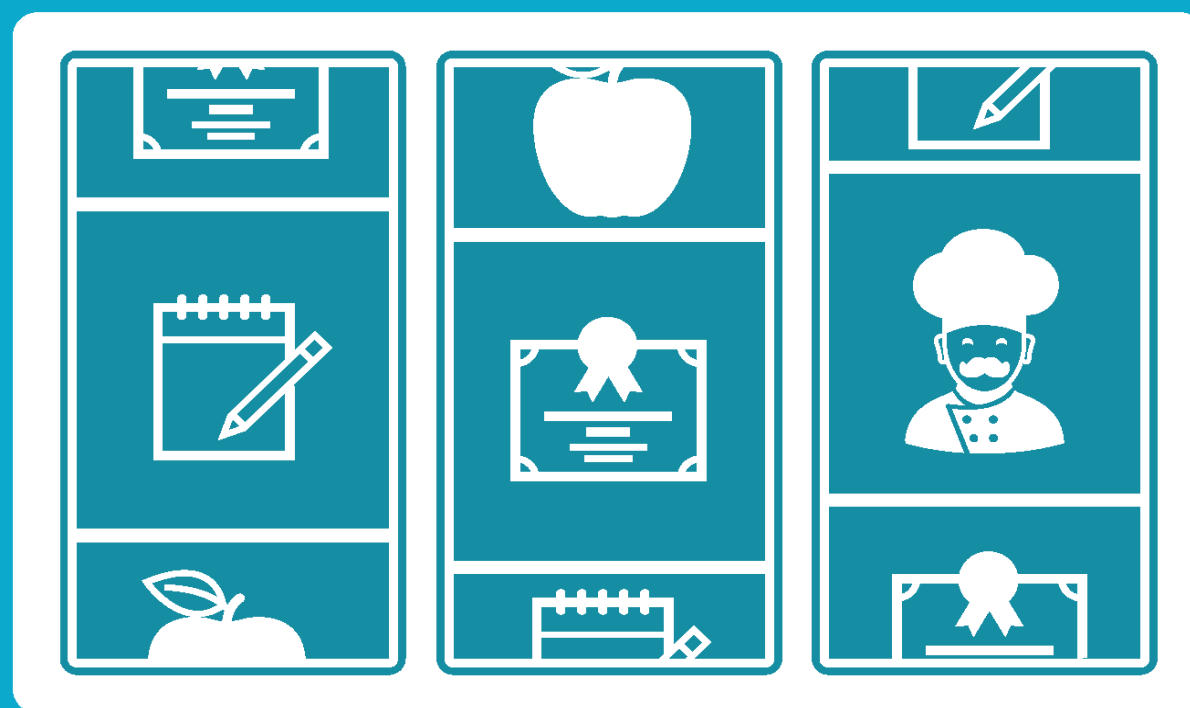


# Professional Standards 101

A Webinar for School Nutrition Directors

April 17, 2018

1:30pm



**Length: 1 hour**

**Professional Standards Learning Code: 3430**



*This webinar is intended for the School Food Authorities in the State of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.*

