PROFESSIONAL STANDARDS IN CHILD NUTRITION PROGRAMS

Summer 2015

Liz Ajuzie, Northwest Region
Overview

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

- 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

- 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.
Hiring Standards
New Hiring Standards

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

- 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

- 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

- **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

- 10,000 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

*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

- **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.
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.
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).
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.
Prior Training

- It is required that new directors have at least 8 hours of food safety training completed no more than 5 years prior to their starting date OR completed within 30 days of their start date.
## Training Requirements

<table>
<thead>
<tr>
<th>School Nutrition Program</th>
<th>2015-16</th>
<th>2016-17</th>
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<tbody>
<tr>
<td><strong>Directors</strong></td>
<td>8 hours</td>
<td>12 hours</td>
</tr>
<tr>
<td><strong>Managers</strong></td>
<td>6 hours</td>
<td>10 hours</td>
</tr>
<tr>
<td><strong>Staff</strong> (more than 20 hrs/wk)</td>
<td>4 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td><strong>Part-Time Staff</strong> (less than 20 hrs/wk)</td>
<td>4 hours</td>
<td>4 hours</td>
</tr>
</tbody>
</table>

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

- Nutrition
- Operations
- Administration
- Communications/Marketing
Suggested Training Topics

- **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

- 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

- 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

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

- 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

- 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

- 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)
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

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

- 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

- 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)
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
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

- 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

- 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

- 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
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](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.
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<th>ID</th>
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<td>School District</td>
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Wednesday, June 24, 2015
### Summary Report By Key Area

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Wednesday, June 24, 2015
# SNA Training Tracking Grid for USDA Professional Standards

## School Information

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<td>NUTRITION</td>
<td>1130 Local Farm-School</td>
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Select
Resources

- **USDA website**

- **USDA Training Tracker (optional)**
  - [http://professionalstandards.nal.usda.gov/content/professional-standards-information](http://professionalstandards.nal.usda.gov/content/professional-standards-information)

- **Tracker Webinar**
  - [https://www.youtube.com/watch?v=X-62mnKPdfU](https://www.youtube.com/watch?v=X-62mnKPdfU)

- **Tracker User Guide**
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.

- News and Updates
Professional Standards

Professional Standards for All School Nutrition Program Employees

Final Rule - Professional Standards

Professional Standards Training Tracker tool

USDA: Track Your Training with the New Professional Standard Training Tool Webinar

USDA Professional Standards Website
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