

Professional Standards

Child & Adult Nutrition Services

April 2019 update



Welcome to the Child and Adult Nutrition Services Webinar on Professional Standards.



Professional Standards Regulation

Sets Minimum Standards for:

- **Hiring Standards** for “School Nutrition Directors”
- **Annual Training requirements** for all school nutrition staff

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Professional Standards Set Minimum Standards for:

Hiring Standards for “School Nutrition Directors” and sets minimum requirements for **Annual Training** for all school nutrition staff

USDA has updated the previous minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs. The current standards aim to increase the candidate pool for local school nutrition directors in LEA's with 2,499 or less students.

Why does School Nutrition have Professional Standard Requirements?

- To ensure that school nutrition personnel involved in the National School Lunch and School Breakfast Programs have the **knowledge and skills** to manage and operate the programs correctly and successfully.
- As you know, it takes more than great cooking skills to run the School Nutrition Programs!

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The purpose that professional standard requirements serve for School Nutrition is to ensure that the school nutrition personnel involved in the National School Lunch and School Breakfast Programs have the **knowledge and skills** to manage and operate the programs correctly and successfully.

As you know, it takes more than great cooking skills to run the School Nutrition Programs! And that is why we have the professional Standard requirements.



Now we will discuss the Hiring Standards, which are required for all new school Nutrition directors. These hiring standards became effective on April 30, 2019.

Hiring Requirements

- New directors hired on or after July 1, 2015 must meet the hiring requirements
 - Existing directors will be grandfathered in their current positions.
- Hiring requirements are broken down based on student enrollment

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New directors hired on or after July 1, 2015 must meet the hiring requirements
Existing directors will be grandfathered in their current positions.

Hiring requirements are broken down based on student enrollment

More information on hiring requirements can be found in Memo SP 38-2016

Hiring Requirements – 10,000 or more

- 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

- Bachelor's degree in any academic major and at least 5 years experience in management of school nutrition programs.

****Specific majors/areas of concentration: Food & nutrition, food service management, dietetics, family & consumer sciences, nutrition education, culinary arts, business, or a related field.***

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For a student enrollment over 10,000 students, the hiring requirements for a new school nutrition director require the applicant to possess a Bachelor's degree, or equivalent educational experience with academic major in specific areas* These ***Specific majors/areas of concentration would be in: Food & nutrition, food service management, dietetics, family & consumer sciences, nutrition education, culinary arts, business, or a related field.***

OR the new school nutrition director is required to possess a Bachelor's degree in any academic major and state-recognized certificate for school nutrition directors

OR

Bachelor's degree in any academic major and at least 5 years experience in management of school nutrition programs.

Hiring Requirements – 2,500 – 9,999

- 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 degree or equivalent educational experience, with academic majors in specific areas*, and at least 2 years of relevant school nutrition program experience.

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For a Student enrollment between 2,500 to 9,999 students, the new school nutrition director would need to possess a Bachelor's degree, or equivalent educational experience with academic major in specific areas*, which again would be in *Food & nutrition, food service management, dietetics, family & consumer sciences, nutrition education, culinary arts, business, or a related field.*

OR they need to possess a Bachelor's degree in any academic major and state-recognized certificate for school nutrition directors

OR an Associate degree or equivalent educational experience, with academic majors in specific areas*, and at least 2 years of relevant school nutrition program experience.

New Updates

As of April 30, 2019

- LEA's with 2,499 or fewer students, are required to have relevant food service experience rather than school nutrition program experience for NEW school nutrition program directors.
- State agencies may consider documented volunteer or unpaid work as relevant experience for new school nutrition program directors in LEA's with 2,499 or fewer students.
- State agencies are allowed the discretion to accept less than the required years of food service experience when an applicant for a new director position in an LEA with fewer than 500 students meets the minimum required education.

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Some new updates As of April 30, 2019 include:

LEA's with 2,499 or fewer students, are required to have relevant food service experience rather than school nutrition program experience for NEW school nutrition program directors.

State agencies may consider documented volunteer or unpaid work as relevant experience for new school nutrition program directors in LEA's with 2,499 or fewer students.

State agencies are allowed the discretion to accept less than the required years of food service experience when an applicant for a new director position in an LEA with fewer than 500 students meets the minimum required education.

