

# Louisiana Believes

---

## Professional Standards

# Background On Professional Standards

## **What Do The Regulations Require (7 CFR 210.30 & 235.11(g))?**

- Establish professional standards for those who manage & operate the NSLP and the SBP.
- Establish minimum hiring standards for new State and Local Directors of school nutrition programs.
- Establish annual continuing education/training requirements for State Directors and Local school nutrition personnel.
- Directors hired before July 1, 2015 are exempt from these hiring standards and grandfathered in based on existing positions.

# Purpose

The training and hiring professional standards have a simple goal. They help ensure the success of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). The standards:

- Assist State Agencies (SAs) and School Food Authorities (SFAs) in recruiting, hiring, training, and retaining qualified school nutrition staff.
- Enhance the image of school nutrition professionals and their influence in the community.
- Build skills and empower staff to lead and efficiently operate school nutrition programs.

# Professional Standards

Include **Minimum Hiring Requirements**  
&  
**Continuing Education Requirements**

# Hiring Requirements

# Hiring Requirements

- Include Minimum Hiring Requirements for:
  - **New** State Directors of School Nutrition Program
  - **New** State Directors of Distributing Agencies
  - **New** SFA Directors

\***New** Directors are those hired on or after July 1, 2015

# Hiring Requirements for CNP Directors

## Professional Standards Bachelor's Degree with a Major in:

- Food and Nutrition
- Food Service Management
- Dietetics
- Family and Consumer Sciences
- Nutrition Education
- Culinary Arts
- Business

# Hiring Requirements for CNP Directors

## 2499 or Less Enrollment

- Bachelor's degree in any major and State-recognized certificate **OR**
- Bachelor's degree in any major and at least 1 year relevant food service experience **OR**
- Associate's degree in same majors and at least 1 year relevant food service experience **OR**
- HS diploma and at least 3 years relevant food service experience

## 2,500-9,999 Enrollment

- Bachelor's degree in any major and State-recognized certificate **OR** Bachelor's degree in any major and at least 2 years relevant school nutrition experience **OR**
- Associate's degree in same majors and at least 2 years relevant school nutrition experience

## 10,000 or more Enrollment

- Bachelor's degree in any major and State recognized certificate **OR**
- Bachelor's degree in any major and at least 5 years relevant school nutrition experience

**\* The October enrollment should be used to assess LEA size**



# Hiring Flexibility for School Nutrition Directors: Final Rule

- For LEAs with enrollment of 2,499 or fewer students, the rule requires relevant food service experience rather than school nutrition program experience.
- Provides the SA with discretion to consider documented volunteer or unpaid work as relevant experience for new school nutrition program directors in LEAs with 2,499 or less students.

\*The hiring flexibilities apply to directors hired on or after April 30, 2019

\*Implemented to address hiring challenges faced by small LEAs

# Who is the CNP Director?

- The individual who plans, administers, implements, monitors, and evaluates all district-wide aspects of the school nutrition program is considered the CNP director.
- If SFA responsibilities are divided into several positions, only the person hired to **perform the majority** of the nutrition duties **MUST** meet the hiring standards.

# Training Requirements

# Professional Standards – Training Requirements

## Annual Training Requirements for:

- **New** State Directors of School Nutrition Programs
- **New** State Director of Distributing Agencies
- **Existing** State Directors of School Nutrition Programs and/or State Director of Distributing Agencies
- **New** and **Existing** SFA Directors
- **All other** SFA Managers and Staff

\***New Directors** are those hired on or after July 1, 2015

# Annual Training Requirements

<b>Directors</b>	12 hours
<b>Managers</b>	10 hours
<b>Staff</b>	6 hours
<b>Part Time Staff (&lt;20 hours/week)</b>	4 hours



**Mid-year hires** in all categories (hired January 1st or later):  
one half of training requirement for each job category

<b>Directors</b>	6 hours
<b>Managers</b>	5 hours
<b>Staff</b>	3 hours
<b>Part Time Staff (&lt;20 hours/week)</b>	2 hours

\*Annual requirements apply to the 12 months between July 1st and June 30th

# Training Requirements

\*Minimum training length is 15 minutes



# Annual Requirements

- **Civil Rights** training must be completed annually
- **Offer VS Serve** must be completed annually (if applicable)



The poster features the USDA logo at the top left, with the text "United States Department of Agriculture" below it. The background is a green-tinted image of a classical building with columns. The title "AND JUSTICE FOR ALL" is prominently displayed in white, bold, serif font. Below the title is a row of white stars. The main text is in two columns, with the first column in English and the second in Spanish. The English text describes the program's purpose and provides contact information for complaints. The Spanish text provides the same information in Spanish. At the bottom, there are contact details for the U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, including address, phone, fax, and email.

