



School Nutrition Programs  
Back to School Conference 2019

# USDA Professional Standards for School Nutrition Program Personnel

# Learning Objectives

After completing this session, participants will be able to:

- 1 Recognize the importance of professional standards in school nutrition programs.
- 2 Classify school nutrition program personnel into specific job categories for determining individual standards requirements.
- 3 Apply the minimum hiring standards for new directors and minimum annual training standards for all school nutrition program personnel.
- 4 Identify available training resources.
- 5 Keep adequate records and maintain compliance with professional standards requirements.

# Why Professional Standards?



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State Board of  
Education

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As part of the Healthy, Hunger-Free Kids Act (HHFKA), the USDA has established minimum *hiring* requirements for some, and *training* requirements for all school nutrition employees.



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# School Nutrition Personnel

## Job Categories

School Nutrition Program  
**Director**

School Nutrition Program  
**Manager**

School Nutrition Program  
**Staff**

## Definitions

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

Those individuals directly responsible for the management of the day-to-day operations of school food service for a participating school(s)

Those individuals, without managerial responsibilities, involved in day-to-day operations of school food service for a participating school(s)





# HIRING STANDARDS for New Directors



**Illinois**  
State Board of  
Education

7 CFR 210.30



# HIRING – New Directors

as of  
July 1, 2015

## Directors Employed Prior to July 1, 2015

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



## Directors Hired After July 1, 2015

- Must meet minimum education/experience standards
- Must meet food safety training standard

**Hiring requirements  
apply to NEW Hires**



# HIRING – New Directors

as of  
July 1, 2015

The size of the LEA determines the hiring criteria

Criteria differs based on  
3 Enrollment Categories:

- 1 2,499 or less students
- 2 2,500-9,999 students
- 3 10,000 or more students



## Hiring Criteria Components

- ◆ Education Level
- ◆ Academic Major/Concentration
- ◆ Years of Experience
- ◆ Type of Experience
- ◆ Food Safety Training





School Nutrition Program Director Professional Hiring Standards by Local Educational Agency Size			
LEA Category	Student enrollment 2,499 or less	Student enrollment 2,500-9,999	Student enrollment 10,000 or more
<b>Minimum Education &amp; Experience Standards</b>	<p>Bachelor's degree, or equivalent educational experience, with academic major or concentration in specific areas;*</p> <p>OR</p> <p>Bachelor's degree, or equivalent educational experience, with any academic major or area of concentration, <b>and</b> at least 1 year of relevant food service experience;**</p> <p>OR</p> <p>Associate's degree, or equivalent educational experience, with academic major or concentration in specific areas*, <b>and</b> at least 1 year of relevant food service experience; **</p> <p>OR</p> <p>High school diploma (or GED) <b>and</b> at least 3 years of relevant food service experience. **</p>	<p>Bachelor's degree, or equivalent educational experience, with academic major or concentration in specific areas;*</p> <p>OR</p> <p>Bachelor's degree in any academic major <b>and</b> at least 2 years of relevant school nutrition program experience;</p> <p>OR</p> <p>Associate's degree, or equivalent educational experience, with academic major or concentration in specific areas*, <b>and</b> at least 2 years of relevant school nutrition program experience.</p>	<p>Bachelor's degree, or equivalent educational experience, with academic major or concentration in specific areas;*</p> <p>OR</p> <p>Bachelor's degree in any major <b>and</b> at least 5 years of experience in management of school nutrition programs.</p>
<b>Food Safety Training</b>	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 starting date.		

- **Specific majors/areas of concentration:** food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field
- \*\* **LEAs with student enrollment of less than 500 students:** State agency may approve the hire of a director who meets one of the educational criteria but has less than the required years of relevant food service experience.



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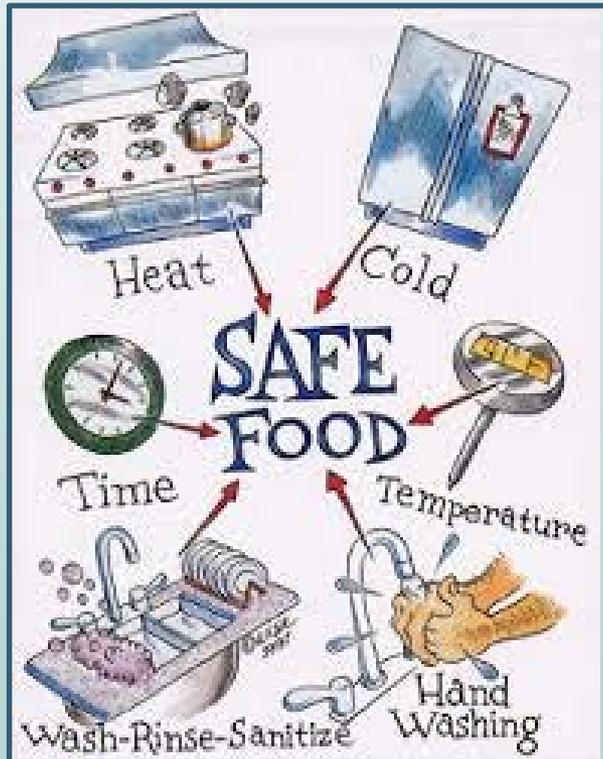


