

Professional Standards

Healthy Kids, Healthy Programs Summit
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Professional Standards for State and Local School Nutrition Programs

- ★ The Healthy and Hunger-Free Kids Act of 2010 required the U.S. Department of Agriculture (USDA) to create professional standards for state and local school nutrition personnel.
- ★ These standards under the Code of Federal Regulations 7 CFR Parts 210 and 235, were finalized July 1, 2015 and set minimum hiring and training requirements for all staff working in school nutrition programs.



Training Standards

- ★ All school nutrition employees must meet minimum, annual (July 1- June 30) training requirements.
- ★ School nutrition directors are also responsible for overseeing the training of managers and other staff.



Job Categories

- ★ **Directors:** plan, administer, implement, monitor, and evaluate all district-wide aspects of school nutrition programs.
- ★ **Managers:** have direct responsibility for the day-to-day operations at one or more schools.
- ★ **Staff:** prepare and serve meals, process transactions at point of service, and review the free/reduced price applications, along with other routine work.



Annual Training Requirements

Job Category	Annual Requirements*
Directors	12 Hours
Managers	10 Hours
Staff	6 Hours
Part-Time Staff (working less than 20 hours per week)	4 Hours
Mid-year hires in all categories (January 1 or later)	One half of training requirement for each job category

*Annual requirements apply to the 12 months between July 1 and June 30.



What Qualifies as Training?

- ★ Training that is applicable to an employee's work duties. Not all employees may need to receive the same training.
- ★ Training that advances the knowledge and skills of an employee
- ★ Training running at least 15 minutes per session
- ★ Training identifiable with at least one learning code areas.



Learning Codes – Key Areas/Training Topics

★ Nutrition – 1000

- ★ Menu Planning (1100)
- ★ Nutrition Education (1200)
- ★ General Nutrition (1300)

★ Operations – 2000

- ★ Food Production (2100)
- ★ Serving Food (2200)
- ★ Cashier and Point of Service (2300)
- ★ Purchasing/Procurement (2400)
- ★ Receiving and Storage (2500)
- ★ Food Safety and Hazard Analysis and Critical Control Point (HACCP) (2600)



Learning Codes – Key Areas/Training Topics

★ Administration – 3000

- ★ Free and Reduced-Price Meal Benefits (3100)
- ★ Program Management (3200)
- ★ Financial Management (3300)
- ★ Human Resources and Staff Training (3400)
- ★ Facilities and Equipment Planning (3500)

★ Communications and Marketing – 4000

- ★ Communications and Marketing (4100)



Types of Training - Examples

- ★ Job-specific training options include:
 - ★ Online courses
 - ★ Structured, on-the-job training
 - ★ In-service training
- ★ Events hosted by the statewide school nutrition association
- ★ State agency-sponsored training
- ★ Training conducted for staff on policies and procedures
- ★ Meetings sponsored by foodservice partners (vendors and commodity groups), including exhibits (as allowed by your State agency)
- ★ College courses with job-specific content



Training Source - Examples

- ★ John Stalker Institute of Food and Nutrition
<http://www.johnstalkerinstitute.org>
- ★ Making It Count (a partnership with UMass Amherst) www.makingitcount.info
- ★ The Institute of Child Nutrition
<http://www.instituteofchildnutrition.org>



Hiring Standards for School Nutrition Program Directors

- ★ Hiring criteria apply to any new-hire after July 1, 2015.
- ★ Directors hired prior to July 1, 2015 may maintain their current position even if they do not meet the new hiring criteria. Additionally, a director may move to a new Local Educational Agency (LEA) within the same or smaller enrollment category without meeting the new hiring criteria.
- ★ Hiring criteria are determined based on the size of a school district
- ★ For [sample job description language](#) and templates please visit the Institute of Child Nutrition website <http://www.nfsmi.org/ResourceOverview.aspx?ID=161>



USDA Minimum Hiring Standards

LEA Student Enrollment Categories	2,499 or less	2,500-9,999	10,000 or more
Minimum Education Standards	Bachelor's Degree* in specific/related major** (experience preferred, not required) OR		
	Bachelor's Degree* in any major AND State-recognized certificate for school nutrition program directors OR		
	Bachelor's Degree* in any major AND 1 year of relevant school nutrition experience OR	Bachelor's Degree* in any major AND 2 years of relevant school nutrition experience OR	Bachelor's Degree* in any major AND 5 years of school nutrition program management
	Associate's Degree* in specific/related major ** AND 1 year Relevant school nutrition experience of OR	Associate's Degree* in specific/related major** AND 2 years Relevant school nutrition experience of OR	(Minimum bachelor's degree required)
	High School Diploma (or GED) AND 3 years relevant school nutrition experience	(Minimum associate's degree required)	(Minimum bachelor's degree required)
Food Safety Training	At least 8 hours within 5 years prior to or within 30 days of start date		



Record Keeping

★ During Administrative Reviews the State Agency will evaluate professional standards records to ensure that all school nutrition employees meet minimum annual training requirements.

★ Records, at minimum, must include:

★ Employee name

Training source

★ Employer/school

Dates

★ Training title

Total Training hours

★ Topic/objectives



Additional Resources

- ★ USDA: Guide to Professional Standards for School Nutrition Programs
<http://www.fns.usda.gov/guide-professional-standards-school-nutrition-programs>
- ★ School Nutrition Association: Professional Standards Training Guidelines
<https://schoolnutrition.org/professionalstandards>



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