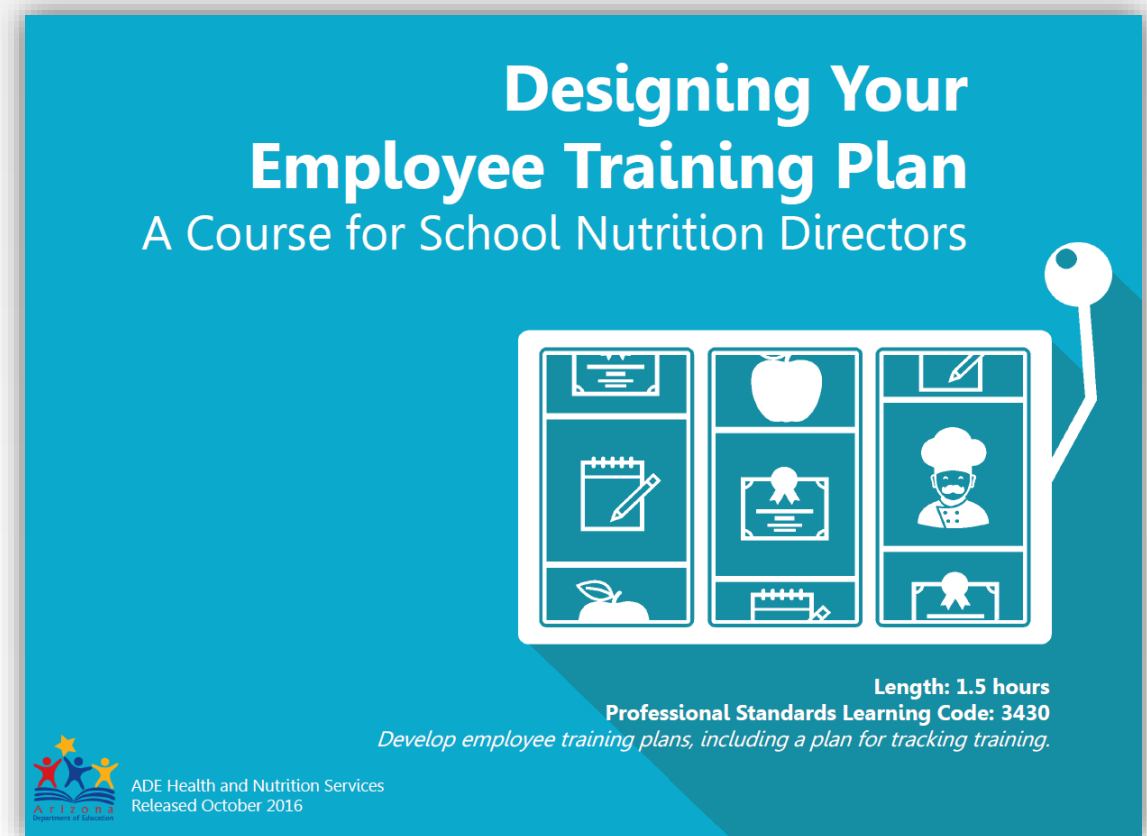


# Intended Audience

- This webinar is intended for School Nutrition Program Directors who need to be aware of the Hiring standards for new directors and Professional Standards Training standards for all school nutrition program staff.
- This webinar will provide regulations specific to the USDA Final Rule Professional Standards for School Nutrition Personnel and Arizona Department of Education.


# Online Training

This webinar is adapted from the online course *Designing Your Employee Training Plan*.



**Designing Your  
Employee Training Plan**  
A Course for School Nutrition Directors

Length: 1.5 hours  
Professional Standards Learning Code: 3430  
*Develop employee training plans, including a plan for tracking training.*

 ADE Health and Nutrition Services  
Released October 2016



# Agenda

- Job categories for school nutrition employees
- Hiring standards for directors
- Training standards for all school nutrition employees
- How to track hiring and training requirements for purposes of the Administrative Review
- Food Service Management Companies



# Introduction



# Introduction

- The Healthy, Hunger-Free Kids Act of 2010 aims to institute minimum hiring standards for new State and local school nutrition directors and establish annual training standards for all school nutrition professionals.
- These standards ensure school nutrition personnel have the knowledge, training and tools they need to plan, prepare and purchase healthy products to create nutritious, safe, and enjoyable school meals.



# Who does Professional Standards apply to?

- Professional Standards apply to all school nutrition employees in the National School Lunch and School Breakfast Programs, whether the Local Education Agency (LEA) operates the school nutrition program or contracts with a food service management company.



# Job Categories

- USDA has created *job categories* to encompass the diverse job titles LEAs provide to their school nutrition employees.
- The job categories (Director, Manager, Other Staff) are general enough to cover most school nutrition program employees and will ensure LEAs are able to identify which of the Professional Standards requirements are required for each of their employees.
- Job categories are determined by an employee's *job duty* rather than their job title.





# Job Category: Director

- *Directors are the individuals responsible for the operation of school nutrition programs for all schools under the LEA. This is the individual who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program. Duties generally include: sanitation, food safety, employee safety, nutrition and menu planning, food production, facility layout and design, equipment selection, procurement, financial management, record keeping, program accountability, marketing, customer service, nutrition education, general management, personnel management and computer technology.*



# Job Category: Manager

- *Managers have direct responsibility for managing the day-to-day food service operations at one or more sites at the LEA.*



# Job Category: Other Staff

- *A staff person (full-time and part-time) involved in the operation of food service, (i.e. prepare and serve meals, process transactions at point of service, and review the free/reduced price applications, along with other routine work). Typically, staff do not have management responsibilities.*
  - Full Time Staff are staff working on program activities for 20 or more hours per week.
  - Part Time Staff are staff working on program activities less than 20 hours per week.



# Non-Program Staff

- *Non-program staff are persons who provides support to, but are not specifically involved in, the operation of the school nutrition program.*



# Job Categories

- All LEAs will have at least 1 Director; LEAs are not required to have a Manager, Other Staff or Non-Program Staff.
- *Homework: if you haven't already, take some time after this webinar to categorize your employees based on their job duties and the number of hours they work.*



# Hiring Standards

# Hiring Standards Overview

- LEAs must ensure that all *school nutrition program directors* hired on or after July 1, 2015 meet the Professional Standards hiring requirements; hiring education standards as well as the required training hours in food safety.
- Hiring education standards are dependent on the enrollment of the LEA and are divided into three LEA size categories: fewer than 2,500 students, 2,500-9,999 students and 10,000 or more students.
- In order to be in compliance, LEAs must retain documentation for their newly hired Directors that support their education and work experience (i.e. transcripts, resumes etc.), and food safety training.

