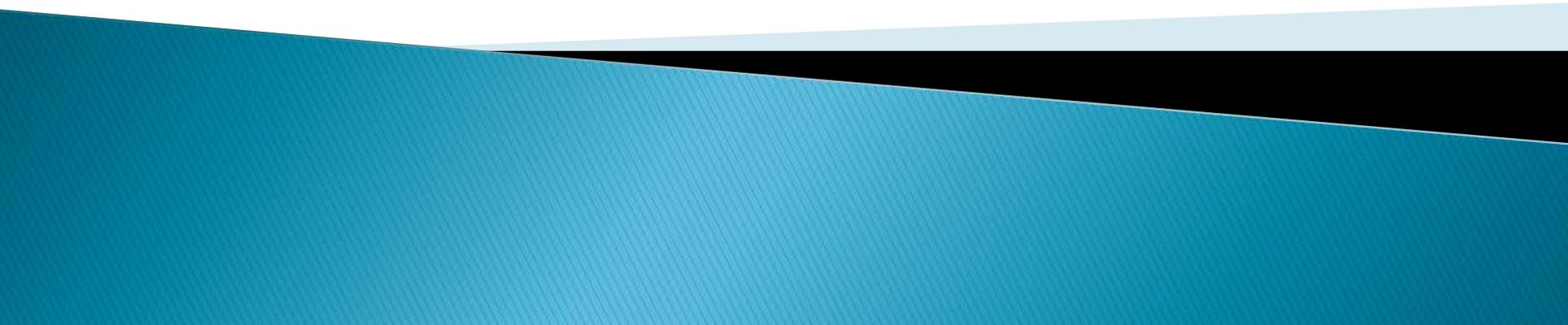


# Professional Standards for School Nutrition Personnel Proposed Rule

Healthy Hunger-Free Kids Act--Section 306

Child Nutrition Programs  
Food and Nutrition Service

February 2014



# Webinar Objectives

Following this session you will :

- ▶ Be aware of how USDA developed the proposed rule
  - ▶ Understand the main components of the proposed rule
  - ▶ Know how to submit your comments
- 

# Why do we need professional standards for people working in school nutrition?



# Why Professional Standards?

- ▶ Training requirements will build skills
  - ▶ School nutrition programs are complex—on-going training is necessary just to keep up
  - ▶ Enhance the image of school nutrition employees
  - ▶ Training of food handlers is crucial for the health of our students
- 

# HHFKA, Section 306

## Professional Standards

The Act states that USDA will establish:

- ▶ Required education, training and certification for all school foodservice directors responsible for the management of a school food authority
  - ▶ Minimum education requirements for new directors
  - ▶ Minimum annual training for school nutrition personnel who manage and operate the National School Lunch and Breakfast Programs
- 

# HHFKA, Section 306

## Professional Standards—continued

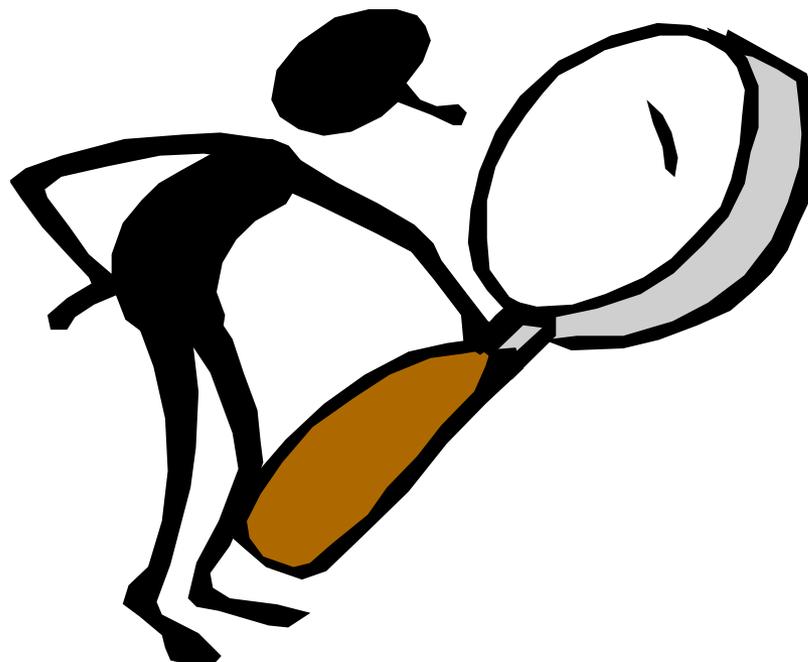
Requirements for State Agency Directors:

