

School Nutrition Program Sponsors with less than 500 students may request approval from OPI School Nutrition Programs to hire a Food Service Director candidate who does not meet education standards and/or the required 3 years' experience.

Please submit the completed request to OPI School Nutrition Programs by fax 406.444.1488 or mail at PO Box 202501, Helena MT 59620-2501.

Sponsor Name

Sponsor Number

Total Number of Students

Authorized Representative Contact Information

Name

Email

Phone Number

Explain how the Food Service Director position was advertised

Food Service Director Candidate Name

Education and Work Experience of Candidate

Explain why this candidate should be approved without the required 3 years school nutrition experience (include other relevant experience in food service or other jobs) and/or the education standards.

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Signature of Authorized Representative

Date

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Signature of OPI School Nutrition Programs Director

Date

OPI Approval: \_\_\_\_ Yes      \_\_\_\_ No

## **Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.