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# Food Safety – for New Requirement

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.





# Continuing Education/Training Standards



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# REQUIRED TRAINING FOR ALL SCHOOL NUTRITION EMPLOYEES

Directors

At least 12 Hours Annually

*This is in addition to the food safety training that is required to meet the hiring standards for new directors*

Managers

At least 10 Hours Annually

Staff

At least 6 Hours Annually

Part-Time  
Staff

At least 4 Hours Annually

*Part-time staff are those that work less than 20 hours per week*

Annual requirements apply to the 12 months between July 1 and June 30

Employees hired January 1 or later are only required to complete half the number of hours for the year

# Annual School Nutrition Training Plan



# Training Considerations

- Individual training needs should be assessed for each individual employee



# Training Considerations

- Training must be job-specific and intended to help employees perform their duties well





## TRAINING TOPICS BY KEY AREAS

KEY AREAS	TRAINING TOPICS
<b>NUTRITION - 1000</b>	Menu Planning (1100) Nutrition Education (1200) General Nutrition (1300)
<b>OPERATIONS - 2000</b>	Food Production (2100) Serving Food (2200) Cashier and Point of Service (2300) Purchasing/Procurement (2400) Receiving and Storage (2500) Food Safety and Hazard Analysis and Critical Control Point (HACCP) (2600)
<b>ADMINISTRATION - 3000</b>	Free and Reduced-Price Meal Benefits (3100) Program Management (3200) Financial Management (3300) Human Resources and Staff Training (3400) Facilities and Equipment Planning (3500)
<b>COMMUNICATIONS AND MARKETING - 4000</b>	Communications and Marketing (4100)

Professional Standards Learning Objectives:

[https://fns-prod.azureedge.net/sites/default/files/cn/ps\\_learningobjectives.pdf](https://fns-prod.azureedge.net/sites/default/files/cn/ps_learningobjectives.pdf)

# USDA Training Hours – Does it count?



**Ask Yourself:**  
**Is it RELEVANT?**  
**Is it JOB-SPECIFIC?**

# USDA Training Hours – Does it count?



## Annual Civil Rights Training



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# USDA Training Hours – Does it count?



**Annual  
Civil Rights  
Training**



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# USDA Training Hours – Does it count?



## Active Shooter Training

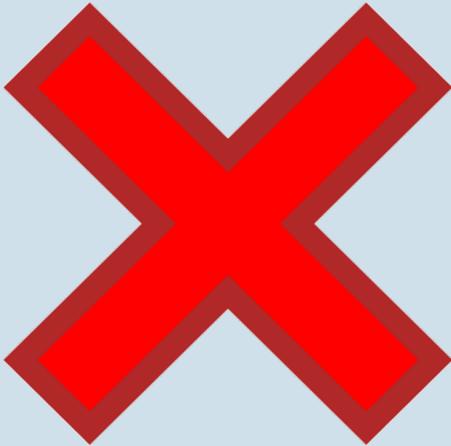


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# USDA Training Hours – Does it count?



**Active Shooter  
Training**



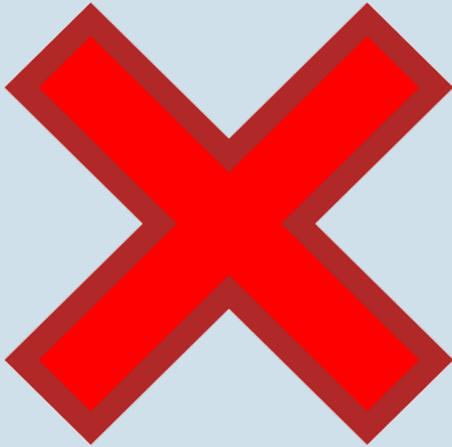
# USDA Training Hours – Does it count?



## Sexual Harassment Training



# USDA Training Hours – Does it count?



**Sexual  
Harassment  
Training**



# USDA Training Hours – Does it count?



## Food Safety Training



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# USDA Training Hours – Does it count?