- ▶ Hiring standards for State Agency Directors
  - ▶ Requirements for States to provide annual training for LEAs and school nutrition personnel
- 

# How did USDA come up with the standards?

- ▶ Looked at current research
  - ▶ Considered existing programs and recommendations
  - ▶ Sought input
- 

# Let's look at HHFKA...Professional Standards Proposed Rule

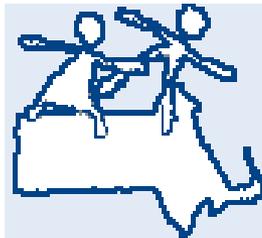


# What is in the proposed rule?

- ▶ Minimum professional standards for:
  - State Agency Directors
  - School District Child Nutrition Directors
  - School Managers and Other Staff



# State Agency Directors



# New State Agency CN Directors Proposed Requirements

(Individuals at the State agency level with responsibility for oversight of the NSLP and SBP.)

- ▶ Bachelor's degree in:
  - Food and nutrition, food service management, dietetics, family and consumer science, nutritioned, culinary arts, business, or related field
- ▶ Skills in leadership, management and supervision to support school nutrition programs

# State Agency Directors

## *Proposed Recommendations*

- ▶ Master's degree
- ▶ 5 years of experience in child nutrition or foodservice management
- ▶ Professional certification such as SNS, RD



# State Agency Director of Food Distribution Proposed Requirements

(Individuals at the State agency level with responsibility for the distribution of USDA Foods in schools under 7 CFR part 250.)

- ▶ Bachelor's degree (no major specified)
  - ▶ Extensive knowledge and experience
  - ▶ Skills in leadership, management and supervision
- 

# State Agency Director of Food Distribution *Proposed Recommendations*

- ▶ Recommended that new State directors of distributing agencies possess:
  - At least 5 years of experience in institutional food service.

# State Agency Training Requirements CN Director and FD Director

- ▶ New and current directors must:
  - Receive minimum of 15 hours of training each year
  - PROVIDE training

# State Agency Training Requirements CN Director and FD Director—continued

How will States provide the required training?

- ▶ States may use partners or contractors such as:
  - FNS
  - NFSMI
  - Professional associations
  - Academic institutions
  - Commercial vendors

# School Food Authority Directors



Welcome to the  
**IOWA CITY COMMUNITY SCHOOL DISTRICT**

**Child-Centered : Future-Focused**

# School Food Authority Directors Definition

- ▶ Responsible for the management of a school food authority (SFA)
  - ▶ SFA is the governing body that has the legal authority to operate the school meal programs
- 

# School Food Authority Directors

- ▶ The rule proposes:
  - Education, training and certification requirements
  - Training criteria to maintain certification

# School Food Authority Directors

- ▶ Requirements for new hires
- ▶ Divided into three LEA size categories
  - Recognizing increasing responsibility and complexity
- ▶ Categories:
  - Fewer than 2,500 students
  - 2,500–9,999 students
  - 10,000 or more students
    - In proposed rule, broken into 10,000–24,999 and 25,000+ students

# New Directors of LEAs with fewer than 2,500 students must meet 1 of the following:

- ▶ A Bachelor's degree/equivalent in specific majors
  - ▶ A bachelor's degree/equivalent in any major, plus a State-recognized certificate
  - ▶ An associate's degree/equivalent plus at least 1 year of relevant experience
  - ▶ A high school diploma (or GED) and 5 years of relevant experience.
- 

# New Directors of LEAs with 2,500–9,999 students must meet 1 of the following:

- ▶ A bachelor's degree/equivalent in specific majors
  - ▶ A bachelor's degree/equivalent in any major, plus a State-recognized certificate
  - ▶ An associate's degree/equivalent plus at least one year of relevant experience
- 

# New Directors of LEAs with 10,000 or more students must meet 1 of the following:

- ▶ A bachelor's degree/equivalent in specific majors
  - ▶ A bachelor's degree/equivalent in any major, plus a State-recognized certificate
- 

# New Directors of LEAs with 10,000 or more students– *preferred standards*

- ▶ A master's degree, or willingness to work toward a master's degree
  - ▶ At least 3 college credits in food service management and at least 3 college credits in nutrition
  - ▶ At least one year of management experience, preferably in school nutrition
- 

# Food Safety Requirement for Directors

- ▶ At least 8 hours of food safety training would be required either within 3 years prior to their starting date or completed within 30 days of employee's starting date.



