

Professional Standards for School Nutrition Program Personnel

Final Rule

Healthy Hunger-Free Kids Act Section 306

Presented by:

Roxanne Ramage, M.S., R.D., S.N.S. (rramage@isbe.net)
Principal Consultant
Nutrition and Wellness Programs Division

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Webinar 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

Final Rule

- Published March 2, 2015
 - Citation: 80 FR 11077
- Available at <http://www.isbe.net/nutrition/htmls/snp-prof-stds.htm>
- Implementation begins July 1, 2015
 - School Year 2015/2016
- Establishes minimum requirements:
 - Hiring standards for NEW State/local directors
 - Annual training standards for ALL school nutrition employees

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).

School Nutrition Program Director Annual Training

- SY2015-2016 – at least 8 hours of annual continuing education/training
- SY2016-2017 and beyond – 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

- SY2015-2016 – at least 6 hours of annual continuing education/training
- SY2016-2017 and beyond – at least 10 hours of annual continuing education/training



School Nutrition Program Staff

- SY2015-2016 – at least 4 hours of annual continuing education/training
- SY2016-2017 and beyond – 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.



REQUIRED TRAINING FOR ALL SCHOOL NUTRITION EMPLOYEES

New and Current Directors

For School Year 2015-2016 ONLY: at least 8 hours of annual continuing education/training.

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

For School Year 2015-2016 ONLY: at least 6 hours of annual continuing education/training.

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

New and Current Staff

For School Year 2015-2016 ONLY: at least 4 hours of annual continuing education/training.

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.

SY2015-2016 USDA Allowed Flexibilities

- Allows training received 3 months prior to July 1, **2015, to count toward the first year's training** requirements.
- Allows LEAs flexibility to hire a candidate that meets the State/local employment requirements in place prior to July 1, 2015, provided that the LEA advertises such vacancy prior to July 1, 2015.
- Requires fewer continuing education/training hours in first year of implementation for All Food Service Staff

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)
 - National Food Service Management Institute (NFSMI)
 - Professional Associations and Organizations
 - School Nutrition Association, Illinois School Nutrition Association, Action For Healthy Kids, Illinois Cooperative Extension, etc.
 - School Food Authority
 - Commercial Vendors



SY2015-2016 ISBE In-Person Workshops

- **Direct Certification, Certification and Verification (3 hours)**
- **School Meals Menu Planning 101 (3 hours)**
 - July 22, 2015 – Lisle
 - July 23, 2015 – Normal
 - July 28, 2015 – Fairview Heights
- **Food Handlers Training (2 hours) – Dates/Locations TBA**
- **Administrative Review Process (3.5 hours) – October 2015**

*Registration Available
Online Now!*

Archived Webinars/Modules



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Nutrition and Wellness Programs

Training Resources, Webinar Archive 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 Archived Webinars](#)

2015

- ▶ Seamless Summer Option Training Webinar – March 2015
 - ▶ PowerPoint Presentation
- ▶ CEP Overview Webinar – February 19, 2015

2014

- ▶ Administrative Review Training Modules – November 2014
 - ▶ Administrative Review Process and Structure Module
 - ▶ Access and Reimbursement Module
 - ▶ Nutritional Quality and Meal Pattern Module
 - ▶ General Program Compliance Module
 - ▶ Other Child Nutrition Programs Module
- ▶ Verification Summary Report – October 30, 2014
- ▶ HealthierUS School Challenge: Smarter Lunchrooms – October 23, 2014
 - ▶ Power Point Presentation
 - ▶ Webinar Resources
- ▶ Verification Process – September 24, 2014
 - ▶ PowerPoint Presentation
- ▶ Electronic Direct Certification System – May 13, 2014
 - ▶ PowerPoint Presentation
- ▶ Heart Healthy Month, Focus on Fat and Sodium Reduction – March 18, 2014
- ▶ Implementing the School Breakfast Program – January 21, 2014

