



United States Department of Agriculture

# Implementing Professional Standards: Tips for Success

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3:00 PM EST

Presented by:

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USDA Food and Nutrition Service

**Key Area: Administration (3000)**



# Outline

- Introduction
- Professional Standards: An Overview
- Panel of Speakers



# Objectives

Following this session you will be able to:

- Illustrate importance of Professional Standards
- Identify available resources from USDA
- Recall and apply tips for success
- Learn about unique professional standards training opportunities

# Why do we need professional standards for people working in school nutrition?



# Final Rule

- Published March 2, 2015
  - Citation: 80 FR 11077
- Available at [www.regulations.gov](http://www.regulations.gov)
- Implementation began July 1, 2015
  - School Year 2015/2016
- Establishes minimum requirements:
  - Hiring standards for NEW State/local directors
  - Annual training standards for ALL employees



# Food Safety Certification



- For New SFA Directors in All LEAs:
  - At least 8 hours of food safety training within 5 years prior to the starting date, or completed within 30 days of the starting date
  
- State agency has discretion to require current SFA directors to obtain food safety certification or training every 5 years

# Key Areas

All training will fit into one of these categories:

- Nutrition
- Operations
- Administration
- Communications & Marketing





# Required Annual Training Hours

**Table 1: Summary of Required Minimum Training for School Nutrition Employees**

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.





# Record-Keeping Requirements

- SFAs are required to keep records of training
- If SAs allow 2-year period for SFAs to complete training:
  - Some training hours must be completed each year.
- Documentation of PS training is part of the Administrative Review
  - SFAs should also have records of individual staff members' training.
  - Retain records for 3 years, plus the current SY.



## Web Page:

<http://www.fns.usda.gov/school-meals/professional-standards>

- Latest Information on PS
- Resources
  - State Grants
  - Tracking Tool
  - Brochure, Flyer
  - Final Rule
- Training Database:

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

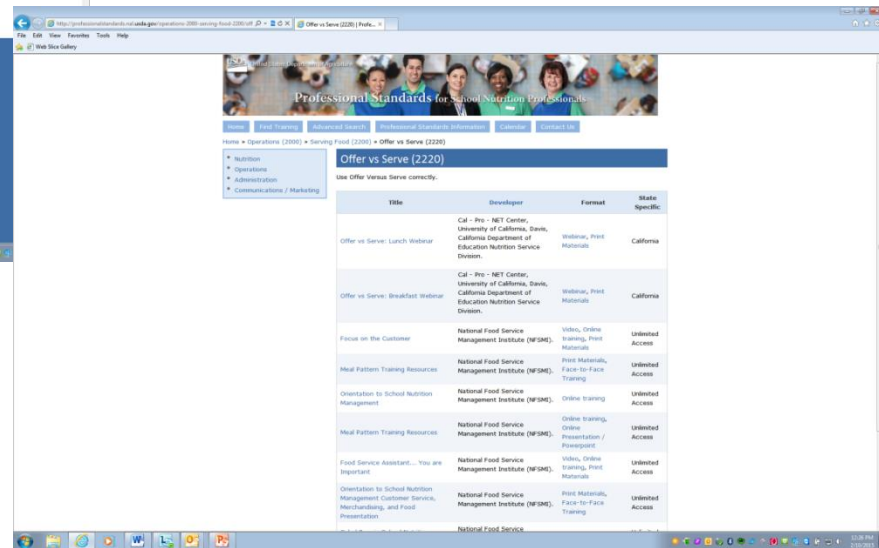
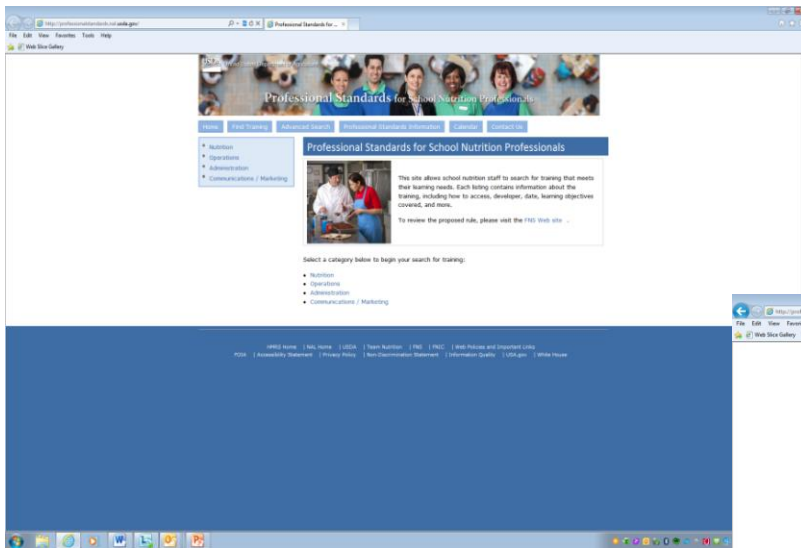
The screenshot shows the USDA website page for Professional Standards for School Nutrition Professionals. The page features a navigation menu with options like Programs, Data, Newsroom, Research, and Forms. A search bar is located in the top right corner. The main content area is titled 'School Meals Professional Standards' and includes a large image of five diverse professionals. Below the image, there is a detailed text block explaining the Professional Standards for school nutrition professionals, which is a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The text states that the rule, published March 2, 2015, requires a minimum amount of annual training hours for all state directors of school nutrition programs, state director of distributing agencies, school nutrition program directors, managers, and staff. Required training topic areas will vary according to position and job requirements. There are also minimum hiring standards for new state directors of school nutrition programs, state directors of distributing agencies that oversee USDA Foods, and school nutrition program directors.

