Professional Standards

Staying on Track

Presented by: Nancy Barlow, Region 4 Child Nutrition Program Specialist
OBJECTIVES

- Review Child Nutrition Director hiring standards staff training requirements
- Explore resources for tracking job specific training
- Identify required documentation to demonstrate compliance
- Discuss what to expect during the Administrative Review
What are Professional Standards?

An important step towards ensuring that ALL of America’s children receive safe, nutritious meals through efficient, cost-effective programs.
Professional Standards: GOALS

- **ASSIST** State agencies and SFAs with hiring, training, and retraining qualified school nutrition staff.
- **ENHANCE** the public image of school nutrition professionals.
- **BUILD** skills and empower school nutrition staff to exceed the expectation of students, comply with Federal program requirements.
Final Rule  
Published March 2, 2015

- Available at: [www.fns.usda.gov/school-meals/professional-standards](http://www.fns.usda.gov/school-meals/professional-standards)
- Implementation for SY 2015-16 began July 1, 2015
- Establishes minimum requirements for:
  * Hiring standards for NEW state/local directors
  * Annual training standards for ALL employees
Documenting Hiring Requirements

Program Directors Hired on or after July 1, 2015

- Highest level of education achieved
- Areas of study or focus
- Years of school nutrition experience

Or TDA approved under 500 enrollment exemption.
Training Standards for SFA Directors, Managers, and Staff
Texas requires all Child Nutrition Directors to complete 8 hours of food safety training every 5 years.
Continuing Education

- 12 Hours
  - Directors

- 10 Hours
  - Managers

- 6 Hours
  - Staff (≥ 20 hours/week)

- 4 Hours
  - Part Time Staff (less than 20 hours/week)
What Qualifies as Training?

- Online courses
- Structured, on-the-job training
- In-service training
- Local school nutrition organization educational events
- State agency-sponsored training
- Training you conduct for staff
- Meetings sponsored by foodservice partners (vendors and commodity groups), including exhibits (as allowed by your State agency)
- College courses with job-specific content
Documenting Training

The CE must retain records that provide the following information for each person attending a training event:

- Training event title and content including topics/objectives/agenda
- Date and actual time participating in learning activities
- Source providing the training
- Sign-in sheets/certificates of attendance
RESOURCES

USDA
Website:
https://www.fns.usda.gov/school-meals/professional-standards

Regulation
Training
• Learning Objectives
• Training Topics
• Database of Trainings
• Downloadable Tracker Tool

Technical Assistance and Guidance Materials
This Tracking Tool will assist school nutrition staff with tracking and monitoring all of their training. For additional information on the United States Department of Agriculture’s Professional Standards for School nutrition employees, http://professionalsstandards.nal.usda.gov

Tips and Instructions for the Training Tracker

- Information entered into the Training Tracker is only saved to the computer it is installed on.
- Training information must be saved before going to another tab.
- If you delete an entry from the Training Tracker that was entered as part of a multi-subject training, ALL of the subjects entered will be deleted.
- Training Dates can only be entered for dates in the past.
- Training information that is deleted from the Training Tracker Tool is deleted permanently and cannot be retrieved.
- Information in the Training Tracker Tool is not password protected, and can be accessed by anyone with access to the computer that the Tool is installed on.
RESOURCES

USDA
Website:

USDA Memo SP 38-2016
May 26, 2016
Questions & Answers
RESOURCES

TDA ADMINISTRATIVE REFERENCE MANUAL

http://squaremeals.org/Portals/8/files/ARM/ARM_Section25_ProfStand_V00_1_160226.pdf

NSLP Forms: Continuing Education/Training Tracking Record
http://www.squaremeals.org/Programs/NationalSchoolLunchProgram/NSLPA dministrationamp;Forms.aspx
### Continuing Education/Training Tracking Record

**School Year:**

**Contracting Entity (CE) Name:**

**CE Identification Number (CE ID):**

**Site Name:**

**Site Identification Number (Site ID):**

**Employee Name:**

**Position:**

**Required Hours:**

### Continuing Education/Training Details

<table>
<thead>
<tr>
<th>Date of Activity</th>
<th>Amount of Time</th>
<th>Location</th>
<th>Presenter(s) &amp; Organization</th>
<th>Categories/Topics/Subtopics/ Objectives</th>
<th>Approved By</th>
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**Total Hours for the School Year:**

**Total Hours Food Safety for the School Year:**
RESOURCES

School Nutrition Association
https://schoolnutrition.org/ProfessionalStandards/

🔒 The lock indicates SNA member-only resources. If you’re not a member we encourage you to join.
SNA Developed Professional Standards Online Training Tracking Tool

This tool utilizes the ease of Excel to track your individual training. This tracking document has been prepopulated with dropdown menus containing all the Key Areas, Key Topics and Subtopics.

