

## **Request for KSDE Approval of Director Candidate Professional Development Plan**

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.

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

**Authorized Representative Name:** \_\_\_\_\_

**Authorized Representative Email:** \_\_\_\_\_

**Authorized Representative Phone Number:** \_\_\_\_\_

**Total Number of Students:** \_\_\_\_\_

**Director (Authorized Representative / Food Service Director) Candidate Name:** \_\_\_\_\_

**Education of Director Candidate:** \_\_\_\_\_

**Work Experience of Director Candidate:** \_\_\_\_\_

**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**

**KSDE Approval:**  Yes  No

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

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

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).