**AND JUSTICE FOR ALL**

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (800) 795-2880 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, from any USDA office, by calling (866) 632-6962, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9610; or

**fax:**  
(202) 690-7442 or (202) 696-7442;

**email:**  
program.intake@usda.gov

This institution is an equal opportunity provider.  
Title IX of the Education Amendments of 1972

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles. (No todos los principios de prohibición aplican a todos los programas.)

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieren medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra ampliada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia responsable que administra el programa o con el TARGET Center de USDA al (800) 795-2880 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en cualquier oficina del USDA, llamando al (866) 632-6962 o escribiendo una carta dirigida a USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) por sus reglas en inglés, sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

**correo postal:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9610; o

**fax:**  
(202) 690-7442 o  
(202) 696-7442;


**correo electrónico:**  
program.intake@usda.gov

Esta institución ofrece igualdad de oportunidades.  
Título IX de las Enmiendas de 1972

# Food Safety Training for Directors


- Eight hours of Food Safety training, **every five years**, is required for program directors  
<https://www.fns.usda.gov/ofs/food-safety>



 INSTITUTE OF *child nutrition*  
RESOURCES • TRAINING • RESEARCH

LANGUAGE: ENGLISH

< Back to All Catalogs

 Food Safety in Schools  
ID: E-G0381J  
- Language: English - Duration: 8h - ★★★★★



# What Qualifies as Training?

Training should apply to an employee's work duties. Consider these options for job-specific training:

- Online courses
- Structured, on-the-job training
- In-service training
- Local school nutrition organization educational events
- SA-sponsored training
- Training Director/Manager conducts for staff
- College courses with job-specific content

# Training Requirements

- Training topics **must be job specific** & focus on day-to-day operation of the Child Nutrition Program (back to school trainings that are not CNP-specific **DO NOT** count)
- Training standards apply to all school nutrition staff regardless of if they are paid from the nonprofit school food service account
- Employee training is an allowable use of school food service funds
- The cost of college credits to meet hiring standards is an unallowable cost

# Professional Standards Training: Support Staff

- A person who provides support to, but is not specifically involved in the CNP operation **is not** required to meet training standards (even if they are paid with CNP funds)
  - E.g. Custodian
- Office staff that provide support to the school nutrition program for a short period of time **would not** be required to meet training standards
  - E.g. Secretary or office assistance that processes free and reduced meal applications
- Office staff working on program activities throughout the school year **would** be required to meet training standards.

# Training Standards and the CNP Director

Who has to meet the training standards for the program Director when the school nutrition manager—or other staff member—carry out the duties of the Director but another individual holds the title of program Director?

- Both the Director and nutrition manager would be responsible for meeting the training requirements for the program Director.

**\*Please note that for both the Hiring and Training Standards, those without a Director title may be required to meet higher standards (those for Directors) based on their roles and responsibilities within the program.**

# Food Service Management Companies

The SFA must ensure the FSMC staff has the knowledge and skills to supply safe and nutritious meals that meet meal pattern requirements.

- Training standards apply to employees of a FSMC and the SFA director is responsible for making sure training requirements are met and tracked.
- The SFA director must request documentation from the FSMC to show compliance with annual training standards.

# Where to Find Training

## Here is a short list to get you started:

▶ **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>

▶ **State Agency (SA):** LDOE offers monthly trainings on various Child Nutrition topics throughout the year. Visit [www.LouisianaFitKids.com](http://www.LouisianaFitKids.com) to sign up.

▶ **Professional Organizations:** Professional organizations are another option for training. Attend local chapter activities & when possible, participate in State or national meetings.