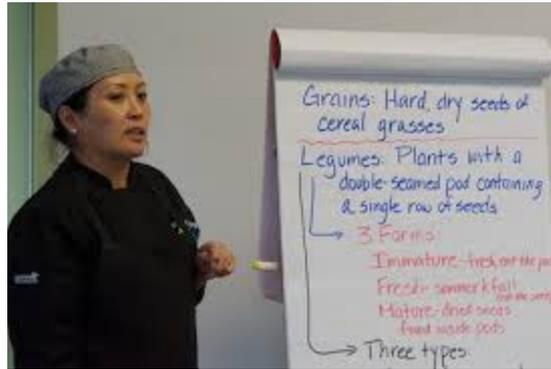
# SFA Directors Training

- ▶ 15 hours of annual training
  - ▶ A variety of formats are allowed
  - ▶ Training conducted by directors or staff may count toward their own training
- 

# Training Topics for Directors

- ▶ Administrative practices, including:
  - Application, certification
  - Verification
  - Meal counting
  - Meal claiming procedures
- ▶ Other topics determined by FNS

# School Nutrition Managers

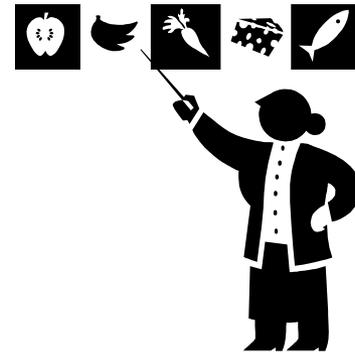


# School Nutrition Managers Definition

- ▶ Managers are those individuals directly responsible for the management of the day-to-day operations of school nutrition programs for a participating school(s)
- 

# School Nutrition Managers

- ▶ No education requirements
- ▶ Annual training requirements
  - 12 hours annually



# Training for School Nutrition Managers

- ▶ Includes topics such as:
  - administrative practices
  - identification of reimbursable meals at the point of service
  - nutrition
  - health and safety standards
  - other topics, as specified by FNS

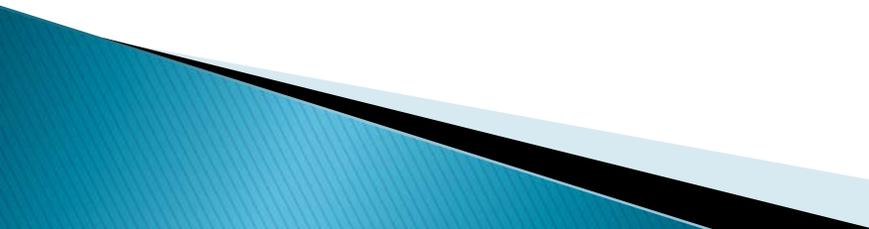


# Other school nutrition employees



# Other school nutrition employees

## Definition

- ▶ School nutrition program staff are those individuals without managerial responsibilities
  - ▶ Involved in routine operations of school nutrition programs for a participating school(s).
  - ▶ Seek comment on this definition and who this requirement should apply to
- 

# Other School Nutrition Employees Proposed Training

- ▶ 8 hours of training each year
  - ▶ Employees who work less than 20 hours/week will have training requirements proportional to hours worked
- 

# Training for Other School Nutrition Employees

- ▶ Includes topics such as:
  - free and reduced price eligibility
  - application, certification, and verification procedures
  - identification of reimbursable meals at the point of service
  - nutrition
  - health and safety standards
  - other topics, as specified by FNS

# Proposed Requirements by Job Category

State Agency Director & FD Director	School Nutrition Directors–District level	School Nutrition Personnel: Managers & Other Staff
Hiring Standards: Bachelor’s degree Additional skills	Education requirement: based on LEA size	
Training requirements: Receive 15 hours Give 18 hours	Training requirements: 15 hours	Training requirements: 12 hours–managers 8 hours others Less for part-time

