



## NON-NUTRITION STAFF TRAINING TRACKER FORM: SY \_\_\_\_\_

### 4 Annual Required Training Hours

Non-Nutrition Program Staff are persons providing support to, but are not specifically involved in, the operation of the school nutrition program. Non-Nutrition Program Staff members that work on school nutrition program activities throughout the school year must also comply with training requirements. Non-Nutrition Program Staff members that work on school nutrition program activities for a short period of time during the school year are not required to meet the annual training standards. **Complete this form annually and attach all supporting training documentation (i.e. titles, topics, dates, and hours, etc.) to document training compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.**

#### EMPLOYEE INFORMATION

Name:

Title/Position:

Date started providing program support (MM/YYYY):

Is the employee Expected to provide Support for the school nutrition program throughout the entire school year?:  
*For example, if an office staff member processes free and reduced-price meal application during the fall months only, the LEA should answer no this question.*

**YES** Continue completing the form, Employee is required to complete annual training and LEA is responsible for tracking their annual training hours.

**NO** LEA is encouraged to ensure employee receives adequate training specific to the task performed. Documenting training is optional.

Average number of hours worked with the school nutrition program/week:

Describe the school nutrition program activities/duties conducted by the employee throughout the school year:

#### EMPLOYEE TRAINING PLAN

PLANNED TRAINING HOURS: /4

COMPLETED TRAINING  
HOURS TO DATE: /4

PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED