



PROFESSIONAL STANDARDS IN CHILD NUTRITION PROGRAMS

Summer 2015

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Missouri Department
of Elementary and Secondary Education

Overview

2

- **Final Rule**
 - Goals
- **Hiring Standards**
 - Regulations
 - SFA size
- **Continuing Education**
 - Definitions
 - Training Tracker Tool
- **Q&A**



Why Professional Standards?

3

- These regulations are expected to result in consistent, national professional standards that strengthen the ability of school nutrition professionals and staff to perform their duties effectively and efficiently.
- Final Rule released March 2, 2015
- Effective July 1, 2015



Professional Standards Goals

4

- To ensure that school nutrition professionals that manage and operate the NSLP and SBP have adequate knowledge and training to meet Program requirements.
- To improve the quality of school meals, reduce errors, and enhance Program integrity.



5

Hiring Standards



New Hiring Standards

6

- All School Nutrition Program Directors hired on or after July 1, 2015 must meet the new education requirements.



Illustration by Chris Gash



Grandfathering

7

- Final rule allows school nutrition program directors to retain their position without meeting the new hiring standards
- Grandfathered directors may transfer to another position in an LEA of the same size.
 - In order to move to a bigger LEA, the grandfathered director must meet the new hiring standards according to the larger LEA size.



Hiring Standards by SFA size

8

- 2,499 or less
 - Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* OR
 - Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR
 - Associate's degree, or equivalent educational experience, with academic major in specific areas,* and at least one year of relevant school nutrition programs experience; OR
 - High school diploma (or GED) and three years of relevant experience in school nutrition programs.
 - ❖ For LEAs with 500 students or less, the State Agency will allow for hiring of a school nutrition program director with a high school diploma (or GED) and less than 3 years of experience.



Hiring Standards by SFA size

9

□ 2,500-9,999

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* OR
- Bachelor's degree in any academic major and a State-recognized certificate for school nutrition directors; OR
- Bachelor's degree in any academic major and at least two years of relevant school nutrition programs experience; OR
- Associate's degree, or equivalent educational experience, with academic major in specific areas,* and at least 2 years of relevant school nutrition programs experience.



Hiring Standards by SFA size

10

- 10,000 or more
 - Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* OR
 - Bachelor's degree in any academic major, and a State-recognized certificate for school nutrition directors; OR
 - Bachelor's degree in any academic major and at least five years of experience in management of school nutrition programs.



Hiring Standards

11

- *Specific majors/areas of concentration include:
 - Food Service Management
 - Dietetics
 - Family & Consumer Sciences
 - Nutrition Education
 - Culinary Arts
 - Business
 - Other related fields
- If you are the Director for multiple districts of different size categories, the TOTAL number of students in all your districts combined will determine your requirement category.



Continuing Education



Continuing Education

13

- Effective Date
 - Training occurring up to three months prior to July 1, 2015 will be allowed to count toward training hours.
- Mid-Year New Hires
 - Anyone hired after January 1 is only required to complete half of the required training hours for their position.



Title Definitions by Position

14

- School Nutrition Program Director
 - Refers to the local individuals directly responsible for the management of the day-to-day operations of the school nutrition programs for all participating schools under the jurisdiction of the SFA.



Title Definitions by Position

15

- School Nutrition Program Manager
 - Refers to those individuals directly responsible for the day-to-day operations of the school nutrition programs for a participating school(s).



Title Definitions by Position

16

- School Nutrition Program Staff
 - Refers those local individuals without managerial responsibilities who are involved in routine operations of the school nutrition programs for a participating school(s).
 - May include, for example, those individuals who prepare and serve meals, process transactions at point of service, and review the free/reduced price applications.



Training Requirements

18

School Nutrition Program	2015-16	2016-17
Directors	8 hours	12 hours
Managers	6 hours	10 hours
Staff (more than 20 hrs/wk)	4 hours	6 hours
Part-Time Staff* (less than 20 hrs/wk)	4 hours	4 hours

*Substitutes and volunteer staff will NOT be required to complete annual training hours.