**Food Safety  
Training**



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Education

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# USDA Training Hours – Does it count?



## Bullying Prevention Training

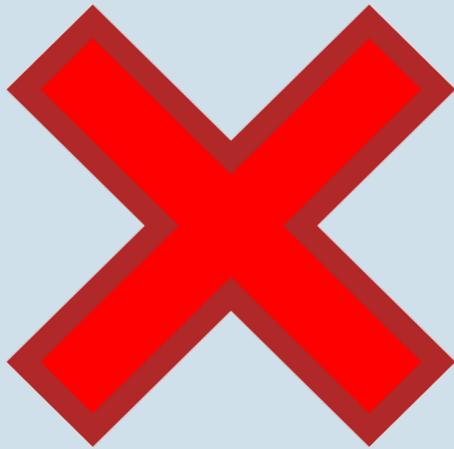


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# USDA Training Hours – Does it count?



**Bullying  
Prevention  
Training**



# USDA Training Hours – Does it count?



## Food Show Exhibit



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State Board of  
Education

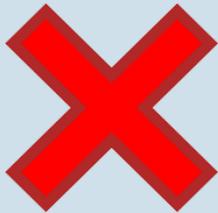
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# USDA Training Hours – Does it count?



Up to 2 hours



In excess of  
2 hours

## Food Show Exhibit



# Training Resources

For School Nutrition  
Professionals



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# Training Resources

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 (FNS)
- 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.
- Commercial Vendors
- Local In-Service Training

# Training Resources

## ISBE Nutrition Division

<https://www.isbe.net/Pages/Nutrition-and-Wellness-Resources.aspx>



System Quick Links ▾ Illinois Report Card Careers at ISBE Contact Us     Translate ▾

- HOME
- ADMINISTRATORS
- TEACHERS
- FAMILIES & STUDENTS
- COMMUNITY & PARTNERS
- NEWS & MEDIA
- TOPICS

[Home](#) > Nutrition

### Nutrition

- Child and Adult Care Food Program
- Food Distribution
- Resources, Webinars and Workshops
- School Nutrition Programs
- Summer Food Service Program

## NUTRITION

Welcome to the Nutrition Programs Division. This division supports and promotes the overall wellbeing of children. Healthy meals and healthy habits are essential for readiness to learn and success in the classroom and beyond.

Programs administered by the division include the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, Summer Food Service Program, Fresh Fruit and Vegetable Program, and the Special Milk Program.

[Log in to IWAS](#)

### What's New?

### RESOURCES

- Child Nutrition Data Analytics and Mapping Tools
- Child Nutrition Program Food Safety Information
- Civil Rights
- Contracts/Procurement for School-Based Child Nutrition Programs
- Eligibility, Income and Reimbursement Information
- Farm to Child Nutrition Programs
- Instructions for Online Applications and Reports



#### CHILD & ADULT CARE FOOD PROGRAM

- Child Care Institutions



#### FOOD DISTRIBUTION PROGRAM



#### RESOURCES, WEBINARS & WORKSHOPS

- Civil Rights



# Training Resources

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Search...



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HOME



ADMINISTRATORS



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COMMUNITY &  
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NEWS & MEDIA



TOPICS

Home > Nutrition > Resources, Webinars and Workshops

NUTRITION

Resources, Webinars and  
Workshops

- Civil Rights

NUTRITION

## RESOURCES, WEBINARS AND WORKSHOPS

*Note: If you experience any difficulty viewing the video segments please refer to our [Video Tips](#) document.*

Child and Adult Care Food Program



Food Distribution Program



School Nutrition Programs



### Workshops

- [School Nutrition Programs Back to School Conference](#)
- **School Nutrition Programs Orientation** – [View training dates and register](#). This training is intended ONLY for new applicants to the School Nutrition Programs and new staff that have never worked with the School Nutrition Programs. This training will provide an extremely broad overview of the regulatory requirements for the School Nutrition Programs, specifically, the National School Lunch and School Breakfast Programs. The intent of this workshop is to introduce you the programs many requirements and to provide you with resources for more detailed guidance and training opportunities. This is a first step in acquainting you with the School Nutrition Programs.

