Professional Standards for School Nutrition Program Personnel

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• 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.
• 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
<table>
<thead>
<tr>
<th>Minimum Requirements for Directors</th>
<th>Student Enrollment 2,499 or less</th>
<th>Student Enrollment 2,500 – 9,999</th>
<th>Student Enrollment 10,000 or more</th>
</tr>
</thead>
</table>
| **Minimum Education Standards (required) (new directors only).** | 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.  
(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). | 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 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. | 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 major and at least five years of experience in management of school nutrition programs.  
*Specific majors/areas of concentration: food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. |

| Minimum Prior Training Standards (required) (new directors only) | 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. |
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).
At least 12 hours of annual continuing education/training

These continuing education/training hours are in addition to the food safety training required in the first year of employment.
School Nutrition Program

Managers

At least \textbf{10} hours of annual continuing education/training
At least 6 hours of annual continuing education/training

**Part-Time Staff** - Employees who work less than 20 hours/week are required to have at least 4 hours of annual continuing education/training, regardless of the number of part-time hours worked.
<table>
<thead>
<tr>
<th>Role</th>
<th>Required Training for School Year 2015-2016 Only</th>
<th>Additional Training Year 2016-2017</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New and Current Directors</td>
<td>at least 8 hours of annual continuing education/training.</td>
<td>Beginning school year 2016-2017: at least 12 hours of annual continuing education/training.</td>
<td>This required continuing education/training is in addition to the food safety training required in the first year of employment.</td>
</tr>
<tr>
<td>New and Current Managers</td>
<td>at least 6 hours of annual continuing education/training.</td>
<td>Beginning school year 2016-2017: at least 10 hours of annual continuing education/training.</td>
<td></td>
</tr>
<tr>
<td>New and Current Staff</td>
<td>at least 4 hours of annual continuing education/training.</td>
<td>Beginning school year 2016-2017: at least 6 hours of annual continuing education/training.</td>
<td></td>
</tr>
<tr>
<td>New and Current Part-Time Staff (less than 20 hours per week)</td>
<td>Each year, at least 4 hours of annual continuing education/training (regardless of number of part-time hours).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Categories include:
- Nutrition
- Operations
- Administration
- Communications/Marketing
Professional Standards for School Nutrition Professionals

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.

The Guide to Professional Standards in School Nutrition Programs® is an easy-to-use booklet designed to help State agencies, school food authorities, and school nutrition professionals understand and apply the Final Rule on Professional Standards for School Nutrition Programs Personnel.

Select a category below to begin your search for training:

- Nutrition
- Operations
- Administration
- Communications / Marketing
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.
• The SFA is required to track annual employee training.
  • Online tool is available from USDA

• 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

### Enter Training Information

#### School Information
- **School Name**
- **School District**
- **Address**
- **Address 2**
- **City**
- **State/Territory**
- **Zip**

#### Trainee
- **Trainee Title**
- **Trainee First Name**
- **Trainee Middle Initial**
- **Trainee Last Name**

#### Training
- **Key Area**
- **Key Topics**
- **Training Subject** *(Can select multiple)*
- **Course Title**
- **Completion Date**
- **Length** *(in Hours)*
- **Minutes**
- **Training Provider**
- **Comments**
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)
Training Hours
School Nutrition Programs
July 1____to June 30____

<table>
<thead>
<tr>
<th>School Name</th>
<th>Name</th>
<th>Hire Date</th>
<th>Title</th>
<th>Training hours required (1, 2, 10, 6, 4)</th>
<th>xx-xx-xxxx (date), topic</th>
<th>xx-xx-xxxx (date), topic</th>
<th>05-02-2017 Offer vs Serve</th>
<th>Cumulative hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington Elementary Pasta</td>
<td>Patty Pasta</td>
<td>04-15-2017</td>
<td>Cook</td>
<td>6</td>
<td>0:30</td>
<td>1:15</td>
<td>0:45</td>
<td>2:30</td>
</tr>
</tbody>
</table>
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
No fiscal assessment for non-compliance UNLESS...

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

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