Training Categories

19

- Nutrition
- Operations
- Administration
- Communications/Marketing



Suggested Training Topics

20

□ Directors

- Administrative practices (including application, certification, verification, meal counting & claiming procedures)
- Food Safety

□ Managers

- Administrative practices (including application, certification, verification, meal counting & claiming procedures)
- Identification of reimbursable meals at the point of service
- Nutrition, health & safety standards

□ Staff

- Free and reduced price eligibility
- Application, certification and verification procedures
- Identification of reimbursable meals at the point of service
- Nutrition, health, & safety standards



Nutrition

21

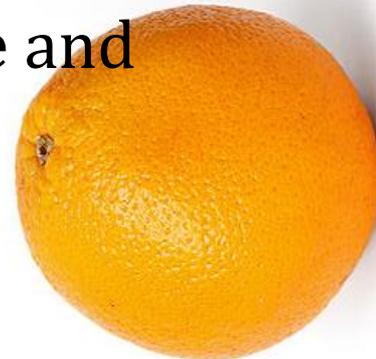
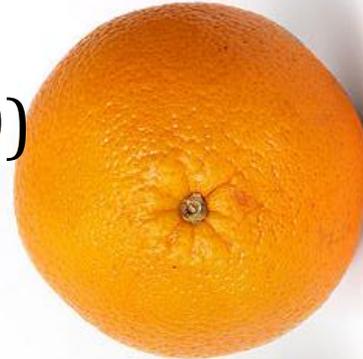
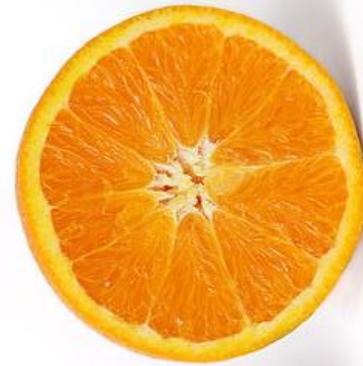
- Menu Planning (1100)
 - Nutrition Requirements (1110)
 - Cycle Menus (1120)
 - Farm to School, Local Foods (1130)
 - Standardized Recipes (1140)
 - Menu Analysis (1150)
 - Special Diets (1160)
 - USDA Foods (1170)



Nutrition

22

- Nutrition Education (1200)
 - Nutrition Activities (1210)
 - Classroom and Cafeteria Integration (1220)
 - School Gardens (1230)
- General Nutrition (1300)
 - Dietary Guidelines for Americans, MyPlate and School Nutrition (1310)
 - General Nutrition (1320)



Operations

23

- Food Production (2100)
 - Standardized Recipes (2110)
 - Food Production Records (2120)
 - Culinary Skills (2130)
 - Use and Care of Equipment (2140)
 - CN Labeling, Crediting (2150)



Operations

24

- Serving Food (2200)
 - Portion Sizes/Special Diets (2210)
 - Offer vs Serve (2220)
 - Maintaining Food Quality and Appearance (2230)
 - Serving lines (2240)
- Cashier and Point of Service
 - Reimbursable Meals (2310)
 - POS Financial Responsibility (2320)
 - Free or Reduced Identification (2330)



Operations

25

- Purchasing/Procurement (2400)
 - Product Specification (2410)
 - Bid Solicitation and Evaluation (2420)
 - Purchase Food, Supplies, and Equipment (2430)
 - Food and Supplies Orders (2440)
 - Cooperative Purchasing Groups (2450)
 - Contracts with Food Service Management CO. (2460)



Operations

26

- Receiving and Storage (2500)
 - Inventory Management (2510)
 - Receiving and Storage (2520)
 - Hold and Recall (2530)
- Food Safety and HACCP (2600)
 - HACCP (2610)
 - Food Safety – General (2620)
 - Federal, State, and Local Food Safety Regs (2630)
 - Food Safety Culture (2640)



Administration

27

- Free and Reduced Price Meal Benefits (3100)
 - Eligibility (3110)
 - Direct Certification (3120)
- Program Management (3200)
 - Staff Management (3210)
 - Standard Operating Procedures (3220)
 - Healthy School Environment (3230)
 - Emergency Plans (3240)
 - Water, Energy, and Waste Management (3250)



Administration

28

- Financial Management (3300)
 - Meal Counting, Claiming, Managing Funds (3310)
 - Compliance with Regulation/Policies (3320)
 - Budgets (3330)
 - Financial Analysis (3340)
 - Pricing (3350)
 - Communicate Financial Information (3360)



Administration

29

- Human Resources (3400)
 - Human Resources Management (3410)
 - Policies and Procedures (3420)
 - Training Plans and Tracking (3430)
 - Retention, Promotion, and Recognition (3440)
 - Employee Health, Safety and Wellness (3450)
- Facilities and Equipment Planning (3500)
 - Facility and Equipment Planning (3510)
 - Equipment Purchasing and Maintenance (3520)