# Hiring Education Standards

Student Enrollment 2,499 or less	Student Enrollment 2,500-9,999	Student Enrollment 10,000 or more
Bachelor's degree, or equivalent educational experience, with academic major in specific areas;	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;
OR	OR	OR
Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors;	Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors;	Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors;
OR	OR	OR
Associates degree or equivalent educational experience, with academic major in specific areas, and at least one year of relevant school nutrition programs experience;	Bachelor's degree in any academic major and at least two years of relevant school nutrition programs experience;	Bachelor's degree in any academic major and at least five years experience in management of school nutrition programs.
OR	OR	
High school diploma (or GED) and at least three years of relevant experience in school nutrition programs.	Associates degree or equivalent educational experience, with academic major in specific areas,* and at least two years of relevant school nutrition programs experience.	
(LEAs with less than 500 students: State agency may approve a candidate that meets the educational standards but has less than three years experience.)		

- Education Standards that are required for new Directors, hired on or after July 1, 2015.
  - Note: The State of Arizona does not have/offer a certificate for School Nutrition Directors.



# Food Safety Requirement

- Food safety is a critical aspect of the Food Service operation that affects students each day.
- Directors hired on or after July 1, 2015 are required to have at least eight hours of food safety training (within the past five years) prior to the Director's starting date or complete these hours within 30 days of their start date.
- Directors hired on or after July 1, 2015 are required to complete eight hours of food safety training every five years.
- As best practice, all School Nutrition Directors, regardless of hire date, should comply with the requirement of eight hours of food safety training every five years.
  - Note-Food safety certifications/cards do not fulfill this requirement. A Director must be able to show that eight hours of food safety training were completed.

# Directors hired before July 1, 2015

- The Professional Standards regulation states that current (hired prior to July 1, 2015) School Nutrition Program Directors will be grandfathered in, and thus, will not be required to meet the new hiring standards and may continue to serve in their current positions.
  - SNP Directors hired prior to July 1, 2015, may fill a new Director position after July 1, 2015 for the same size LEA enrollment category or a smaller LEA enrollment category, without meeting the hiring standards. For example, a move from an LEA with 4,000 students (the 2,500–9,999 category) to an LEA with 7,000 students (the 2,500–9,999 category).
  - SNP Directors hired prior to July 1, 2015, must meet the hiring standards when applying for a director position after July 1, 2015 within a larger enrollment category. For example, to move from an LEA with 4,000 students (the 2,500–9,999 category) to an LEA with 12,000 students (the 10,000 or more category), a grandfathered Program Director must meet the hiring standards established for the 10,000+ LEA.

# Director Title

- It is not necessary for current staff persons that perform the role of the school nutrition director to change their job title, if that title is not Director.
- It is required that each LEA recognize the staff member that is performing Director duties. This staff member would be assigned the USDA job category of Director and must comply with Professional Standards requirements.
- Each LEA must have someone designated to the Professional Standards Director category, regardless of that employee's job title.
  - For example, if the school is hiring for a food service coordinator yet the job duties align with the category of School Nutrition Director, it is not necessary to have "director" in the job title.
  - For purposes of Professional Standards, the school must recognize this position is fulfilling the category of the School Nutrition Director and therefore must comply with the Director hiring requirements.

# Hiring Standards Take Away

- A Director may not be hired if they do not meet the education/experience requirements for the LEA enrollment category.
- An applicant can still be hired if they do not have eight hours of food safety training completed. Once hired, food safety training can be completed within the first 30 operating days of employment.

# Hiring Supporting Documentation

- All School Nutrition Program Directors hired on or after July 1, 2015, must present supporting documentation verifying minimum education/experience standards and food safety training requirements have been met. The LEA must keep this documentation on file at all times to validate compliance.

## ADE Tracker Forms

- The ADE New Director Hiring Forms, located on the ADE website, are specific to LEA size. The form will outline the applicant's job title, hire date, food safety training, and meeting the education/experience standards.
- As best practice, LEAs should use this form to ensure all hiring standards have been met. This form can be filed with the applicant's hiring packet (i.e. resume, transcripts, etc.) and can be used to demonstrate compliance with the hiring standards during an Administrative Review.

The image displays three overlapping versions of the 'NEW DIRECTOR HIRING FORM' from the Arizona Department of Education (ADE). Each form is designed for a specific LEA (Local Educational Agency) enrollment size:

- Top Form (Green Header):** LEA OCTOBER ENROLLMENT: 10,000 OR MORE. It includes sections for General Information, Applicant Information, and Education Standards for LEAs with 10,000 or more students.
- Middle Form (Orange Header):** LEA OCTOBER ENROLLMENT: 2,500-9,999. It includes sections for General Information, Applicant Information, and Education Standards for LEAs with 2,500-9,999 students.
- Bottom Form (Blue Header):** LEA OCTOBER ENROLLMENT: 2,499 OR LESS. It includes sections for General Information, Applicant Information, and Education Standards for LEAs with 2,499 or less students.

Each form contains detailed instructions, a checklist of requirements, and a section for supporting documentation. The forms are designed to ensure that all hiring standards are met and documented for administrative review.



# Training Standards

# Training Standards Overview

- Each LEA must ensure that all new and current school nutrition program staff meet minimum annual training requirements with the intent of helping employees enhance their knowledge, skills and abilities particular to their position.
- All school nutrition program staff will be identified in each job category and must complete their required minimum number of training hours per year.
  - Trainings must align with the employees' job duties and must achieve at least one of the USDA Learning Objectives.
- In order to be in compliance, LEAs must retain documentation for each of their employees training hours that support their training was job specific and met one of the USDA Learning Objectives.



