

# School Nutrition Program At-A-Glance

## Topic: Professional Standards - Continuing Education/Training Standards

### Overview:

Each School Food Authority (SFA) that operates the National School Lunch Program and/or the School Breakfast Program must meet the annual training requirements of the School Nutrition Program Professional Standards as established in the final rule, [\*Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act \(HHFKA\) of 2010\*](#). The annual training requirements support the successful operation of school nutrition programs by ensuring all school nutrition personnel have the knowledge and training required to fulfill their specific role in the school nutrition program.

### Training Requirements for All School Nutrition Program Employees:

#### Job Categories

Requirements are set by job category. Job category definitions are defined by job role and responsibilities rather than title. The three categories are:

- ✓ **School Nutrition Program Director:** Individuals directly responsible for the management of the day-to-day operations of the school nutrition programs for all participating schools under the jurisdiction of the school food authority. This role is required by USDA.
- ✓ **School Nutrition Program Manager:** Individuals directly responsible for the day-to-day operations of the school nutrition programs for participating site(s). This is not a required role.
- ✓ **School Nutrition Program Staff:** Individuals without managerial responsibilities who are involved in routine operations of the school nutrition programs for a participating school. This may include individuals who prepare and serve meals, process transactions at the point of service, and review the free/reduced price applications.

#### Annual Training Standards Requirements

Job Category	Minimum Training Hours
School Nutrition Program Director	12 hours
School Nutrition Program Manager	10 hours
School Nutrition Program Staff (work at least 20 hours of more per week)	6 hours
School Nutrition Program Staff (work less than 20 hours per week)	4 hours

#### Additional Notes:

If hired January 1 or later, an employee is required to complete half of the required training hours by June 30 of that year.

Annual training requirements apply to the 12 months between July 1 and June 30.

Non-school nutrition program staff who perform specific duties for the School Nutrition Program (for example, office staff members who provide support for the school nutrition program for a short period of time during the school year) are not required to meet the annual training standards. However, these staff should receive adequate training specific to the duty they perform.

**Professional Standards Learning Objectives:**

- ✓ To count towards the professional training standards, the training must be specific to proper administration and operation of the school nutrition program.
- ✓ Trainings must support one of the four key areas of Nutrition, Operations, Administration, and Communication/Marketing
- ✓ Each key area is composed of several training topics and specific learning objectives. The key areas and training topics are included in the table below.

<b>Key Area</b>	<b>Training Topic</b>
<b>Nutrition-1000</b>	Menu Planning -1100 Nutrition Education-1200 General Nutrition -1300
<b>Operations-2000</b>	Purchasing/Procurement -2400 Receiving and Storage -2500 Food Safety -2600
<b>Administration- 3000</b>	Free and Reduced-Price Meal Benefits -3100 Program Management -3200 Financial Management -3300 Human Resources and Staff Training -3400 Facilities and Equipment Planning - 3500
<b>Communication/Marketing- 4000</b>	Communications and Marketing - 4100

**Additional Notes:**

Training on general topics for school employees such as Child Abuse Identification and Prevention, Building Security, First Aid etc. do not count towards the professional training standard requirements.

**Record Keeping Requirements:**

- The School Nutrition Program Director must document annually compliance with the professional training standard requirements for all school nutrition program staff.
- Documentation must be retained on file for three school years plus the current school year.
- Several tools are available to assist in tracking professional standards training:
  - [USDA Professional Standard Training Database Tracking Tool](#)
  - [School Nutrition Association Tracking Tool](#) (SNA member access only)

Training Resources:

There are a wide variety of free trainings available through USDA, ICN and ODE CNP.

- ✓ [USDA Professional Standards Webpage](#)
- ✓ [Institute of Child Nutrition Trainings](#)
- ✓ [ODE SNP Training Page](#)

Regulatory Reference:

- ✓ [7 CFR 210.30](#)
- ✓ [USDA Professional Standards Webpage](#)
- ✓ [USDA Memo SP5-2020: Questions & Answers Regarding Professional Standards](#)

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**Acronym Reference and Definitions**

-CFR	Code of Federal Regulation
-NSLP	National School Lunch Program
-SBP	School Breakfast Program
-SFA	School Food Authority
-USDA	United States Department of Agriculture
-ODE CNP	Oregon Department of Education Child Nutrition Programs
-ICN	Institute of Child Nutrition

The Washington Office of Superintendent of Public Instruction created this document. The Oregon Department of Education modified the document to apply to Oregon.