Communication

30

- Communication and Marketing Training (4100)
 - Strategic and Marketing Plans (4110)
 - Program Promotion (4120)
 - Customer Service (4130)
 - Communication Skills (4140)
 - School and Community Communication (4150)
 - Smarter Lunchrooms Techniques (4160)



Training

31

- Directors and Managers may count the hours of training they offer to their staff toward their own requirements, provided they stay during the course of the training.
- For LEAs with a harder time participating in training activities, there will be the possibility of an extension of compliance over a two year period may be allowed.
 - e.g. 20 total hours over the course of two years



Training

32

- State Directors are required to provide a minimum of 18 hours of continuing education/training
- Training may be provided in a variety of formats such as online training, in-person and webinars.
 - Training can be from a number of providers including SNA, NFSMI, USDA or in-house.



Training Resources

33

- Summer Workshops 6 hours
- Culinary Skills Institute 16 hours
- Commodity Expos 4 hours
- Training Modules 15 minutes
- Webinars Varied
- In-house Trainings Varied
- MSNA conference Varied
- SNA Certificates Varied



Keeping Track

34

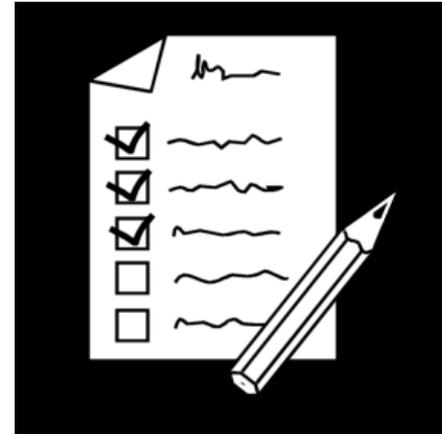
- The LEA must be able to provide, during administrative review, sufficient records of proof that all School Nutrition Program staff are completing their required training hours.



Keeping Track

35

- The following documentation are acceptable formats for keeping track of training.
 - USDA Training Tracker
 - SNA Tracking Grid
 - Training Agenda
 - Sign-in Sheet
 - Certificate of Completion
 - Other paper documents



36

USDA Training Tracker

(optional)



Home

Enter Training Information

Delete Training Information

Reports

Exit

This Tracking Tool will assist school nutrition staff with tracking and monitoring all of their training. For additional information on the United States Department of Agriculture's Professional Standards for School nutrition employees,

<http://professionalstandards.nal.usda.gov>

Tips and Instructions for the Training Tracker

- Information entered into the Training Tracker is only saved to the computer it is installed on.
- Training information must be saved before going to another tab.
- If you delete an entry from the Training Tracker that was entered as part of a multi-subject training, ALL of the subjects entered will be deleted.
- Training Dates can only be entered for dates in the past.
- Training information that is deleted from the Training Tracker Tool is deleted permanently and cannot be retrieved.
- Information in the Training Tracker Tool is not password protected, and can be accessed by anyone with access to the computer that the Tool is installed on.



Enter Training Information

School Information

School Name	<input type="text" value="School 1"/>	School District	<input type="text" value="District R-I"/>
Address	<input type="text" value="123 Main Street"/>		
Address 2	<input type="text"/>		
City	<input type="text" value="City"/>	State/Territory	<input type="text" value="State"/>
		Zip	<input type="text" value="12345"/>

Trainee

Trainee Title *	<input type="text" value="District Director"/>	Trainee First Name *	<input type="text" value="Jane"/>
		Trainee Middle Initial	<input type="text"/>
		Trainee Last Name *	<input type="text" value="Smith"/>

Training

Key Area: *	<input type="text" value="3000 Administration"/>	Key Topics *	<input type="text" value="3200 Program Management"/>
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Training Subject *
(Can select multiple)

Course Title

Completion Date *

Length : * Hours

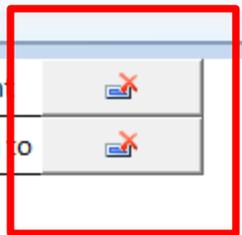
Training Provider

Minutes

Comments

Delete Training Records

ID	Trainee Name	Training Date	Training Objective	Learning Area	Subject	
1	Smith, Jane	6/1/2015	3000 Administration	3200 Program Manageme	3210 Staff Management	
2	Doe, John	6/1/2015	1000 Nutrition	1100 Menu Planning	1130 Local Food - Farm to	