# Minimum Training Hours

<b>All Directors</b>	12 hours minimum of annual continuing education/training.  **This required education/training is in addition to the food safety training required in the first year of employment.
<b>All Managers</b>	10 hours minimum of annual continuing education/training.
<b>Other Program Full-Time Staff</b>	6 hours minimum of annual continuing education/training.
<b>Other Program Part-Time Staff</b>	4 hours minimum of annual continuing education/training.
<b>Non-Program Staff</b>	4 hours minimum of annual continuing education/training required only for those non-program staff members that provide support to school nutrition programs THROUGHOUT the school year.

- All school nutrition program staff will be identified in each job category and must complete their required minimum number of training hours per year.
- Employees hired January 1 or later are required to meet half of the required training hours for their job category.

# Key Areas and Learning Objectives

- Each training completed by a school nutrition program employee must meet at least one of USDA's learning objectives.
- USDA Learning Objectives can be found on the ADE website.

## Professional Standards Learning Objectives

The Professional Standards Learning Objectives are a resource for school nutrition employees and trainers. It lists training topics in the four Key Areas of Nutrition, Operations, Administration and Communications/Marketing. Each Key Area has several Key Topics and specific training subjects with objectives that will assist those who are planning or taking training. These same categories are used in the on-line database of trainings as well as in the optional downloadable Tracking Tool.

### KEY AREAS AND KEY TOPICS

**NUTRITION - 1000**  
Menu planning  
Nutrition education  
General nutrition

**OPERATIONS - 2000**  
Food production  
Serving food  
Cashier and point of service  
Purchasing/Procurement  
Receiving and storage  
Food safety and HACCP

**ADMINISTRATION - 3000**  
Free and reduced price meal benefits  
Program management  
Financial management  
Human resources and staff training  
Facilities and equipment planning

**COMMUNICATIONS AND MARKETING - 4000**  
Communications and marketing

1

## Nutrition

### Objectives:

#### MENU PLANNING - 1100

Employee will be able to effectively and efficiently plan and prepare standardized recipes, cycle menus, and meals, including the use of USDA Foods, to meet all Federal school nutrition program requirements, including the proper meal components.

1110 - Plan menus that meet USDA nutrition requirements for reimbursable meals, including calculating meal components.

1120- Plan cycle menus that meet all rules. Consider cost, equipment, foods available, storage, staffing, student tastes, and promotional events.

1130- Utilize local food sources, especially Farm to School, when possible.

1140- Write standardized recipes, and use Food Buying Guide.

1150- Analyze menus for school meal pattern requirements.

1160- Plan meals to accommodate students requiring special diets, including food allergies.

1170- Plan for effective use of USDA Foods.

#### NUTRITION EDUCATION - 1200

Employee will be able to utilize resources to prepare and integrate age/grade appropriate nutrition education curriculum with school nutrition program.

1210- Plan age/grade appropriate nutrition education activities using USDA Team Nutrition materials when possible.

1220- Integrate nutrition education curriculum with school nutrition program, utilizing the cafeteria as a learning environment. (Including Team Nutrition resources).

1230- Support school gardens as a means to nutrition education.

#### GENERAL NUTRITION - 1300

Employee will be able to understand the Dietary Guidelines for Americans, USDA food guidance concepts and general nutrition principles.

1310- Relate the Dietary Guidelines and USDA food guidance (such as MyPlate) concepts to the goals of the school nutrition programs.

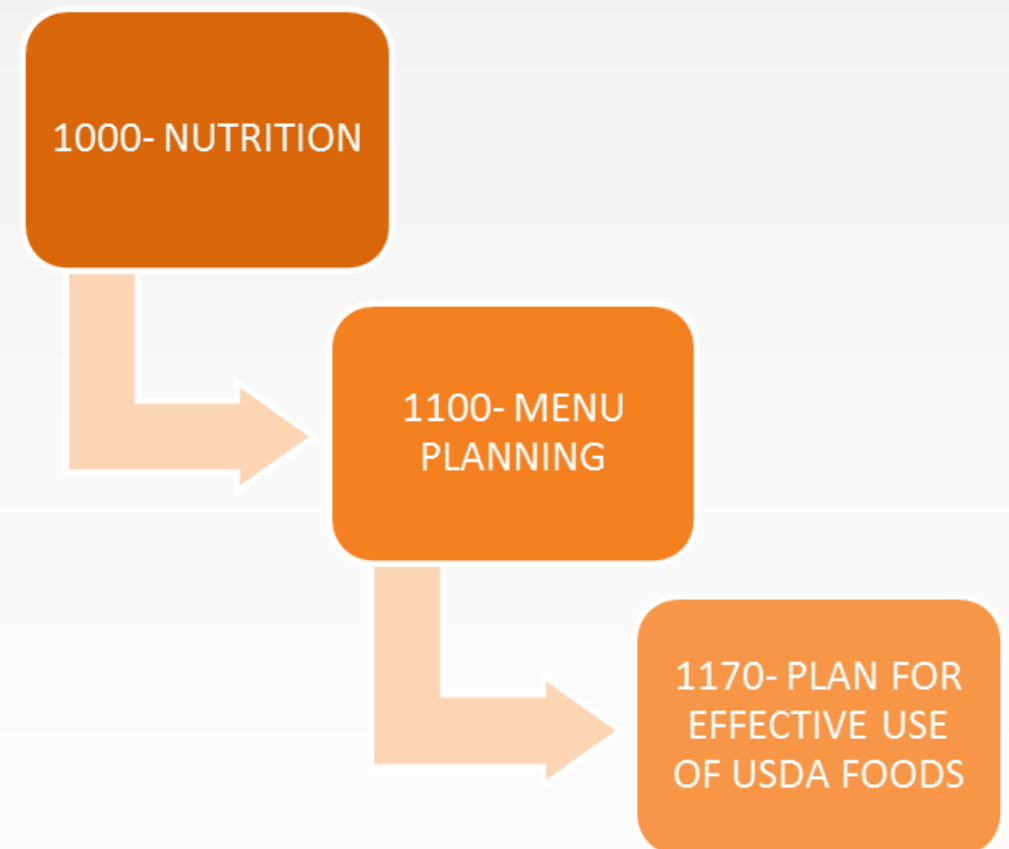
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# Key Areas and Learning Objectives