# Training Resources

USDA Database of Professional Standards Trainings

<https://professionalstandards.fns.usda.gov/>

 An official website of the United States government [Here's how you know](#) ▼

 **PROFESSIONAL STANDARDS**  
U.S. DEPARTMENT OF AGRICULTURE

[FNS](#) [CONTACT US](#) [USDA.GOV](#)

[HOME](#) [ABOUT](#) [FIND A TRAINING](#) [EVENTS](#)

## Welcome to the Professional Standards Training Database

The Professional Standards Training Database allows school nutrition professionals to search for training that meets their learning needs in one easy-to-use website. Trainings are available in a variety of formats and most trainings are free. Discover how you can meet your professional standards training requirements by searching the database today!

Search Professional Standards Training Database



### SEARCH FOR TRAINING

All trainings are organized by the key area, training topic, and the specific learning objective.



Nutrition



Operations



Administration



Communication /  
Marketing

LEARN MORE

# Training Resources

Institute of Child Nutrition  
<https://theicn.org/elearning>



LANGUAGE: ENGLISH ▾

REGISTER

SIGN IN

Welcome!

**COURSES AND LEARNING PLANS**

SNA CERTIFICATE PROGRAM

COURSE LIST & INFO

HELP



## eLearning Portal

LEARNING...ANYTIME, ANYWHERE



CATEGORIES

FILTERS

Search by course title...



55 items in All categories

VIEW: BOXES ▾

SORT: NEWEST TO OLDEST ▾



ELEARNING

2h

Effective Goal Setting Using SMART Goals...

English



ELEARNING

1h

Food Safety in Summer Meals

English ★★★★★



ELEARNING

1h

Presentation Fundamentals - Tips for

English ★★★★★



ELEARNING

4h

CACFP Child and Adult Meal Pattern Requi...

English ★★★★★



ELEARNING

1h

CACFP Optional Best Practices

English



ELEARNING

4h

School Nutrition Staff: You Are a Team

English ★★★★★

# Training Resources

University of Illinois Extension

<https://schoolnutrition.extension.illinois.edu/>

LOGIN ABOUT CONTACT US BLOG

the **ABCs** of school nutrition  
Professional Standards Portal for Illinois School Nutrition Employees

**I** ILLINOIS  
Extension



ONLINE TRAINING

ON-SITE TRAINING

RESOURCES

BLOG



# Record-keeping & Compliance



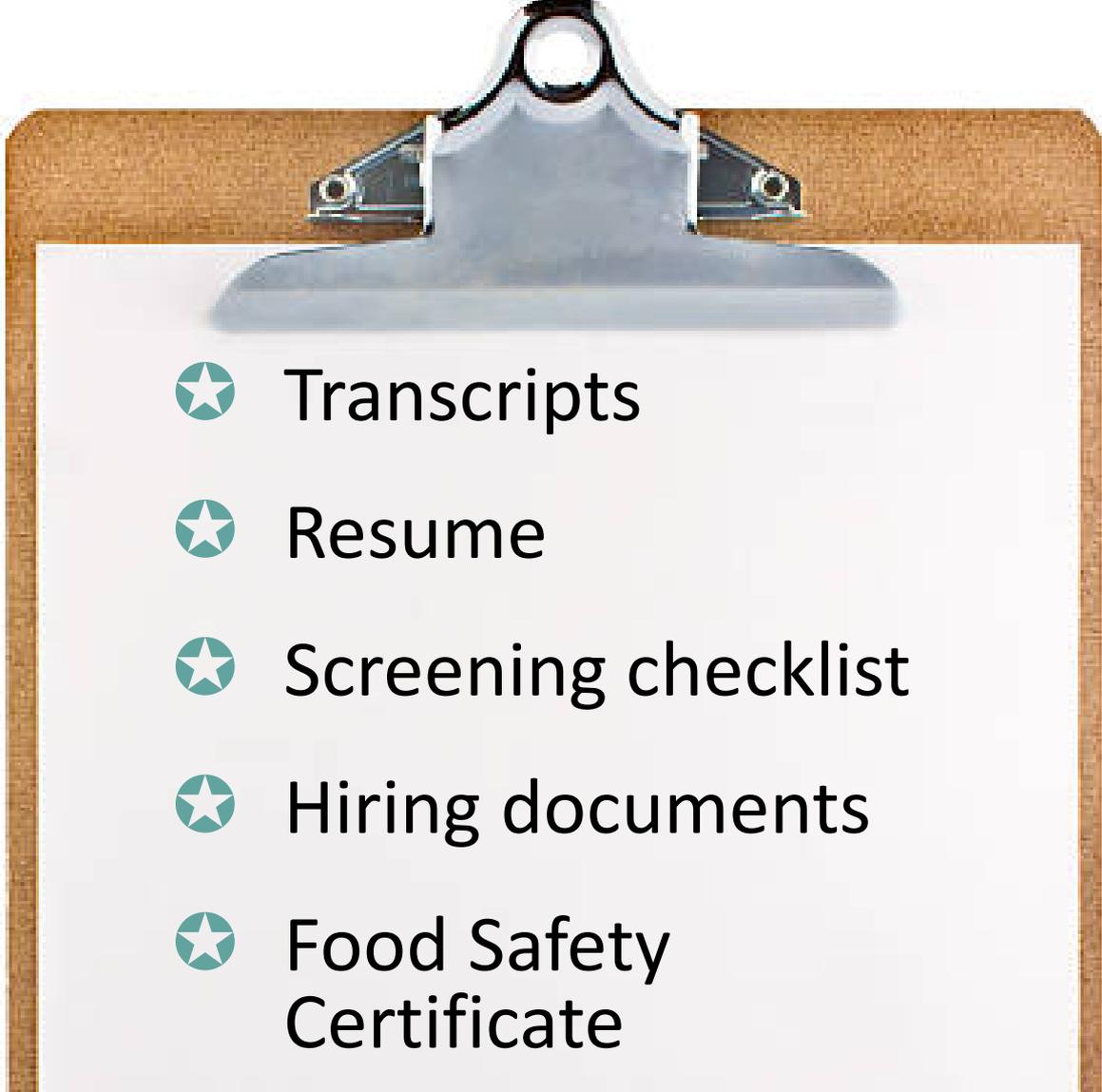
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## Documentation: Hiring Standards

