

# Request for KSDE Approval of Director Candidate Professional Development Plan

Send completed form to: Child Nutrition & Wellness, Kansas State Department of Education, 900 SW Jackson Street, Topeka, KS 66612 or scan and email to [CNW@ksde.org](mailto:CNW@ksde.org).

Sponsor Name: \_\_\_\_\_ Sponsor Number: \_\_\_\_\_

**Current Authorized Representative Information:**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Number of Students: \_\_\_\_\_

**Director Candidate Information:**

**(Authorized Representative/Food Service Director)**

Name: \_\_\_\_\_  
Education: \_\_\_\_\_  
Work Experience: \_\_\_\_\_  
\_\_\_\_\_

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Option 1: School Nutrition Program Sponsors with 2,499 or fewer students, may request approval from Kansas State Department of Education (KSDE) to hire a candidate for Authorized Representative or Food Service Director who meets the minimum education standards specified in the hiring standards for LEAs with 2,499 students or fewer, but has less than the required relevant food service experience. With KSDE approval the nonprofit school food service account may be used to pay the salary of the Food Service Director as long as the Sponsor is complying with a KSDE-approved professional development plan to ensure professional standards are met.

**I certify that upon hire the Director (Authorized Representative / Food Service Director) will begin work on the Kansas Certificate in Child Nutrition Management and complete the following professional development classes within the first year of employment:**

- Jump Start for Directors
- Kansas Food Safety in Schools (8 hours)
- Nutrition Standards for School Meals
- Calculating Components
- SNP Administrative Update

\_\_\_\_\_  
**Signature of Director Candidate**

\_\_\_\_\_  
**Date**

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Option 2: School Nutrition Program Sponsors with student enrollment of 2,500 students or more may request approval from Kansas State Department of Education to hire a candidate for Authorized Representative or Food Service Director who does not meet the minimum education requirements (refer to Food Service Facts, 23-3) but who has at least 10 years of school nutrition program experience and has a high school diploma or GED.

**I certify that upon hire the Director (Authorized Representative/Food Service Director) has 10 years of school nutrition program experience and has earned either a high school diploma or GED.**

\_\_\_\_\_  
**Signature of Director Candidate**

\_\_\_\_\_  
**Date**

**KSDE Approval:**  Yes  No

\_\_\_\_\_  
**Signature of Child Nutrition & Wellness Director**  
**Child Nutrition & Wellness, KSDE**

\_\_\_\_\_  
**Date**