time hours worked.

**NOTE:** Annual training requirements apply to the 12 months between July 1 and June 30.

# Quick Reference Resources

- **Professional Standards for School Nutrition Professionals**  
<https://www.fns.usda.gov/cn/professional-standards>
- **Professional Standards for School Nutrition Professionals Summary of Updates Flyer**  
<https://www.fns.usda.gov/tn/professionalstandards-summary-updates-flyer>
- **Team Nutrition's Professional Standards Resources webpage**  
<https://www.fns.usda.gov/tn/professional-standards-resources>
- **Guide to Professional Standards for School Nutrition Programs**  
<https://www.fns.usda.gov/tn/guideprofessional-standards-school-nutrition-programs>
- **Professional Standards Training Reward Badges**  
<https://www.fns.usda.gov/tn/professionalstandards-training-reward-badges>
- **Professional Standards Training Tracker Tool (PSTTT)**  
<https://www.fns.usda.gov/tn/professional-standards-training-tracker-tool>
- **Professional Standards Training Database**  
<https://www.fns.usda.gov/tn/professionalstandards-training-database>