USDA has organized the learning objectives under *Training Topics* which are further organized into four different *Key Areas*: Nutrition (1000), Operations (2000), Administration (3000) and Communications/Marketing (4000).

## *Example*

- Key Area= 1000, Nutrition
- Training Topic = 1100, Menu Planning
- Learning Objective= 1170, Plan for effective use of USDA Foods.



# Types of Instruction

- A variety of training formats may be used to count towards employee training hours. Training formats include, but are not limited to:
  - Conference Calls
  - Live or Pre-recorded Webinars
  - Online Classes
  - In Person Trainings
  - Classroom Training
  - Self-directed Training with a self-administered quiz

# Non-Interactive Instruction

- May count toward no more than two hours of annual training requirements. Examples include, but are not limited to:
  - Self-directed Training without a self-administered quiz
  - Observing a Product Food Demo/Industry Exhibit

# Non-allowable Instruction

- Instruction that does not count towards training standards would include instruction that does not meet one of the USDA Learning Objectives and/or the content of the instruction does not fulfill the intent of helping employees enhance their knowledge, skills and abilities particular to their position.
- Examples include, but are not limited to:
  - Back to school training on security procedures, building operations, etc.
  - Required trainings specific to Human Resources

# Length of Instruction

- Instruction must last at least 15 minutes in order for it to count towards an employee's annual training requirement.
- Only time spent on instruction may count towards an employee's annual training requirement.
  - Example: A training is from 8am-1pm, and has a scheduled 1 hour break from 11am-12pm. The length of instruction the employee may document is 4 hours, not 5 hours.
- Online trainings that already have an established length of time, for example 1 hour, must be documented as 1 hour.
  - Example: An online training for Offer vs. Serve states 1 hour. An employee completes the online course in 1 hour and 30 minutes. The employee must document 1 hour of training, not 1.5 hours.



# Tracking Training



# Introduction

- Each LEA must ensure that all Professional Standards requirements are met each school year. In order to validate compliance with these standards, proper tracking is essential.
- In the section: *Hiring Standards*, we discussed tracking documentation required for hiring. In this section: *Tracking Training*, you will learn how to use Arizona Department of Education (ADE) Training Tracker forms to track and evaluate employee training plans.

# Tracking Requirements

- LEA records need to document the *planned* and *completion* of annual training standards by all personnel (program directors, managers, and staff).
- Supporting documentation for all completed trainings, i.e., agendas, sign-in sheets, certificates of completion, etc. must be maintained on file.

# Documentation

- The Professional Standards regulation does not specify the kind of records that must be kept. Records that list the employee name, position title, employer/school, training title, topic/objectives, training source, dates and total training hours would be appropriate to demonstrate training completion.
- Records should be able to support that:
  - minimum training hours have been met;
  - trainings attended are job specific; and
  - only allowable training formats contributed to minimum training hours.

# Administrative Review

- Documentation of Professional Standards training is now part of the Administrative Review, so while it is ideal for individual staff members to keep track of their own training, the LEA must ensure it is available for ADE or auditors to review upon request.
- Whichever record keeping method used, LEAs must keep training records for five years plus the current school year. For open audits, keep training records for five years or longer as needed for audit resolution.

# ADE Training Tracker Forms

- These forms were designed to assist School Nutrition Program Directors in documenting that each employee's training plan is aligned with the Professional Standards training requirements.
- Each form is specific to each job category's required annual training hours, as outlined in the Professional Standards regulation. There is a form for directors, managers, full-time staff, part-time staff, and non-nutrition staff.