In developing the final professional standards rule, USDA considered input from a variety of sources, including representatives from state agencies, school districts, and school nutrition professional associations. FNS carefully reviewed all comments and listened to the concerns of stakeholders.

The final rule eases hiring options for small school districts; adds hiring options that emphasize program experience; reduces the required annual training hours for all SFA personnel; phases in the training requirements in school year 2015-2016; and adds other practical flexibilities for the first year of implementation. The rule is effective beginning July 1, 2015.

# Professional Standards Website and Training Database

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



**USDA Professional Standards Training Tracker**

United States Department of Agriculture  
Food and Nutrition Services · Child Nutrition



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This Training Tracking site assists 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 Professionals, please click here: <http://www.fns.usda.gov/school-meals/professional-standards>

7/11/2016

You have 356 days to complete 0.00 hours of training.

Recent Trainings

Training	Date Completed	Hours Completed
2016 Summer Food Service Program for Returning Sponsors	07/30/2016	10.25
2016 Summer Food Service Program for Returning Sponsors	07/07/2016	2.00
2016 Summer Food Service Program for Returning Sponsors	07/01/2016	7.75
2016 Summer Food Service Program for Returning Sponsors	06/21/2016	1.00
2016 Summer Food Service Program for Returning Sponsors	06/20/2016	5.00





# Professional Standards Training Tracker

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## Kotesch Rao Training History

