



**NUTRITIONAL
PURSUIT**

SNP Back to School Conference
ISBE Nutrition Division

USDA Professional Standards for School Nutrition Program Personnel

Nutrition Division

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Illinois
State Board of
Education

Agenda

- New [Directors](#) – Hiring Standards
- Definitions of School Nutrition Professional Levels
 - School Nutrition Program [Director](#)
 - School Nutrition Program [Manager](#)
 - School Nutrition Program [Staff](#)
- Annual Training Requirements for ALL School Nutrition Professionals
- Available Training
- Allowable/Unallowable Costs
- Recordkeeping and Compliance
- Administrative Review



Why Professional Standards?

- Training requirements will build skills.
- School nutrition programs are complex-on-going training is necessary just to keep up.
- Enhance the image of school nutrition employees.
- Training of food handlers is crucial for the health of our students.



Minimum Professional Standards for NEW Hires (on or after July 1, 2015):

- State Agency Directors
- School Nutrition Program Directors

Existing directors are grandfathered in their current positions as well as in the student enrollment category where they are currently working.



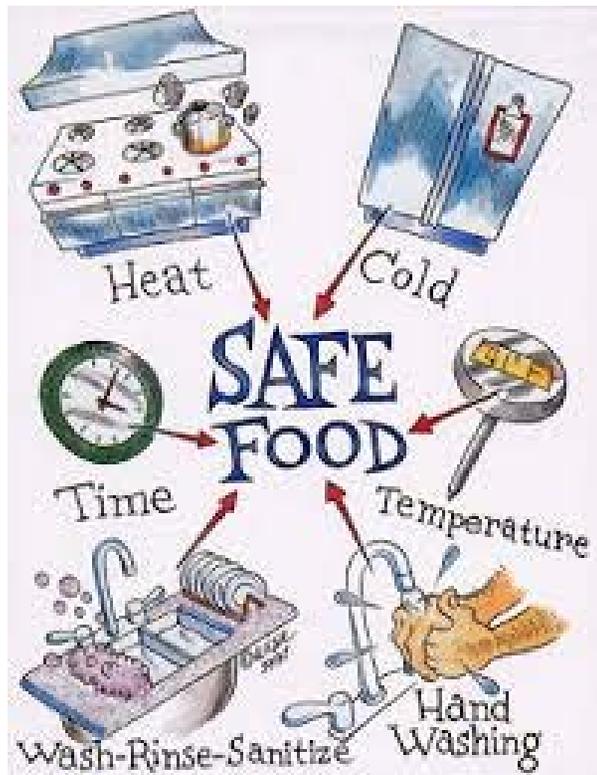
School Nutrition Program Directors

- Requirements for **NEW** hires
- Divided LEA into 3 size categories, recognizing increasing responsibility and complexity based on number of students
- Categories:
 1. 2,499 or less students
 2. 2,500-9,999 students
 3. 10,000 or more students



Minimum Requirements for Directors	Student Enrollment 2,499 or less	Student Enrollment 2,500 – 9,999	Student Enrollment 10,000 or more
<p>Minimum Education Standards (required) (<i>new directors only</i>).</p>	<p>Bachelor’s degree, or equivalent educational experience, with academic major in specific areas;* OR Bachelor’s degree in any academic major, <u>and</u> State-recognized certificate for school nutrition directors; OR Associate’s degree, or equivalent educational experience, with academic major in specific areas,* <u>and</u> at least one year of relevant school nutrition programs experience; OR High school diploma (or GED) <u>and</u> three years of relevant experience in school nutrition programs.</p> <p>(LEAs with less than 500 students: State agency may approve a candidate that meets the educational standards but had less than three years of experience).</p>	<p>Bachelor’s degree, or equivalent educational experience, with academic major in specific areas;* OR Bachelor’s degree in any academic major <u>and</u> a State-recognized certificate for school nutrition directors; OR Bachelor’s degree in any academic major <u>and</u> at least two years of relevant school nutrition programs experience; OR Associate’s degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; and at least 2 years of relevant school nutrition programs experience.</p>	<p>Bachelor’s degree, or equivalent educational experience, with academic major in specific areas;* OR Bachelor’s degree in any academic major, <u>and</u> a State-recognized certificate for school nutrition directors; OR Bachelor’s degree in any major <u>and</u> at least five years of experience in management of school nutrition programs.</p> <p>*Specific majors/areas of concentration: food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.</p>
<p>Minimum Prior Training Standards (required) (<i>new directors only</i>)</p>	<p>At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 calendar days of employee’s start date.</p>		

Food Safety Requirement for NEW Directors



At least 8 hours of food safety training is required either within 5 years prior to starting date or completed within 30 days of employee's starting date.



Definitions

School Nutrition Program **Director** are those individuals directly responsible for the management of the day-to-day operations of school food service for all participating schools under the jurisdiction of the school food authority.

School Nutrition Program **Manager** are those individuals directly responsible for the management of the day-to-day operations of school food service for a participating school(s).

School Nutrition Program **Staff** are those individuals, without managerial responsibilities, involved in day-to-day operations of school food service for a participating school(s).



REQUIRED TRAINING FOR ALL SCHOOL NUTRITION EMPLOYEES

New and Current Directors

Beginning school year 2016-2017: at least 12 hours of annual continuing education/training.

This required continuing education/training is in addition to the food safety training required in the first year of employment.

New and Current Managers

Beginning school year 2016-2017: at least 10 hours of annual continuing education/training.

New and Current Staff

Beginning school year 2016-2017: at least 6 hours of annual continuing education/training.

New and Current Part-Time Staff (less than 20 hours per week)

Each year, at least 4 hours of annual continuing education/training (regardless of number of part-time hours).

