



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?



Illinois
State Board of
Education

Whole Child • Whole School • Whole Community



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.



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
Minimum Education & Experience Standards	<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, and 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*, and at least 1 year of relevant food service experience; **</p> <p>OR</p> <p>High school diploma (or GED) and 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 and 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*, and 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 and at least 5 years of experience in management of school nutrition programs.</p>
Food Safety Training	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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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.



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Education



Continuing Education/Training Standards



Illinois
State Board of
Education



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
NUTRITION - 1000	Menu Planning (1100) Nutrition Education (1200) General Nutrition (1300)
OPERATIONS - 2000	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)
ADMINISTRATION - 3000	Free and Reduced-Price Meal Benefits (3100) Program Management (3200) Financial Management (3300) Human Resources and Staff Training (3400) Facilities and Equipment Planning (3500)
COMMUNICATIONS AND MARKETING - 4000	Communications and Marketing (4100)

Professional Standards Learning Objectives:

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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Education

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USDA Training Hours – Does it count?



**Annual
Civil Rights
Training**



Illinois
State Board of
Education

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USDA Training Hours – Does it count?



Active Shooter Training



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Education

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USDA Training Hours – Does it count?



**Active Shooter
Training**



USDA Training Hours – Does it count?



Sexual Harassment Training



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Education

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USDA Training Hours – Does it count?



**Sexual
Harassment
Training**



USDA Training Hours – Does it count?



Food Safety Training



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Education

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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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State Board of
Education

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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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USDA Training Hours – Does it count?



Up to 2 hours



In excess of
2 hours

Food Show Exhibit



Training Resources

For School Nutrition
Professionals



Illinois
State Board of
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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 ▾

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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

ISBE Nutrition Division

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



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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](#)

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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



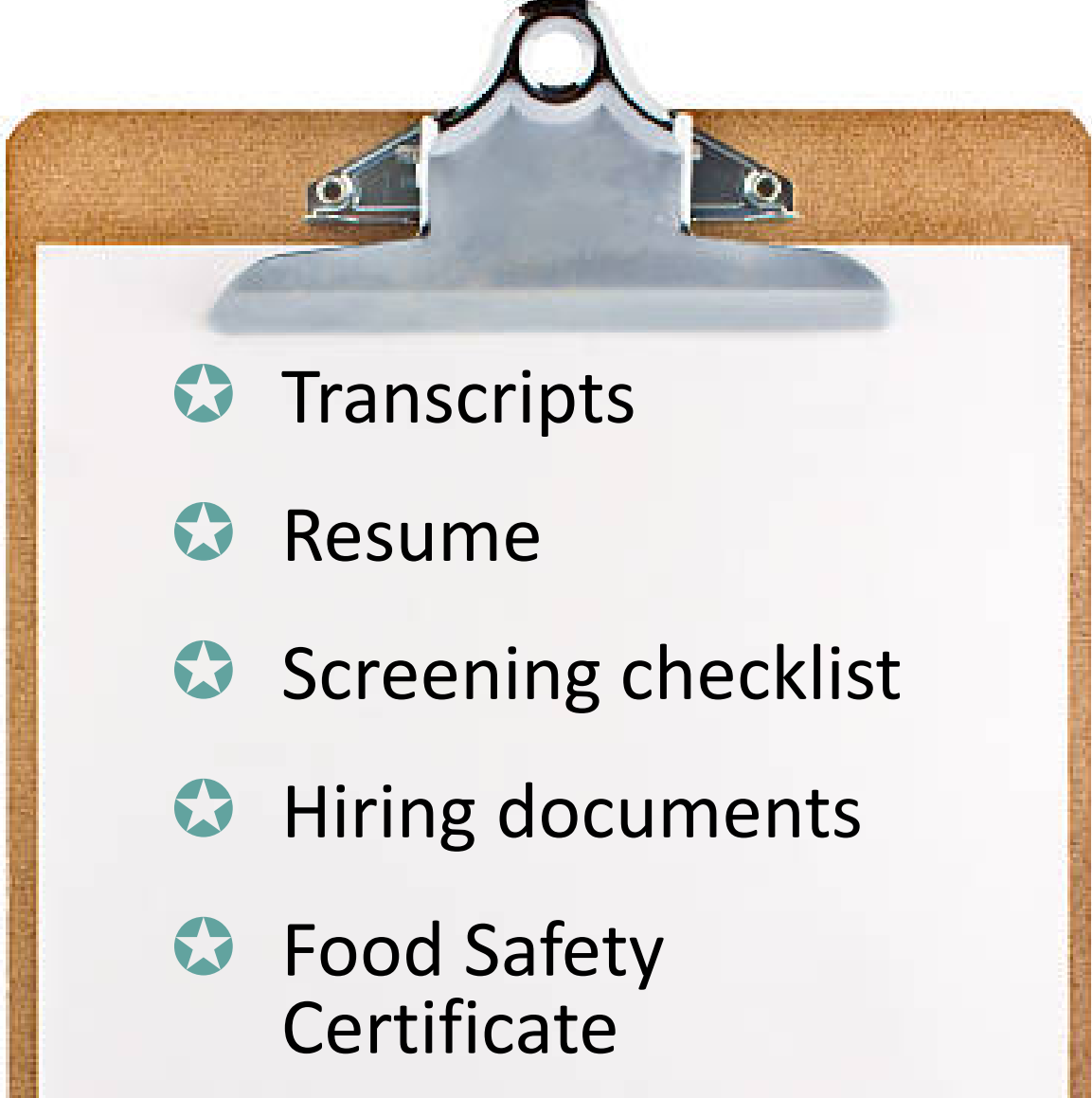
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Documentation: Hiring Standards

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



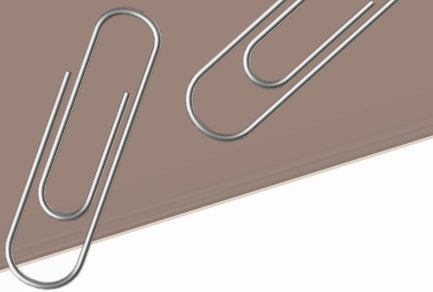
Professional Standards Training Tracker Tool 2.0

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.

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

cnp@isbe.net

800-545-7892

217-782-2491



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