Implementing Professional Standards: Tips for Success

Thursday, July 28, 2016
3:00 PM EST

Presented by:
Amy Frady, Nutritionist
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
- 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

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Annual Requirements*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directors</td>
<td>12 hours</td>
</tr>
<tr>
<td>Managers</td>
<td>10 hours</td>
</tr>
<tr>
<td>Staff</td>
<td>6 hours</td>
</tr>
<tr>
<td>Part-Time Staff (working less than 20 hours per week)</td>
<td>4 hours</td>
</tr>
<tr>
<td>Mid-year hires in all categories (January 1, or later)</td>
<td>One-half of training requirement for each job category</td>
</tr>
</tbody>
</table>

*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 a 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.

www.fns.usda.gov/school-meals/professional-standards
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/

Professional Standards for school nutrition professionals is a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). 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 2013-2016; 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/
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](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

<table>
<thead>
<tr>
<th>Training</th>
<th>Date Completed</th>
<th>Hours Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Summer Food Service Program for Returning Sponsors</td>
<td>07/30/2016</td>
<td>10.25</td>
</tr>
<tr>
<td>2016 Summer Food Service Program for Returning Sponsors</td>
<td>07/07/2016</td>
<td>2.00</td>
</tr>
<tr>
<td>2016 Summer Food Service Program for Returning Sponsors</td>
<td>07/01/2016</td>
<td>7.75</td>
</tr>
<tr>
<td>2016 Summer Food Service Program for Returning Sponsors</td>
<td>06/21/2016</td>
<td>1.00</td>
</tr>
<tr>
<td>2016 Summer Food Service Program for Returning Sponsors</td>
<td>06/20/2016</td>
<td>5.00</td>
</tr>
</tbody>
</table>
## Kotesh Rao Training History

School Food Authority–Staff Manager 5 hours are required for

**2015-2016** school year

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Completion Date</th>
<th>Training Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Summer Food Service Program for Returning Sponsors</td>
<td>06/20/2016</td>
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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
Questions??

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