If hired January 1 or later, an employee may only complete half of the required training hours for that school year.



Training

- In a variety of formats
 - Virtual/web-based and in-person
 - Including free or low-cost options
- From a variety of sources
 - USDA – Food and Nutrition Services
 - Illinois State Board of Education (ISBE)
 - The Institute of Child Nutrition (ICN)
 - Professional Associations and Organizations
 - School Nutrition Association, Illinois School Nutrition Association, Action For Healthy Kids, Illinois Cooperative Extension, etc.
 - School Food Authority
 - Commercial Vendors



USDA developed a database of training that is available online at <http://professionalstandards.nal.usda.gov/>



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- Professional Standards Tracking Tool Information

Home

This site allows school nutrition staff to search for training that meets their learning needs. Each listing contains information about the training, including how to access, developer, date, learning objectives covered, and more.

Professional Standards Training Tracker Tool 2.0: Enhancements for Training Tracking Success!

On June 6, 2018, the United States Department of Agriculture's Food and Nutrition Service (FNS) Team Nutrition staff presented new enhancements to the Professional Standards Training Tracker Tool (PSTTT), version 2.0! Since the PSTTT 2.0 was first released in November 2017, Team Nutrition has been continuously working to incorporate feedback to enrich each user's experience. This webinar showcased the new enhancements, such as a streamlined and seamless way of creating user profiles, selecting managers, assigning employees, and easily creating user profiles for a large number of employees at one time. The webinar featured a live demo to assist users in learning about the benefits of using the PSTTT and the features it provides for managers and staff to prepare for the 2018-2019 school year. [Recorded Webinar]

Allowable and Unallowable Costs

- Providing training to school nutrition program staff is an allowable use of the nonprofit school food service account.
- Final Rule states that the nonprofit school food service account CANNOT be used to pay costs of an existing employee to take college-level classes to meet the educational criteria necessary for the school nutrition program director position.



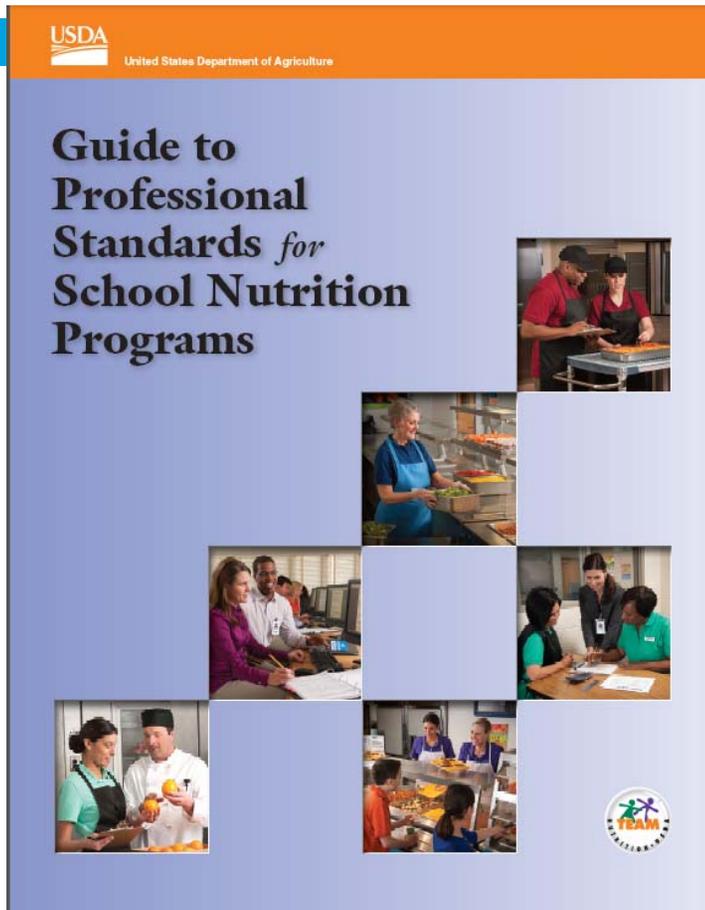
Recordkeeping and Compliance



- The SFA is required to track annual employee training.
 - UPDATED web based USDA tracking tool recently released
- The SFA is required to encourage training opportunities.
- State Agencies (ISBE) will review compliance with the professional standards at the time of the Administrative Review.



Summary Guide of USDA Standards Available



<https://www.fns.usda.gov/tn/guide-professional-standards-school-nutrition-programs>



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What to Expect During Your Administrative Review

- Hiring standards met for new director
 - Transcripts, resume', hiring documents reviewed to ensure compliance with enrollment-based requirements.
- Training hours



Training Hours Documentation

- Prior year records
 - School building
 - Staff name
 - Date hired
 - Title
 - Staffing level according to Professional Standards guidelines
 - Training topic, date, length (minutes/hours)



SAMPLE Training Hours Log

Training Hours

School Nutrition Programs

July 1__ to June 30__

School	Name	Hire Date	Title	Training hours required (12, 10, 6, 4)	xx-xx-xxxx (date), topic	xx-xx-xxxx (date), topic	05-02-2017 Offer vs Serve	Cumulative hours
Washington Elementary	Patty Pasta	04-15-2018	Cook	6	0:30	1:15	0:45	2:30



Common Findings

- No designated director
- FSMC employee fulfilling the director hours for the SFA
- Head cooks not obtaining manager hours
- Secretaries, principals, and/or other school staff who have food service responsibilities not obtaining hours
- Non-school meals program topics used for training
- Staff operating after-school snack programs not included



Fiscal Impact

No fiscal assessment for non-compliance
UNLESS...

Repeat Professional Standards findings from
one AR to the next AR.



Contact Us

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