To demonstrate compliance with the hiring standards for new directors, documentation must show completion of the required education and experience requirements.

- 
- ★ Transcripts
  - ★ Resume
  - ★ Screening checklist
  - ★ Hiring documents
  - ★ Food Safety Certificate

**Keep Records for 3 Year Period**



## Documentation: Training Hours

To demonstrate compliance with the annual training hours, supporting documentation for all completed trainings must be maintained on file for each employee.

- 
- ★ Agendas
  - ★ Sign-in sheets
  - ★ Certificates of completion
  - ★ Annual tracking report

**Keep Records for 3 Year Period**

# Documentation: Training Hours

## USDA Web-based Professional Standards Training Tracker Tool 2.0 <https://pstrainingtracker.fns.usda.gov/>



Professional Standards Training Tracker Tool  
U.S. DEPARTMENT OF AGRICULTURE



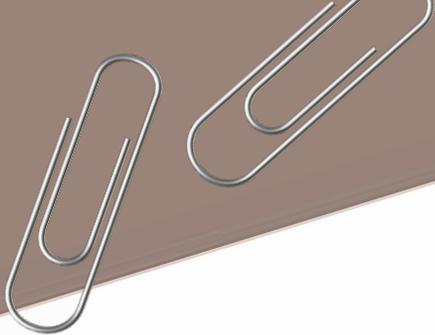
### Professional Standards Training Tracker Tool 2.0

OMB Number: 0584-0626  
Expiration Date: 06/30/2020

The USDA Child Nutrition Program's Professional Standards Training Tracker Tool (PSTTT) Version 2.0 is designed to assist School Nutrition Professionals in keeping track of their annually required training hours. For additional information on Professional Standards, please visit USDA Professional Standards site at [www.fns.usda.gov/school-meals/professional-standards](http://www.fns.usda.gov/school-meals/professional-standards).

#### PLEASE NOTE:

A Level 1 USDA eAuthentication account is needed to access the tool. New and existing users who have Level 1 access can proceed to the tool by clicking on the 'Login with eAuth Account' button.



# Training Hours Documentation Checklist:

- Trainee Name and Job Category
  - Title of Training
  - Training Provider
  - Date Completed
  - School Year
  - Creditable Training Time
  - Professional Standards  
Learning Objective
- 
- 

# Allowable and Unallowable Costs

- Providing annual continuing education and training to school nutrition program staff is an **allowable** use of the nonprofit school food service account. Training costs must be reasonable, allocable, and necessary.
- The nonprofit school food service account **cannot** be used to pay costs of an employee to take college-level classes to meet hiring requirements for the school nutrition program director position.



## Professional Standards

[HOME](#)



Professional Standards for school nutrition professionals is a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The final rule, published March 2, 2015, requires a minimum amount of annual training hours for all

## USDA Professional Standards Website

- Regulations
- Training
- Tracking Tool
- Technical Assistance
- Guidance Materials

# ISBE Nutrition Division

[www.isbe.net/nutrition](http://www.isbe.net/nutrition)

[cnp@isbe.net](mailto:cnp@isbe.net)

800-545-7892

217-782-2491



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