Hiring Requirements – 2,499 or less

- 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 ([School Nutrition Association SNS Certification](#)), or at least 1 year experience of relevant food service experience

OR

- Associate degree or equivalent educational experience with academic major in specific areas* and at least 1 year of relevant food service experience

OR

- High School Diploma (or GED) and at least 3 years relevant experience in food service

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For a student enrollment of 2,499 or less, the new school nutrition director must have a Bachelor's degree or equivalent educational experience, with academic major in specific areas

OR A Bachelor's degree in any academic major and state-recognized certificate for school nutrition directors ([School Nutrition Association SNS Certification](#)), or at least 1 year experience of relevant food service experience

OR An Associate degree or equivalent educational experience with academic major in specific areas* and at least 1 year of relevant food service experience

OR High School Diploma (or GED) and at least 3 years relevant experience in food service

Hiring Requirements – Less than 500

- Small LEAs with less than 500 students, the State agency may approve the hiring of a director that meets the educational standards but has less than 3 years of experience.
- **LEAs must contact the State agency as soon as possible if this situations occurs. You will be asked for the following information:** Name of Applicant, Applicants High School and Higher Education, Relevant School Nutrition Program Experience or food service experience, Date of Food Safety Training (8-hrs) or date of planned food safety training (within 30 days of hire), a description of hiring process (announce and/or advertise), a description of why this applicant was the best choice out of the other applicants

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For very small local education agencies (less than 500 students), the South Dakota Department of Education has discretion to approve the hiring of a director that has a high school diploma but less than three years of experience.

LEAs must contact the State agency as soon as possible if this situations occurs. You will be asked for the following information: Name of Applicant, Applicants High School and Higher Education, Relevant School Nutrition Program Experience or food service experience, Date of Food Safety Training (8-hrs) or date of planned food safety training (within 30 days of hire), a description of hiring process (announce and/or advertise), a description of why this applicant was the best choice out of the other applicants

New Updates

As of April 30, 2019:

School Nutrition Directors who do not meet hiring qualifications are allowed to be paid out of the nonprofit school food service fund as long as they are in compliance with a State Agency approved plan to ensure the director will meet professional standard requirements.

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A new update As of April 30, 2019 is that School Nutrition Directors who do not meet hiring qualifications are allowed to be paid out of the nonprofit school food service fund as long as they are in compliance with a State Agency approved plan to ensure the director will meet professional standard requirements.

Annual Training Requirements

- **Directors** - 12 hours annually
- **Managers** - 10 hours annually
- **Part-Time Staff** - 6 hours annually
(Those who work 20 hours or less a week)
- **Other Staff** - 4 hours annually

School Nutrition Program Directors must have 8-hours of food safety training **every five years.**

The annual training requirements are:

12 hours of training annually for directors

Managers need 10 hours of training annually

Part-Time Staff (Those who work 20 hours or less a week) are required to have 6 hours annually

And 4 hours of training are required annually for Other Staff

Position Definitions ≠ Job Titles

- **Position Descriptions under Professional Standards do not always match job titles at the school!**
- **School Nutrition Program Directors**
 - 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 Managers**
 - individuals **directly responsible for the management of the day-to-day operations** of school food service for a participating school(s)

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Position Descriptions under Professional Standards do not always match job titles at the school!

School nutrition program directors 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 managers are those individuals directly responsible for the management of the day-to-day operations of school food service for a participating school(s).

Please consider the tasks that an employee is responsible for, rather than a job title of an employee.

A Job Description Template can be found on the Institute of Child Nutrition webpage.
<http://www.nfsmi.org/ResourceOverview.aspx?ID=161>

Position Definitions

- **School Nutrition Program Staff**

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

- This can include:

- Cooks and All Foodservice Staff
- Cashiers
- Dishwashers
- Others involved in prep and service of school meals
- Staff involved in eligibility determinations
- Staff involved in meal counting and claiming
- Support staff that have an impact on food safety

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The school nutrition program staff can include:

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Cashiers

Dishwashers

Others involved in prep and service of school meals

Staff involved in eligibility determinations

Staff involved in meal counting and claiming

Support staff that have an impact on food safety

Shared Roles in the SFA

- If the school nutrition program (SNP) director role is shared between multiple people (Business Manager, Administrative Assistant, Principal, etc.):
 - The individual that **plans, administers, implements, monitors, and evaluates** all aspects of the SNP is considered the school nutrition program director.
 - Program director duties: sanitation, food safety, employee safety, nutrition and menu planning, food production, procurement/ purchasing, financial mgt & recordkeeping, program accountability, and more
 - **Only the person who performs the majority of the SNP duties must meet the training standards for program directors.**

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The individual that **plans, administers, implements, monitors, and evaluates** all aspects of the SNP is considered the school nutrition program director.