Professional Standards Training Guidelines

SNA's retooled version of the recommended guidelines. The guidelines should help SNA members and SNA state affiliates approach training for USDA Professional Standards and code training according to USDA Professional Standards Codes.

NEW — Professional Standards Learning Plan

The Professional Standards Learning Plan provides a method of tracking for supervisors managing staff and their training. Prepopulated with a suggested course list, the plan provides you with courses for every level of staff along with links for quick access to training.

Professional Standards Summaries

These simple summaries highlight the hiring requirements for School Nutrition and State Agency Directors and the continuing education/training for all school nutrition personnel.
RESOURCES
TDA will review CE documentation related to professional standards during an administrative review.

If the CE is not in compliance with the requirements, TDA may require a corrective action plan that demonstrates that the CE has developed appropriate procedures and actions to correct noncompliance within a specified period of time.
Administrative Review

- TX-UNPS Compliance Module
- Answer Series 1200 - Professional Standards questions
1200 What is the LEA student enrollment? (select one)

a. 2,499 or less    b. 2,500 - 9,000    c. 10,000 or more
List the employee count for each of the following:

Directors
Managers
Other Full-Time Nutrition Staff ≥ 20 hours/week
Part-Time Nutrition Staff < 20 hours/week
Staff hired after January 1 of the School Year being reviewed
Non-school nutrition staff that have responsibilities that include duties related to the program
Administrative Review - Off-site Assessment
1200 - Professional Standards

1202  a. Has the SFA hired any new directors on or after July 1, 2015? If no, proceed to Question 1204.

b. If a new School Nutrition Program Director has been hired, did they meet the hiring standard requirements?
1203 a. If a new School Nutrition Program Director has been hired, did they complete food safety training within 30 days of being hired?

b. If yes, proceed to question 1204. If no, was previous food safety certification obtained in the last 5 year? If yes, list the date of certification in comments.
a. Did the School Nutrition Program Directors meet the training requirement?

If no, after review of the scheduled/planned trainings for the remainder of the school year is the School Nutrition Program Director expected to meet annual training requirements?

List completed training hours and expected/planned training hours in the comments.
Administrative Review - Off-site Assessment
1200 - Professional Standards

1205  a. Did the School Nutrition Program Managers, if applicable, meet the training requirements?

b. If not, after review of the scheduled/planned trainings for the remainder of the school year is the School Nutrition Program Manager expected to meet annual training requirements?

List the completed training hours and expected/planned training hours in the comments.
Administrative Review - Off-site Assessment
1200 - Professional Standards

1206  a. Did Full-Time school nutrition staff meet the training requirements?

b. If not, after review of the scheduled/planned trainings for the remainder of the school year are School Nutrition Staff expected to meet annual training requirements?

List the completed training hours and expected/planned training hours in the comments.
Administrative Review - Off-site Assessment
1200 - Professional Standards

1207   a. Has the State Agency allowed the SFA flexibility to complete annual training requirements over a 2-year period?

   b. If yes, list in the comments section, the first school year to which the flexibility was applied.
1208 Is the SFA tracking training hours on an annual basis? If not, please describe how training hours are being tracked.
Administrative Review - Off-site Assessment
1200 - Professional Standards

1209  a. Are there any employees that were hired on or after January 1 of the current school year? If no, proceed to 1210.
1210 Did the employees that work outside of the school nutrition program whose responsibilities include duties related to the operation of the school nutrition program receive training applicable to their duties related to the program?

If yes, list their names and job titles in the comments.
Administrative Review - Off-site Assessment
1200 - Professional Standards

1211 Did Part-time staff meet the training requirements?
Administrative Review
Day of Review - Documentation

- List of school nutrition staff personnel
- Individual documentation of completion of training
- Records documenting hiring actions and director food safety training
Questions
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mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

fax: (202) 690-7442; or

email: program.intake@usda.gov.

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