**DIRECTOR TRAINING TRACKER FORM**  
12 Annual Required Training Hours  
USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM DIRECTOR TRAINING STANDARDS

**MANAGER TRAINING TRACKER FORM**  
10 Annual Required Training Hours  
USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM MANAGER TRAINING STANDARDS

**NON-NUTRITION STAFF TRAINING TRACKER**

**PART TIME STAFF TRAINING TRACKER FORM**  
4 Annual Required Training Hours  
USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM PART TIME TRAINING STANDARDS

USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM PART TIME STAFF are the individuals that work less than 20 hours per week and are involved in the operation of the food service for a participating school but does not have managerial responsibilities, such as planning and supervision.

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: \_\_\_\_\_  
Hire Date (MM/YYYY): \_\_\_\_\_ Average number of hours worked/week: \_\_\_\_\_

**IDENTIFY CORE DUTIES/RESPONSIBILITIES IN APPLICABLE AREAS BELOW:**

1000-NUTRITION	2000-OPERATIONS	3000-ADMINISTRATION	4000-COMMUNICATIONS/MARKETING
<input type="checkbox"/> Menu Planning	<input type="checkbox"/> Food Production	<input type="checkbox"/> Meal Benefits	<input type="checkbox"/> Communications and Marketing
<input type="checkbox"/> Nutrition Education	<input type="checkbox"/> Serving Food	<input type="checkbox"/> Program Management	
<input type="checkbox"/> General Nutrition	<input type="checkbox"/> Cashier/Point of Service	<input type="checkbox"/> Financial Management	
	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Human Resources/Staff Training	
	<input type="checkbox"/> Receiving/Storage	<input type="checkbox"/> Facilities/Equipment Planning	
	<input type="checkbox"/> Food Safety/HACCP		

**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
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAMS

**FULL TIME STAFF TRAINING TRACKER FORM**  
6 Annual Required Training Hours  
USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM FULL TIME STAFF TRAINING STANDARDS

All School Nutrition Full-Time Staff are subject to the new training requirements below. School Nutrition Full Time Staff are the individuals that work more than 20 hours per week and are involved in the operation of the food service for a participating school but does not have managerial responsibilities, such as planning and supervision.

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: \_\_\_\_\_  
Hire Date (MM/YYYY): \_\_\_\_\_ Average number of hours worked/week: \_\_\_\_\_

**IDENTIFY CORE DUTIES/RESPONSIBILITIES IN APPLICABLE AREAS BELOW:**

1000-NUTRITION	2000-OPERATIONS	3000-ADMINISTRATION	4000-COMMUNICATIONS/MARKETING
<input type="checkbox"/> Menu Planning	<input type="checkbox"/> Food Production	<input type="checkbox"/> Meal Benefits	<input type="checkbox"/> Communications and Marketing
<input type="checkbox"/> Nutrition Education	<input type="checkbox"/> Serving Food	<input type="checkbox"/> Program Management	
<input type="checkbox"/> General Nutrition	<input type="checkbox"/> Cashier/Point of Service	<input type="checkbox"/> Financial Management	
	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Human Resources/Staff Training	
	<input type="checkbox"/> Receiving/Storage	<input type="checkbox"/> Facilities/Equipment Planning	
	<input type="checkbox"/> Food Safety/HACCP		

**EMPLOYEE TRAINING PLAN**

PLANNED TRAINING HOURS: /6				COMPLETED TRAINING HOURS TO DATE: /6		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAMS

# ADE Training Tracker Forms

- Directors are able to record the employee's position duties, training code and the form prompts for documentation to be attached. By completing these fields, the Director is able to support that trainings attended are job specific.
- Directors can pre-fill training hours and training dates for their employee's training plan. With planning ahead, Directors can use this form to monitor if the training was completed as scheduled and provide reminders for upcoming trainings.

# Practice: Complete a Tracker Form

- You may type directly into the form or choose to print it off to complete the fields.

School Nutrition Programs: Training Standards

Name:

Hire Date:

SCHOOL YEAR:

# DIRECTOR TRAINING TRACKER FORM

## 12 Annual Required Training Hours

### USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM DIRECTOR TRAINING STANDARDS

All School Nutrition Program Directors are subject to the new training requirements below. School Nutrition Program Directors are the individuals who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program.

*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

Director's Name:

Title:

Hire Date (MM/YYYY):

(If hired on or after July 1, 2015) Date Director completed eight hours of Food Safety Training (MM/YYYY):

*\*Director's hired on or after July 1, 2015 must complete 8 hours of food safety training every 5 years.*

#### IDENTIFY CORE DUTIES/RESPONSIBILITIES IN APPLICABLE AREAS BELOW:

**1000-NUTRITION**

☐ Menu Planning

☐ Nutrition Education

☐ General Nutrition

**2000-OPERATIONS**

☐ Food Production

☐ Serving Food

☐ Cashier/Point of Service

☐ Purchasing

☐ Receiving/Storage

☐ Food Safety/HACCP

**3000-ADMINISTRATION**

☐ Meal Benefits

☐ Program Management

☐ Financial Management

☐ Human Resources/Staff Training

☐ Facilities/Equipment Planning

**4000-COMMUNICATIONS/MARKETING**

☐ Communications and Marketing


#### EMPLOYEE TRAINING PLAN

PLANNED TRAINING HOURS: /12

COMPLETED TRAINING  
HOURS TO DATE: /12

PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAMS

  
NATIONAL  
SCHOOL  
NUTRITION

# Practice

- At the top of the tracking form, fill out the name, title and hire date.