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- Resources
 - ▶ Child Nutrition Programs
 - ▶ Civil Rights Compliance and Enforcement
 - ▶ CNP Email Alerts Archive
 - ▶ Contracts/Procurement for School-Based Child Nutrition Programs
 - ▶ Eligibility, Income, and Reimbursement Information
 - ▶ Food Recall Information
 - ▶ Illinois Commodity System/USDA Food Distribution Programs
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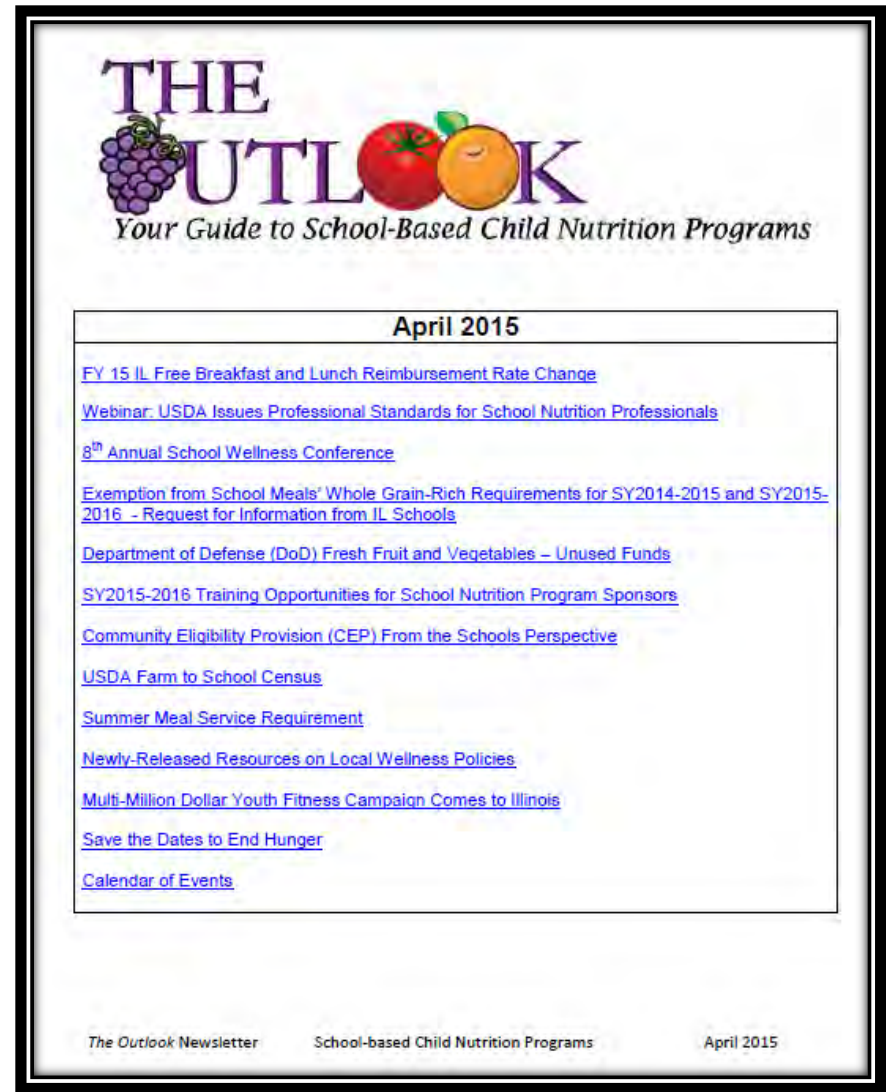
HOT TOPICS

SCHOOL YEAR 2014-15

SUPERINTENDENT'S WEEKLY MESSAGES

NEW Evaluation Systems

Watch for Additional
Training
Announcements
Monthly in *The
Outlook* Newsletter!



<http://www.isbe.net/nutrition/htmls/newsletters.htm>

USDA Training Database

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

Categories include:

- Nutrition
- Operations
- Administration
- Communications/Marketing



United States Department of Agriculture

Professional Standards for School Nutrition Professionals

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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.

To review the final rule, please visit the [Federal Register Web site](#).

Select a category below to begin your search for training:

- Nutrition
- Operations
- Administration
- Communications / Marketing

Allowable/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.
 - 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.



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Enter Training Information

Delete Training Information

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Enter Training Information

School Information

School Name	<input type="text"/>	School District	<input type="text"/>
Address	<input type="text"/>		
Address 2	<input type="text"/>		
City	<input type="text"/>	State/Territory	<input type="text"/>
		Zip	<input type="text"/>

Trainee

Trainee Title *	<input type="text"/>	Trainee First Name *	<input type="text"/>
		Trainee Middle Initial	<input type="text"/>
		Trainee Last Name *	<input type="text"/>

Training

Key Area: *	<input type="text"/>	Key Topics *	<input type="text"/>
Training Subject *	<input type="text"/>		
(Can select multiple)			
Course Title	<input type="text"/>	Completion Date *	<input type="text"/>
Training Provider	<input type="text"/>	Length: *	Hours <input type="text"/>
		Minutes	<input type="text"/>
Comments	<input type="text"/>		



PLEASE NOTE: Some questions may require ISBE staff to inquire to the USDA for further clarification. If question is not addressed today, please watch upcoming issues of *The Outlook* and the website for addition guidance.

Contact Us

Nutrition and Wellness Programs Division
Illinois State Board of Education
100 North First Street, W-270
Springfield, IL 62777-0001

Telephone: 800/545-7892 in Illinois only
217/782-2491

Fax: 217/524-6124

Email: cnp@isbe.net

Website: www.isbe.net/nutrition

