DIRECTORY SY 2019-20
We are working on maintaining a more current directory. If you have information that needs updating, please contact Donovan Smith at donovan.smith@doe.k12.ga.us. After verification, monthly updates will be provided.

Last updated: March 2, 2020
Georgia School Nutrition Staff

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STATE BOARD RULES

Excerpts pertaining to School Nutrition from State Board Rule Code: CGB 160-5-1-.22 Personnel Required.

DEFINITIONS

(a) **Base-size school** – a school that has a minimum unweighted FTE count as follows: Grades K-5 450 Grades 6-8 624 Grades 9-12 970

(b) **Base-size school system** – a school system with a minimum unweighted FTE count of 3,300.

(c) **Combination school** – a school with any of the elementary grades, kindergarten through grade five, contiguous with one or more of the middle grades, grades six through eight; or a school with any of the middle grades, grades six through eight, contiguous with one or more of the elementary grades or contiguous with one or more of the high school grades, grades nine through 12; or a school with any of the high school grades, contiguous with one or more of the middle grades.

Each base-size school system shall employ at least one full-time school nutrition program director to perform required system-level school nutrition program functions.

(i) A school system of less than base size having five or more schools shall, at a minimum, employ a school nutrition program director-trainee on a part-time basis.

(ii) A school system of less than a base size having four or fewer schools shall, at a minimum, employ the services of a full-time classified nutrition manager/supervisor to perform required system-level school nutrition program functions. (I) A school system may meet either of these requirements with a non-certified school nutrition director **provided the individual was employed as director in the school system prior to September 1, 1980, the employment has been uninterrupted, and the individual has participated in annual staff development approved by the department.**

Each local board of education shall adopt a staffing formula for schools nutrition personnel (other than managers) which, as a minimum, provides for producing 10.6 meals per labor hour on a systemwide basis.

State Board Rule Code: EE 160-5-6-.01 STATEWIDE SCHOOL NUTRITION PROGRAM.

(1) DEFINITIONS

(a) Certified Food Safety Manager – a school nutrition employee who holds a state approved food safety certificate as defined in the Georgia Rules and Regulations for Food Service: Chapter 290-5-14.03 (3)(b).

(b) Classified School Nutrition Manager – an individual who meets one of the following conditions:

1. **Manager Trainee** – holds a minimum of a high-school diploma or GED or was employed as manager prior to September 1, 1988; employment in this classification has been uninterrupted; and the individual has completed 30 credit hours of core Training-In-Depth (TID) annually toward completion of 150 hours.

2. **Manager I** – holds a high school diploma or GED or was employed as manager prior to September 1, 1988; and has completed the core TID.

3. **Manager II** – holds an associate or more advanced degree; and has completed core TID.

4. **Manager III** – holds a school nutrition director service certificate issued by the Georgia Professional Standards Commission.

5. **Manager/Supervisor** – was employed as Manager/Supervisor prior to July 1, 2015, or meets one of the following conditions:
   - Holds an associate degree in a specific major (food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field) with two years of relevant school nutrition programs experience
   or
   - Holds a Bachelor’s degree in any academic major with two years of relevant school nutrition program experience
   or
   - Holds a Bachelor’s degree with any academic major and a school nutrition director service certificate issued by the Georgia Professional Standards Commission
   or
   - Holds a Bachelor’s degree with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.
All Manager Supervisors must complete 30 credit hours of core TID annually until all core requirements are met. All must meet the requirements of director as specified in paragraph (2)(a)5(ii) of Rule 160-5-1-.22 Personal Required in systems of less than base size having four or fewer schools.

(c) Competitive Foods – foods defined by Title 7 of the Code of Federal Regulations (CFR) in Sections 210.11 and 220.12 as any food item that is sold to children other than foods sold or served as part of the National School Lunch (NSLP) and Breakfast (NSBP) Programs on the school campus during the school day or Smart Snack, as defined by USDA regulations.

(d) Core TID Courses – courses authorized by state law and state board rule for Classified School Nutrition Managers and constituting the 150 credit hours that must be earned within the first five years employed as a Classified School Nutrition Manager.

(e) Georgia Professional Standards Commission (GPSC) – a state agency with the central responsibility for establishing a certification/licensure process that is streamlined, understandable, and flexible in order to remove barriers and to attract qualified individuals to the education profession.