EMPLOYEE INFORMATION	
Director's Name:	Title:
Hire Date (MM/YYYY):	
(if hired on or after July 1, 2015) Date Director completed eight hours of Food Safety Training (MM/YYYY):	

*\*Director's hired on or after July 1, 2015 must complete 8 hours of food safety training every 5 years.*



# Practice

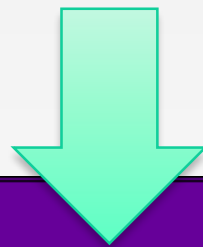
- When tracking employee trainings, it is required to report the employee's duties.
- Check off the duties on the form. You should check off all that apply to the position.

IDENTIFY CORE DUTIES/RESPONSIBILITIES IN APPLICABLE AREAS BELOW:			
1000-NUTRITION	2000-OPERATIONS	3000-ADMINISTRATION	4000-COMMUNICATIONS/MARKETING
<input type="checkbox"/> Menu Planning	<input type="checkbox"/> Food Production	<input type="checkbox"/> Meal Benefits	<input type="checkbox"/> Communications and Marketing
<input type="checkbox"/> Nutrition Education	<input type="checkbox"/> Serving Food	<input type="checkbox"/> Program Management	
<input type="checkbox"/> General Nutrition	<input type="checkbox"/> Cashier/Point of Service	<input type="checkbox"/> Financial Management	
	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Human Resources/Staff Training	
	<input type="checkbox"/> Receiving/Storage	<input type="checkbox"/> Facilities/Equipment Planning	
	<input type="checkbox"/> Food Safety/HACCP		



# Practice

- Put in the date the session is planned. If you did not previously plan to complete this training, put in today's date.



EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 0 /12				COMPLETED TRAINING HOURS TO DATE: 0 /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOUCMENTATION ATTACHED
ADE DesignEmployeePlan	9/1/16					<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

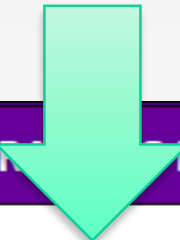
# Practice

- Put in the length of training.

EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 1 /12				COMPLETED TRAINING HOURS TO DATE: 0 /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOUCMENTATION ATTACHED
ADE DesignEmployeePlan	9/1/16	1.50				<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

# Practice

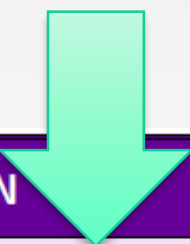
- Enter in the USDA Learning Training Code. \*When tracking, a learning code *always* needs to be reported.



EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 1.5 /12				COMPLETED TRAINING HOURS TO DATE: 0 /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOUCMENTATION ATTACHED
ADE DesignEmployeePlan	9/1/16	1.50	3430			<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

# Practice

- Enter in the date the training was completed.



EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 1.5 /12				COMPLETED TRAINING HOURS TO DATE: 0 /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOUCMENTATION ATTACHED
ADE DesignEmployeePlan	9/1/16	1.50	3430	9/1/16		<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

# Practice


- Enter in the completed hours spent in training.

EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 1.5 /12				COMPLETED TRAINING HOURS TO DATE: 1.5 /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOUCMENTATION ATTACHED
ADE DesignEmployeePlan	9/1/16	1.50	3430	9/1/16	1.50	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

# Practice

- Attach the documentation to the tracking form and check off the box Documentation Attached.

EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 1.5 /12				COMPLETED TRAINING HOURS TO DATE: 1.2		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOUCMENTATION ATTACHED
ADE DesignEmployeePlan	9/1/16	1.50	3430	9/1/16	1.50	<input checked="" type="checkbox"/>
						<input type="checkbox"/>





# Tracking Take Away

- ADE Training Tracker forms document employee training planned, as well as completed trainings.
- ADE Training Tracker forms document the employee has planned/completed job specific training.
  - Note-If an employee has completed a training and the training code does not align with the employees job duties that are marked on the tracker form, this training would not fulfill the Professional Standards training requirements. The only exception is the 1 hour Civil Rights training that each employee is required to take annually.



# Food Service Management Companies

# Introduction

- Food Service Management Company (FSMC) is a commercial enterprise or a non-profit organization that acts on behalf of a School Food Authority (SFA) by managing or directing any aspect of the school meal program(s) and must meet applicable program requirements.
- The LEA must request documentation from the FSMC to show compliance with the Professional Standards.

# Contracts

- In the state of Arizona, when contracting with a FSMC, LEAs must be aware of the rules written into the FSMC contract:
  - “The Food Service Director assigned to the SFA if awarded the contract, must meet the minimum education and training standards for School Nutrition Program Directors set forth in Public Law 111-296, Section 306, paragraph (g) (2015). The SFA reserves the right to approve the selection of the FSMC’s personnel and to refuse any applicants recommended by the FSMC to which the SFA objects.”
- Beginning SY 15-16 contracts that do not include additional language to reflect compliance with Professional Standards requirements will need to be amended.