Program director duties: sanitation, food safety, employee safety, nutrition and menu planning, food production, procurement/ purchasing, financial mgt & recordkeeping, program accountability, and more

Only the person who performs the majority of the SNP duties must meet the training standards for program directors.

Food Service Management Companies

- Annual training requirements apply to FSMC employees at the school.
- Who is the “**director**”?
 - If the SFA is overseeing & responsible for planning, administering, implementing, monitoring, & evaluating the school meal programs:
 - Director remains with the SFA
 - If an FSMC staff member performs “director” duties:
 - **Both** the FSMC staff person and the SFA contact must meet the hiring standards
- The SFA must maintain documentation for FSMC compliance with this rule.

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Annual training requirements apply to Food Service Management Companies (FSMC) employees at the school.

Who is the “**director**”?

If the SFA is overseeing & responsible for planning, administering, implementing, monitoring, & evaluating the school meal programs:

Director remains with the SFA

If an FSMC staff member performs “director” duties:

Both the FSMC staff person and the SFA contact must meet the hiring standards

The SFA must maintain documentation for FSMC compliance with this rule.

For more information about this, see memo SP 38-2016 Q 58-61



Other Staff
that *May* Fall
Under the
Professional
Standards
Requirements

- Janitors
 - If they help prepare food or serve food
- Food Delivery Drivers
 - If they monitor refrigeration, food temps, inventory/delivery sheets
- **These positions would need to fill the 4 hours of required annual training.**

Janitors or food delivery drivers that play a role in preparation and serving of food, or monitoring refrigeration, food temps, and inventory sheets would fall into the professional standards requirement.

These kinds of positions would need to fill the 4 hours of required annual training.



Exempt Staff

- **Volunteers** are not required to follow professional standard requirements, unless they have an impact on food safety or a greater responsibility in SNP operations
- **Staff that provide support** but not involved in the operation of the SNP, like a custodian is not required

Volunteers which have minimal responsibilities in the program are exempt from professional standards requirements. Additionally, support staff (like a custodian) that are not involved in the operation, preparation, or service of the program would also be exempt.

Exempt Staff, continued

- **Office staff** that help process free and reduced-price meal applications or provide other SNP support **for a short time**.
 - If these staff help throughout the school year the staff are required to follow professional standards.
- **Temporary, Substitute, Acting:** If these positions are for a very limited time they are exempt. If these positions run for a long time during the school year, they must comply with the requirements

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Office staff processing meal applications or providing other school nutrition support for a short time would be exempt. However, if this staff helps process applications throughout the year, professional standards would need to be followed.

Temporary or substitute employees are exempt from the professional standards requirements. However, if this employee becomes permanent to the position, or runs for a long time during the school year, they must comply with requirements.

Key Learning Areas

All training must fit into these categories:

- Nutrition - 1000
- Operations - 2000
- Administration - 3000
- Communications & Marketing - 4000

Training should focus on day-to-day management and operation of SNP

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

Training hours to be counted toward the annual training requirement must fit into one of these categories:



- Nutrition - 1000
- Operations - 2000
- Administration - 3000
- Communications & Marketing - 4000
- Or Additional topics if required by Secretary of USDA

Training should focus on day-to-day management and operation of SNP

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

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Training that Does Not Count

-  Security procedures
-  Building operations
-  Motivational speaker lectures
-  Board meetings or other types of meetings
-  Advocacy discussions
-  SNA or ACDA leadership

There are certain things that you cannot count toward your annual training requirements. Some examples of training that may be beneficial but does not count would include: Security procedures, building operations, motivational speaker lectures, board meetings or other types of meetings, advocacy discussions or SNA/ACDA leadership

How to obtain training hours?

- In Person Trainings, Conferences, Classes
 - Who can provide training to staff?
 - SNP Directors, Managers, Registered Dietitians, Nurses, School Nutrition Staff, CANS, SNA, etc.
 - Webinar: Live or Pre-recorded
 - USDA Professional Standards webpage - <http://professionalstandards.fns.usda.gov/>
 - Institute of Child Nutrition - www.theicn.org
 - CANS Webpage - <http://doe.sd.gov/cans>
 - School Nutrition Association - <https://schoolnutrition.org>
 - Check in with CANS conference calls

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SFAs can obtain training hours in a multitude of different ways.

A great resource is the Find a database of training options at the USDA Professional Standards webpage.

- Training is available in a variety of formats and from different sources.

Additionally, the Institute of Child Nutrition has many courses available

Also, the CANS webpage features various webinars and training opportunities, as well.

You can also count time spent in on-site trainings, such as a conference or new manager training

Providing and receiving local training on various topics such as Food Safety, Point of Service, or meal pattern from a local supervisor is also countable.

What do I need for documentation?

- Upon completing training, School Food Authorities must track:
 - Employee name
 - Date of training
 - Length of training (minimum 15 minute increments)
 - Training Topic Area
 - Number of training hours completed

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Upon completing training, SFAs must track completed training hours. Things to track would include:

Employee name
Date of training
Length of training
Training Topic Area

- A simple spreadsheet or organization of paperwork would meet requirements
- Keep Certificates provided from online trainings and in-person trainings.

How do I track my training?

- How to track is up to each School Nutrition Director to decide what method works best.
- Suggestions include:
 - **SD Training Tracker** (Excel spreadsheet, on CANS site)
 - **USDA Training Tracker** (Access database)
 - **Notebook** with a File Folder to keep Certificates, Agendas, Handouts, etc.
- Records must be maintained by each SFA and made available to the State agency upon request

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Training Topic Area

- A simple spreadsheet or organization of paperwork would meet requirements
- Keep Certificates provided from online trainings and in-person trainings.




State Agency Requirements

effective April 30, 2019

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The State Agency Requirements became effective on April 30, 2019



Professional
Standards
Resources

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Now we will touch on some Resources for Professional Standards that you may find useful



Training Resources

- South Dakota National School Lunch and Breakfast training opportunities & webinars:
<http://doe.sd.gov/cans/nslp.aspx>
- Institute of Child Nutrition free on-line & in-person training: <https://theicn.org/training>
- Food Safety Training and other resources:
<https://www.fns.usda.gov/ofs/food-safety>
- Free & low-cost training resources from USDA:
<http://professionalstandards.fns.usda.gov/>

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These are some resources for training

South Dakota National School Lunch and Breakfast training opportunities & webinars:

<http://doe.sd.gov/cans/nslp.aspx>

Institute of Child Nutrition free on-line & in-person training: <https://theicn.org/training>

Food Safety Training and other resources: <https://www.fns.usda.gov/ofs/food-safety>

Free & low-cost training resources from USDA: <http://professionalstandards.fns.usda.gov/>



Training Tracking Tool Resources

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- SD Training Tracking Tool & information
<http://doe.sd.gov/cans/nslp.aspx>
- USDA Tracking Tool
<https://pstrainingtracker.fns.usda.gov/>

Here are the links for training tracking tool resources including the SD Training Tracking Tool & information and the USDA Tracking Tool

Final Regulation & more

- Professional Standards Guidance Manual: https://fns-prod.azureedge.net/sites/default/files/tn/ps_guide.pdf
- Final Professional Standards regulation, questions and answers memo, and additional information: <http://www.fns.usda.gov/school-meals/professional-standards>

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Final regulation and other related topics can be found in the professional standards guidance manual and the Final Professional Standards regulation, questions and answers memo, and additional information

Professional Standards Rule

Print, Sign, & Date this certificate for your records

This training credits for 30 minutes of training in
Key Area 3 - Administration
3430 Training Plans & Tracking

Name:

Date:



Thank you for attending this webinar on Professional Standards. To review – the USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs. The standards aim to institute minimum education standards for new state and local school nutrition directors as well as annual training standards for all school nutrition professionals.

This training credits for 30 minutes of training in key area 3 Administration.
This is the certificate of training completion. Please print, sign and date this slide for your records.

Thank you!

**South Dakota Dept. of Education
Child and Adult Nutrition Services**

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If you have any questions, please feel free to reach out to the CANS office. You can reach us by calling 605-773-3413 or email us at DOE.SchoolLunch@state.sd.us or you can visit our website.

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(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

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