School Food Authority–Staff Manager 5 hours are required for

school year

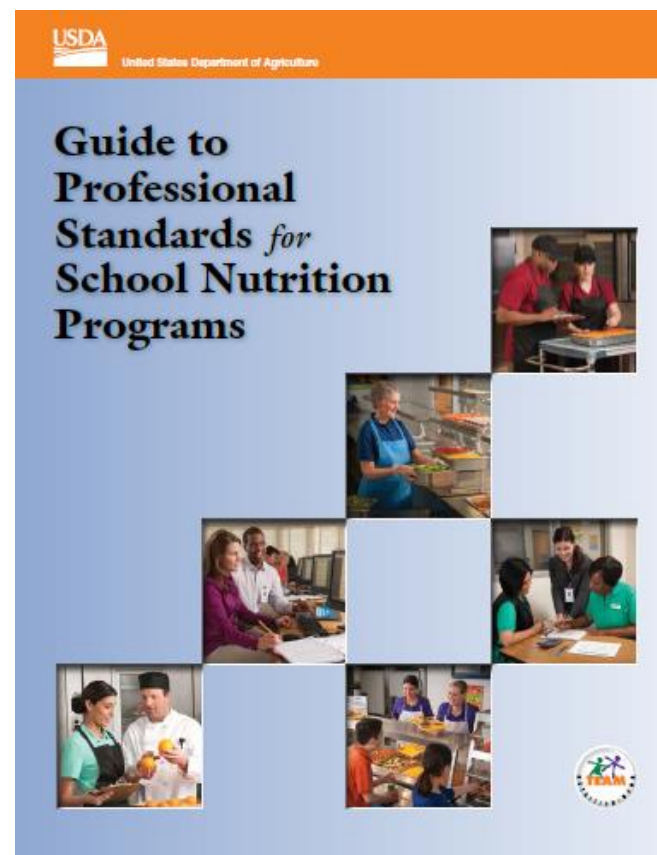
Course Title	Completion Date	Training Hours
2016 Summer Food Service Program for Returning Sponsors	06/20/2016	5.00
2016 Summer Food Service Program for Returning Sponsors	06/21/2016	1.00

Total Hours

6.00

# Guide to Professional Standards for School Nutrition Programs

- Information about the Final Rule
- Tips on where to find training
- Examples of how to meet the training standards
- Easy-to-read tables
- Reproducible handouts



# Tables and Handouts

**Table 3: Minimum Hiring Standards for New School Food Authority (SFA) Nutrition Directors**

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

\*Or equivalent educational experience; consult your State agency for more information.

\*\*Specific/related major: Academic major or concentration in food and nutrition, foodservice management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

\*\*\*For LEA enrollments less than 500, the State agency may approve the hire of a candidate with a high school diploma (or GED) and less than the required years of experience, if the best qualified candidate.

## Appendix C. Staff Guide to Professional Standards for Training

School nutrition employees now have annual training requirements. These Federal standards went into effect July 1, 2015. The total hours of required annual training depends on your work schedule. The goal of training is to help you maintain or acquire the knowledge and skills needed to successfully operate school meal programs.

The first year (July 1, 2015- June 30, 2016) training requirements for all staff are 4 hours.

Position	Defined As	Annual Hours*
Staff	Works 20 or more hours weekly in direct program support	6
Part-Time Staff	Works less than 20 hours per week in direct program support	4

\*If hired on or after January 1, only half of the required hours for that school year are required.

### What Counts as Training?

Training should apply to your work duties. In many cases, your manager or director will provide training. Options for job-specific training include:

- ▶ Online courses
- ▶ On-the-job training
- ▶ In-service training
- ▶ Local school nutrition organization training events
- ▶ State agency-sponsored classes
- ▶ Meetings sponsored by foodservice partners (vendors and commodity groups), including exhibits (as allowed by your State agency)
- ▶ College courses with job-specific content

A full 60 minutes of training counts as 1 training hour. Shorter time periods can count, too. For example, four 15-minute in-service training sessions equal 1 training hour. Not all training activities will count; they must be job-specific. Check with your manager or director.

Your district needs to keep training records for all school nutrition employees. Your manager or director will tell you how to track and report your training. Be sure to keep your own training record in case you change schools or districts.

Check with your manager or director to find out if your State agency allows a 2-year period to complete the training hours. If so, be sure to complete some training each year (July 1-June 30) and meet the total combined hours needed for 2 years.

### Where Do I Find More Information?

Looking for free and low-cost training? USDA maintains an online searchable library of trainings at <http://professionalstandards.nal.usda.gov>. Whether you plan to remain in your current position or aspire to other staff or managerial positions, training helps you perform effectively today and prepare for tomorrow.

# Questions??

