



Department of Education

Mike DeWine, Governor
Paolo DeMaria, Superintendent of Public Instruction

To: Sponsors Participating in the National School Lunch Program

From: Brian Davis, Interim Director
Office of Integrated Student Supports

Date: May 23, 2019 (Revised July 3, 2019)

Re: Prior Approval for Food Service Directors in a Local Educational Agency (LEA) of Less Than 500 Students

Purpose

To outline the policy for hiring food service directors in a LEA with less than 500 total students.

Policy

The U.S. Department of Agriculture (USDA) permits the Ohio Department of Education, as the state agency, the discretion to allow an LEA, with student enrollment of 500 or less, to hire food service director that has, at minimum, a high school diploma (or GED) but less than the required three years of relevant program experience (7 CFR 210.30(b)(1)(i)(E)).

Per federal regulations, schools with 2,499 students or fewer may consider relevant food service experience generally rather than specific school nutrition program experience in hiring a food service director (7 CFR 210.30(b)(1)(i)(B-D)).

If a sponsor with less than 500 students wishes to hire a food service director without the minimum required food service experience, the sponsor must submit a request for prior approval and any supporting documentation to the Ohio Department of Education Office of Integrated Student Supports. Supporting documentation must include details as to how the food service experience falls short, completion (or planned date for completion) of the minimum required eight hours of food safety training, and any other training plans to assist the candidate with experience needed for the position.

It is the discretion of the state agency to approve or deny the request. If the state agency does not approve the request, the sponsor is required to repost the position or offer to another qualified candidate.

Process

1. The sponsor submits a request for prior approval to their assigned Education Program Specialist (EPS). The request must contain the following information at minimum:
 - Food service director candidate name and background
 - Job posting advertisement documentation
 - Number of responses received for the job posting
 - Candidate selection reasoning

2. The EPS submits the request and supporting documentation to their supervisor with a recommendation.
3. The supervisor reviews the request and notifies the EPS of their decision.
4. The EPS notifies the sponsor of the decision.
5. The EPS saves a copy of the email and all supporting documentation in the sponsor folder on the O: shared network drive.