# Training Program Partnership

- ▶ USDA will work with other organizations, universities and professional associations
  - To establish and manage the program
  - Develop in-person and on-line training

# Training

- ▶ In a variety of formats
    - Virtual/web-based and in-person
    - Including free or low-cost options
  - ▶ From a variety of sources
    - FNS
    - NFSMI
    - Professional Associations and organizations
    - In-house
    - State
    - Commercial vendors
- 

# Training Database

- ▶ FNS is developing a database of all training available throughout the US
  - In person
  - On-line
  - In various languages

# Allowable Costs

- ▶ Providing training to school nutrition program staff is an allowable use of the nonprofit school food service account

# Certificate Program

- ▶ Currently being developed
- ▶ Not a certification or credentialing program
- ▶ Recognition for various levels of training



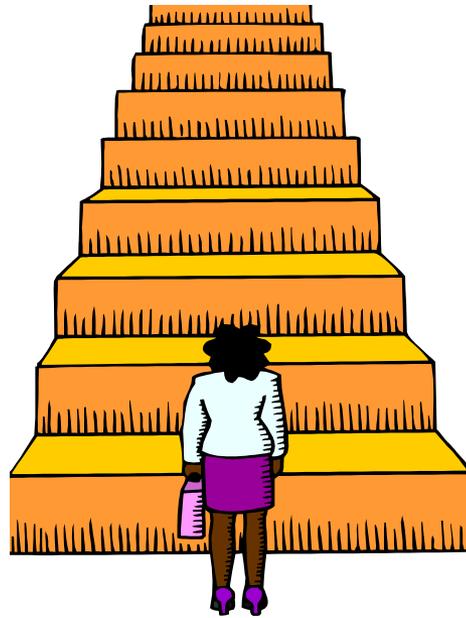
# SFA Responsibilities

- ▶ Track employee training
  - Optional tool being developed by FNS
- ▶ Encourage training opportunities

# State oversight

- ▶ States will review compliance with the professional standards at the time of their normal administrative review

# Next Steps



# Reviewing the Rule

- ▶ Federal Register
- ▶ FNS Website  
<http://www.fns.usda.gov/nsip/regulations>

# Instructions for Commenting

- ▶ **When to comment:** 60–day comment period from date of publication (2/4/14)

- ▶ **Where to comment:**

- **Online:**

- <http://www.regulations.gov>

- **By mail:**

Julie Brewer, Branch Chief, Policy and Program Development Branch

Child Nutrition Division, Food and Nutrition Service

P.O. Box 66874

Saint Louis, MO 63166

# Instructions for Commenting

The screenshot shows the homepage of regulations.gov. At the top, there is a navigation bar with links for Home, Help, Resources, and Feedback and Questions. Below this is a search bar and buttons for Browse and Learn. The main content area features a 'Participate Today!' section with instructions on how to submit comments and a search bar. To the right, there is a 'Are you new to the site?' section with helpful links and a 'A Commenter's Checklist' section with a checklist graphic and links for more tips, site enhancements, and the President's Executive Order. Two callout boxes are present: one on the left pointing to the 'Participate Today!' section and another on the right pointing to the search bar.

Submit your comment online by visiting

Search for the proposed rule by using the Docket ID: FNS-2011-0030 or by the title Professional Standards for State and Local School Nutrition Programs Personnel

regulations.gov  
Your Voice in Federal Decision-Making

Home Help Resources Feedback and Questions

Search Browse Learn

## Participate Today!

Submit your comments on proposed regulations and related documents published by the U.S. Federal government. You can also use this site to search and review original regulatory documents as well as comments submitted by others.

Help improve Federal regulations by **submitting your comments**.

SEARCH for: Rules, Comments, Adjudications or Supporting Documents:

Search

» Advanced Search

### What's Trending

Trending is currently unavailable.

Regulations With Comments Due Soon

Newly Posted Regulations

### Are you new to the site?

Click the links below to get started.

- ▶ What can I find on this site?
- ▶ How do I find a rule?
- ▶ How do I submit a comment?
- ▶ How do I find my comment?
- ▶ Do my comments make a difference?

### A Commenter's Checklist

View More Tips for Effective Commenting

Site Enhancements

President's Executive Order