# Management Hiring Standards

- There are varying structures within each SFA; therefore, the definitions for directors, managers, and staff are intended to be general and describe the function/role in broad terms to be applicable to most LEAs.
- These definitions apply whether or not an LEA is operated by a FSMC. Therefore, Director hiring standards apply to FSMC employees performing School Nutrition Director type duties.

# Management Training Standards

- All Professional Standards training requirements apply to all FSMC employees providing services for the school meals program.
- The LEA must ensure that the FSMC employees have met the required annual training requirements, and can provide documentation to support that the requirements have been met.
- When a FSMC staff person performs School Nutrition Director type duties, but reports, for example, to a district Business Manager who is responsible for the school district's school food service activities, **both** individuals would be responsible for meeting the training standards for program Directors.



# Training Resources



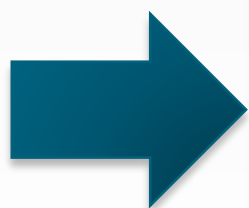
# Training Resources

- Here is a list of the many choices of free or low-cost training resources.
  - USDA FOOD AND NUTRITION SERVICE (FNS): The USDA FNS online library of available trainings is updated regularly. You can search by key areas, topics, type of training, and more.
    - <http://professionalstandards.nal.usda.gov>
  - INSTITUTE OF CHILD NUTRITION (ICN): The ICN offers free training, both online and in person. You can also download and use its resources for in-service training.
    - <http://www.theicn.org>
  - ARIZONA DEPARTMENT OF EDUCATION (ADE) SCHOOL NUTRITION PROGRAMS: ADE trainings offer a variety of Learning Topics that fulfill the USDA Professional Standards Rule. These trainings are given in multiple formats.
    - <http://www.azed.gov/hns/nslp/trainings/>



# Training Resources

- ADE Training and Professional Standards Webpage
  - Designing Your Employee Training Plan: workbook and online course
  - USDA memo SP 38-2016: Q&A on the Professional Standards Final Rule
  - ADE Hiring and Training Tracking Forms
  - Blank Certificate of Completion



The screenshot displays the 'Health and Nutrition Services' website. At the top is a navigation bar with links: HOME, HNS A-Z QUICK SEARCH, CIVIL RIGHTS, MEMOS, and CONTACT US. Below this is the main header 'Health and Nutrition Services'. The section 'Training and Professional Standards' is highlighted. It contains a list of training options: Training for School Nutrition Professionals, Regional Trainings (In-person), Live & Recorded Webinars, ADE Online Training Library, and Spanish Translation for ADE Online Training Library. Below this list is a section titled 'USDA Professional Standards for School Nutrition Professionals' which includes a paragraph about the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) and a list of requirements: a minimum amount of annual training hours and minimum hiring standards for school nutrition program directors hired on or after July 1, 2015. At the bottom, there is a section titled 'ADE Designing your Employee Training Plan' with links to an online course and a workbook.

HOME HNS A-Z QUICK SEARCH CIVIL RIGHTS MEMOS CONTACT US

## Health and Nutrition Services

### Training and Professional Standards

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- ▶ Training for School Nutrition Professionals
- ▶ Regional Trainings (In-person)
- ▶ Live & Recorded Webinars
- ▶ ADE Online Training Library
- ▶ Spanish Translation for ADE Online Training Library

▼ **USDA Professional Standards for School Nutrition Professionals**

USDA Professional Standards for School Nutrition Professionals Professional Standards for school nutrition professionals is a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The Professional Standards for State and Local School Nutrition Programs Personnel rule, published March 2, 2015, requires:

- a minimum amount of annual training hours for all school nutrition program directors, managers, and staff. Required training topic areas will vary according to position and job requirements.
- minimum hiring standards for school nutrition program directors hired on or after July 1, 2015.

**ADE Designing your Employee Training Plan**

- [Online Course: Designing Your Employee Training Plan: A Course for School Nutrition Directors](#)
- [Designing your Employee Training Plan Workbook \(August 2016\)](#)



# Thank you for your time!

You will receive a link to complete your evaluation of this training. The link will be emailed to the account used to register for this training. After completing the survey, you can print a certificate of completion to file for purposes of Professional Standards.

**Any Questions?**

**Please type them into the chat bar now.**

# Congratulations!

You have completed the ***Recorded Webinar: Professional Standards 101***.  
To request a certificate, please go to the next slide.

In order to count this training toward your Professional Standards training hours, the training content must align with your job duties.

*Information to include when documenting this training for Professional Standards:*

- Training Title: ***Recorded Webinar: Professional Standards 101***
- Learning Codes: 3430
- Key Area: 3000-Administration
- Length: 1 hour

## Please Note:

- *Attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.*
- *This recorded webinar is a non-interactive activity, which may count toward no more than two hours of annual training.*



**Request a  
Certificate**



## Requesting a Training Certificate

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. *\*This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey>

The information below is for your reference when completing the survey:

- Training Title: ***Recorded Webinar: Professional Standards 101***
- Professional Standards Learning Codes: ***3430***