

## New School Nutrition Supervisor Certification

<b>Date:</b>	
<b>School food authority (SFA) name and address:</b>	
<b>SFA total student enrollment as of October 1:</b>	
<b>Previous school nutrition supervisor's name:</b>	
<b>New school nutrition supervisor's name:</b>	
<b>Email:</b>	
<b>Date of hire:</b>	
<b>Phone number with area code:</b>	<b>Extension:</b>
<b>Food safety training completion date (<i>attach certificate</i>):</b>	
List education and/or relevant experience required according to the professional standards listed on page two. Please attach a copy of diploma.	

I certify that the hiring of the newly-appointed school nutrition program supervisor (select one) [ ] **is** [ ] **is not** in compliance with the Professional Standards for School Nutrition Program Personnel, as required by 7 CFR parts 210 and 235, and as referenced on page two. If the newly-appointed school nutrition program supervisor **is not** in compliance, a written plan for compliance must be submitted with this document and any supporting documentation to [school.nutrition@tn.gov](mailto:school.nutrition@tn.gov) or faxed to (615) 532-8312.

\_\_\_\_\_  
Director of school's signature

\_\_\_\_\_  
Date

Internal Use Only	
<input type="checkbox"/> Food Safety Certificate received	Date:
Projected completion date of Food Safety Training ( <i>if applicable</i> )	Date:
<input type="checkbox"/> Written Plan received ( <i>if applicable</i> )	Date:
Projected completion date of the compliance plan:	
<input type="checkbox"/> Copy of Diploma received:	Date:
State Director approval:	Date:
TMAC Login completed by:	Date:

<b>Student Enrollment</b>	<b>2,499 or fewer</b>	<b>2,500–9,999</b>	<b>10,000 or more</b>
<b>Minimum Education Standards</b>	<p>Bachelor’s degree or equivalent educational experience* with academic major in specific areas**;</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 one year 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**, <b>and</b> at least one year of relevant school nutrition programs experience;</p> <p><b>or</b></p> <p>High school diploma (or GED) <b>and</b> at least three years of relevant school nutrition programs experience.</p>	<p>Bachelor’s degree or equivalent educational experience* with academic major in specific areas**;</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 two 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**, <b>and</b> at least two years of relevant school nutrition programs experience.</p>	<p>Bachelor’s degree or equivalent educational experience* with academic major in specific areas**;</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 five years of experience in school nutrition programs management.</p>
<b>Minimum Prior Training Standards</b>	<p>At least eight hours of food safety training completed within five years prior to the employee’s starting date or completed within 30 days of the employee’s starting date.</p>		

\*Consult your state agency for more information.

\*\*Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

For an LEA with less than 500 students, the state agency may approve a candidate who meets the educational standards but has less than the required three years of experience.



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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.