File Home Create External Data Database Tools

Views View Paste Clipboard Filter Sort & Filter Selection Advanced Toggle Filter Refresh All Delete More

Find Find Replace Go To Select Text Formatting



Professional Standards Training Tracker



Home Enter Training Information Delete Training Information **Reports** Exit

Detailed Report Filter Detailed Report Summary Report Filter Summary Report Summary Report By Key Area Filter Summary Report by Key

Back

Detailed Report

Wednesday, June 24, 2015

Descending By Name Ascending By Name Descending By Date Ascending By Date

Trainee Name	Title	School Name	School Address	School District	Key Areas	Key Topics	Training Subjects	Course Title	Training Time	Completion Date	Comments
Doe, John	Manager	School 2	123 Main Street City State 12345	District R-I	1000 Nutrition	1100 Menu Plan	1130 Local Food - Far	Introducing Fres	3	6/1/2015	See folder.
Smith, Jane	District Director	School 1	123 Main Street City State 12345	District R-I	3000 Administrati	3200 Program M	3210 Staff Managem	Managing a Distr	1.5	6/1/2015	See handout.

[Back](#)

Summary Report

[Descending By Name](#)[Ascending By Name](#)**Trainee Name****Trainee Title****Training hours**

Smith, Jane

District Director

1.5

Doe, John

Manager

3

[Back](#)

Summary Report By Key Area

[Descending By Name](#)[Ascending By Name](#)

Trainee Name	Trainee Title	Key Areas	Hours	Total
Doe, John	Manager	1000 Nutrition	3	3
Smith, Jane	District Director	3000 Administration	1.5	1.5

Home

Enter Training Information

Delete Training Information

Reports

Exit

Detailed Report

Filter Detailed Report

Summary Report

Filter Summary Report

Summary Report By
Key Area

Filter Summary
Report by Key

Filter Summary Report

Start Date

End Date

Trainee First Name

Trainee Last Name

Trainee Title

Filter

44

SNA Training Tracker

(optional)

File Home Insert Page Layout Formulas Data Review View

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E21									
A	B	C	D	E	F	G	H	I	J
Trainee									
25									
26									
27	Job Title	Manager							
28									
29	First Name	John							
30									
31	Last Name	Smith							
32									
33	SNA Member #	1234							
34									
35									
36	Training Title	Date Attended	Key Area	Code	Hours Attended				
37	Summer Workshops	22-Jul-15	NUTRITION	1130 Local Farm-School	1 hr 45 min				
38			Select						
39			Select						
40			Select						
41			Select						
42			Select						
43			Select						
44			Select						
45			Select						
46			Select						
47			Select						
48			Select						
49			Select						
50			Select						
51			Select						

Resources

47

- USDA website
 - <http://professionalstandards.nal.usda.gov/>

- USDA Training Tracker (optional)
 - <http://professionalstandards.nal.usda.gov/content/professional-standards-information>

- Tracker Webinar
 - <https://www.youtube.com/watch?v=X-62mnKPdfU>

- Tracker User Guide
 - <http://www.fns.usda.gov/sites/default/files/cn/TT-Users-Guide.pdf>



Food & Nutrition Services

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The Food and Nutrition Services Section administers the USDA Food Distribution Program and the following USDA Child Nutrition Programs: National School Lunch Program (NSLP), School Breakfast Program, Special Milk Program, and the Fresh Fruit and Vegetable Program. Under the NSLP, the After School Snack Program and Seamless Summer Option are also available. The programs are operated in public, non-public, and residential child care institutions. The goal of the Food and Nutrition Services Section is to providing safe food and technical assistance to ensure well balanced nutritious meals are served to the students of Missouri.

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Professional Standards

[Home](#) » [Financial & Admin. Services](#) » [Food & Nutrition Services](#)

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[Final Rule - Professional Standards](#) 



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- [Budget](#)
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- [ESEA/NCLB Finance](#)
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 - [News and Updates](#)
 - [Food Safety/HACCP](#)
 - [Food Service Management](#)
 - [Guidance & Resources](#)
 - [Handbooks](#)
 - [HealthierUS School Challenge](#)
 - [School Breakfast Challenge](#)
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50

QUESTIONS?



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www.dese.mo.gov/financial-admin-services/food-nutrition-services

573.751.3526