

STATE BOARD OF EDUCATION
STATE DEPARTMENT OF EDUCATION
ADMINISTRATIVE CODE

CHAPTER 290-080-030
SPECIAL PROGRAMS I

290-080-030-.05 School-Based Child Nutrition Program
Personnel.

(1) **Definitions.**

(a) Child Nutrition Program (CNP). As used in this Rule, the term refers to nonprofit school nutrition programs that receive funds from the U.S. Department of Agriculture.

(b) Equivalent educational experience. The equivalent educational experience for an associate's degree is at least 60 semester hours of earned credit from an accredited institution. The equivalent educational experience for a bachelor's degree is at least 120 semester hours of earned credit from an accredited institution.

(c) Local Education Agency (LEA). A public board of education or other public or private nonprofit authority legally constituted in Alabama for either administrative control or direction of public or private nonprofit schools.

(d) School Food Authority (SFA). The governing body which is responsible for one or more schools and has the legal authority to operate child nutrition programs under the U.S. Department of Agriculture.

(e) School Nutrition Association (SNA). The national, nonprofit professional organization for school nutrition personnel.

(f) School Nutrition Specialist (SNS). A credential issued by the School Nutrition Association (SNA) based on passing the School Nutrition Specialist exam, demonstrating the knowledge and competencies necessary to managing school nutrition programs, and continuing professional development.

(2) **Effective Date.** The effective date for the rules, regulations, certifications, and program requirements referenced herein is August 15, 2023.

(3) **Child Nutrition Program (CNP) Director.** The governing body of each School Food Authority (SFA) shall employ a CNP Director. The CNP Director is responsible for the supervision and administration of the nutrition programs at the local education agency (LEA).

(a) Hiring requirements for the position depend on the number of enrolled students in the system, as defined in the federal regulation 7 C.F.R. 210 School Nutrition program professional standards and guidance for Professional Standards for State and Local State School Nutrition Programs Personnel.

(b) The governing body of the SFA retains authority to have more restrictive hiring requirements for the CNP Director position.

(c) A CNP Director who does not meet the federal Professional Standards may not be paid with CNP funds.

(4) Requirements for the Alabama Professional Child Nutrition Program (CNP) Director Certificate. CNP Directors in school systems with a student enrollment of 2,500 and above are required to have a valid Alabama Professional Child Nutrition Program Director Certificate issued by the Teacher Certification section of the ALSDE. Smaller school systems are strongly encouraged to hire certified CNP Directors. Additional information is provided in section (5) in this Rule.

(a) Option 1. Bachelor's Degree in Field and Relevant Experience. Both requirements below must be met.

1. At least an earned bachelor's degree from an accredited institution with an academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, food science, community nutrition and marketing, hospitality management, or a related field. At least four of the courses must be in food and nutrition.

2. A minimum of 1,400 clock hours of compensated food service management, or an acceptable alternative that must be approved by the State Superintendent of Education, to include but not limited to, supervisory and/or administrative experiences attained within the five years immediately preceding the date of application.

(b) Option 2. Bachelor's Degree and Specified Coursework. All requirements below must be met.

1. An earned bachelor's degree from an accredited institution degree in any major.

2. Specific coursework within three years from the date of employment:

(i) Nine semester hours in food and nutrition,

(ii) Three semester hours in quantity food production,

(iii) Three semester hours in quantity purchasing,

(iv) Three semester hours in personnel management,
and

(v) Three semester hours in accounting.

3. Verifies a minimum of 1,400 clock hours of compensated food service.

(c) Option 3. Bachelor's Degree and School Nutrition Specialist (SNS) Credential. Both requirements below must be met.

1. An earned bachelor's degree from an accredited institution in any major.

2. The School Nutrition Specialist (SNS) Credential from the School Nutrition Association (SNA). Individuals must meet degree and specific coursework requirements prior to taking the School Nutrition Specialist (SNS) Credentialing Exam.

(d) Option 4. Bachelor's Degree, Training, and Experience. All requirements below must be met.

1. An earned bachelor's degree from an accredited institution in any major.

2. At least five years of experience at least at the level of a school food service manager.

(e) Option 5. Bachelor's Degree and a CNP Director Certificate from Another State. Both requirements below must be met.

1. An earned bachelor's degree from an accredited institution in any major.

2. A CNP director certificate from another state.

(5) Exemption to Certification Requirements Available for CNP Directors in Small School Systems. School systems with an enrollment of 2,499 or fewer students may use any of the certification options above or may request an exemption from the ALSDE Director of Child Nutrition Programs to allow the continued employment of an individual who does not hold at least an earned bachelor's from an accredited institution. The individual must meet all the following criteria.

(a) A high school diploma (or GED).

(b) At least three years of school food service management experience.

(c) State-approved training for new CNP Directors.

(d) A Level 4 Certificate from the School Nutrition Association (SNA).

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Statutory Authority: Code of Ala. 1975, §§16-3-11 through 12, 16-3-19, 7 CFR Part 210.

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