(f) Local Board of Education (LBOE) – a county or independent board of education exercising control and management of a local school system pursuant to Article VIII, Section V, Paragraph II of the Georgia Constitution.

(g) Primary responsibilities related to meal accountability functions – prepayment and collection of cash and counting meals at point-of-service except in kindergarten and special entities, including, but not limited to, special education, alternative schools, in-school suspension, and special events; counting cash for deposit; final and official approval and verification of free and reduced-priced meal applications; oversight of the process for assuring accuracy and completeness of related regulatory functions; and maintenance of an official master list of eligible students.

(h) School Campus – all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

(i) Schools Day – the period from 12:00 a.m. until 30 minutes after the official end of the school day.

(j) School Nutrition Program Director – an individual who holds a school nutrition director service certificate issued by the GPSC and meets the requirements of director as specified in State Board of Education (SBOE) Rule 160-5-1-.22 Personnel Required.
(k) **School Nutrition Program Director Trainee** – an individual who holds a certificate by the GPSC other than that which is in-field; and completes 6 semester hours annually toward the requirement for school nutrition director service certificate issued by the GPSC; and meets requirements of director as specified in 3 SBOE Rule 160-5-1-.22 Personnel Required (2)(a)5(i) for systems of less than base size having five or more schools.

(l) **School Nutrition Program Personnel** – those program personnel whose job responsibilities relates to the planning, purchasing, preparing, service, accounting required by the program and whose wages are eligible for payment from school nutrition program funds.

(m) **Smart Snacks** – science-based nutrition standards for snack foods and beverages sold to children at school during the school day.

(n) **State-Approved Nutrition Program** – a federal lunch program which operates in every school and is available to every enrolled student in attendance during the period of 10 a.m. to 2 p.m. and a breakfast program as required by O.C.G.A. § 20-2-66, including notification in the dominant languages to parents and students of the availability of the school breakfast program in all participating schools.

(o) **State Performance Standard** – the standard used to allot state school lunch appropriations that prescribes a minimum of 85 lunches to be produced during eight hours of work by a full-time equivalent school nutrition position.

(2) **REQUIREMENTS**

(a) Each local board of education shall through policy or administrative procedure maximize student participation and quality meals in the school nutrition program by providing the following:
   1. Participation by all schools in a state-approved nutrition program.
   2. A policy regarding the sale of competitive foods which includes the following, at a minimum:
      (i) Adherence to Public Law 11 – 296, The Healthy, Hunger-free Kids Act of 2010 regarding exempt fundraisers; and
      (ii) Prohibitions from the sale of foods that do not meet the federal criteria: (I) During the school day; and
      (iii) On the school campus.
3. A job-related training program for school nutrition program that when implemented:
   (i) Adheres to the federal rules regarding Professional Standards for local school nutrition personnel.

   (ii) Makes in-service training available to program personnel annually, based on local needs and consistent with
        requirements of Rule 160-3-3-.04 Professional Learning.

   (iii) Requires all new employees to complete within the first full schools of employment training in program goals and
        philosophy, human relationships and service skills, safe and sanitary food handling, and first aid consistent with the
        department’s curriculum or approved local alternate.

   (iv) Facilities 30 credit-hour training courses prescribed by the department through outline and/or curricula, sponsored by
        the local school system or postsecondary vocational school, and taught by school nutrition directors/managers or other
        qualified instructors.

4. Requires each food service facility to have at least one school nutrition employee on site to be certified as a food safety manager,
   designated for that one site, who has successfully completed a state-approved food safety training program and passed a
   professionally validated Certified Food Safety Manager (CFSM) examination that is accredited by the Conference for Food
   Protection or other accrediting agency as conforming to national standards for organizations that certify individuals.

5. Assignment of primary responsibilities related to meal accountability functions to school nutrition personnel.

6. In base-size school systems, system-level supervisory school nutrition personnel employed in addition to those required by
   paragraph (2)(a)5 of Rule 160-5-1-.22 Personnel Required and assigned to manage or supervise or train multiple school sites shall
   minimally meet requirements of a classified school nutrition manager/supervisor or school nutrition program director trainee.

7. A locally established salary schedule and number of full-time equivalent positions which meet or exceed the minimum state

   Adopted: July 16, 2015 Effective: August 6, 2015

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          Washington, D.C. 20250-9410;
(2) fax: (202)690-7442; or
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