Rule 17.1 Administrators.

1. In order to provide a menu planning system that ensures the food served at school meets the nutrition objectives for the nation as outlined in the current Dietary Guidelines for Americans, and the Healthy People 2020 objectives, the MDE shall create the following educational standards for food service staff in all schools participating in the National School Lunch Program:

   a. Food Service Program Manager

   b. Food Service Satellite Manager

   c. Food Service Administrator I

   d. Food Service Administrator II

   e. Food Service Administrator III

   f. Food Service Administrator IV

2. Qualifications

   The following qualifications shall be established:

   a. Food Service Program Manager:
      a high school diploma or equivalent

   b. Food Service Satellite Manager:
      a high school diploma or equivalent

   c. Food Service Administrator I:
      a high school diploma, six (6) college level hours of food and nutrition or food systems management, and six (6) college level hours of educational administration, business, management, or accounting.

   d. Food Service Administrator II:
      a baccalaureate degree from an accredited four-year college or university including a minimum of nine (9) hours food and nutrition or food systems management, and six hours of educational administration, business, management or accounting.

   e. Food Service Administrator III:
      a master's degree from an accredited four-year college or university including a minimum of twelve (12) hours food and nutrition or food systems management, and six (6) hours of educational administration, business, management or accounting.
f. **Food Service Administrator IV:**
   a specialist or doctorate degree from an accredited four-year college or
   university including a minimum of 15 hours of food and nutrition or food
   systems management, and nine (9) hours of educational administration,
   business, management, or accounting.

3. **Administration**
   This process shall be administered through the MDE, Office of Child Nutrition.

4. **Process**
   The process shall be as follows:
   
   a. **Food Service Program or Satellite Manager**
      Any newly appointed Food Service Manager employed after July 1, 1992,
      shall meet the minimum qualifications of the Food Service Manager. In the
      event a special need arises and written justification is submitted, a two year
      provisional certificate may be granted. The minimum qualifications must be
      met within the first twenty-four (24) months of employment.

   b. **Food Service Administrator**
      Any newly appointed Food Service Administrator employed after July 1,
      1992, shall meet the minimum qualifications for a Level II Food Service
      Administrator. In the event a special need arises the superintendent of the
      local district may request a two-year provisional certificate for an
      individual. In order for an individual to obtain this provisional certificate,
      proof must be provided that the minimum qualifications can be met within
      twenty-four (24) months of employment.

   c. **Continuing Training**
      The continuing training requirements passed by the State Board of
      Education in 1953 shall remain in place. In summary, that policy requires
      that Managers and Food Service Administrators attend a twenty-four (24)
      clock-hour course during the first year of employment and complete an
      additional twenty-four (24) clock-hours course every three years. The
      twenty-four clock-hours are obtained by attending a course designed by the
      Office of Child Nutrition based on current program needs.

   d. **Rule and Regulation Authority**
      The MDE shall promulgate rules and regulations necessary to implement this
      policy.

Source: *Miss. Code Ann. § 37-1-3 (Revised 09/2022)*