▶ **Exhibits at Conferences:** At the discretion of your SA, you and your staff may count up to 2 hours of exhibits toward annual training time as long as they are relevant to core training topics. The Frequently Asked Questions (FAQ) located at [http://www.fns.usda.gov/sites/default/files/cn/ps\\_faqs.pdf](http://www.fns.usda.gov/sites/default/files/cn/ps_faqs.pdf) provide more detail on how to acquire training hours through exhibits. Consult your SA for guidance.

# Record Keeping Requirements

- The SFA is responsible for documenting staff training. Compliance with training requirements will be evaluated during the administrative review.
- Training trackers must include:
  - Employee name and position (director, program staff, etc.)
  - Key area, key topic, and training subject
  - Completion date and length of training
- Maintain supporting documentation (sign-in sheets, agendas, and training materials)
- Maintain training records for 3 years plus the current school year.



# USDA's Professional Standards Training Tracker

 An official website of the United States government [Here's how you know](#) ✓



Professional Standards Training Tracker Tool  
U.S. DEPARTMENT OF AGRICULTURE



<https://pstrainingtracker.fns.usda.gov/>



# Louisiana Fit Kids Training Tracker



## Louisiana Fit Kids

Child Nutrition Programs for a Healthier Louisiana



- Home
- About
- Resources
- Training
- Interactive Tools

My Account

### Professional Standards Portal

- Meal Pattern
- Professional Standards
- Search Louisiana Fit Kids
- Seasonality Wheel



Professional Standards Portal  
Fit for...  
Louisiana Child Nutrition Personnel

The Louisiana Fit Kids Professional Standards Portal (L...)  
You may access your account from any device with Inte...

Please contact your manager to request access to the  
Professional Standards Training Tracker.

#### Professional Standards Guide



- Guide to Professional Standards for School Nutrition Programs

### School Nutrition Professionals



Resources

- About Professional Standards
- Professional Standards for School Nutrition Professionals
- Professional Standards Training Topics
- Professional Standards Yearly Requirements
- Professional Standards Key Areas and Key Topics
- School Meals - Professional Standards



# Professional Standards Training Needs Codes

## Key Area 1 (1000) Nutrition

(1100)  
Menu  
Planning

(1200)  
Nutrition  
Education

(1300)  
General  
Nutrition

## Key Area 2 (2000) Operations

(2100)  
Food  
Production

(2200) Serving  
Food

(2300) Cashier  
& Point of  
Service

(2400)  
Purchasing/Pr  
ocurement

(2500)  
Receiving &  
Storage

(2600)  
Food Safety  
and HACCP

## Key Area 3 (3000) Administration

(3100)  
Free and  
Reduced Price  
Meal Benefits

(3200)  
Program  
Management

(3300)  
Financial  
Management

(3400)  
Human  
Resources &  
Staff Training

(3500)  
Facilities &  
Equipment  
Planning

## Key Area 4 (4000) Communications and Marketing

(4100)  
Communications  
and Marketing

# Professional Standards Oversight: Documentation for the Administrative Review

**Provide a current list of School Nutrition Staff Personnel as well as individual documentation showing:**

- Name of Staff Person
- Date Hired
- Title/Position
- Brief list of Core Duties/Responsibilities
- Employment Status (full time, part time, acting, substitute) including average number of hours per week for part time employees
- Professional Standards Employee Category/Position (Nutrition Program Director, Manager, or Staff)

# Resources for Professional Standards Requirements

- Guide to Professional Standards: <https://www.fns.usda.gov/school-meals/guide-professional-standards-school-nutrition-programs>
- Free or low-cost training: <https://professionalstandards.fns.usda.gov/>
- Team Nutrition: <https://www.fns.usda.gov/tn/team-nutrition>
- Digital training activity tracker: <https://pstrainingtracker.fns.usda.gov/>
- ICN (training resources): <https://theicn.org/>

A world map is centered on the page, rendered in a light blue, watercolor-like style. The map shows the continents of North America, South America, Europe, and Africa. A white rectangular box is superimposed over the center of the map, containing the text "Questions?".

Questions?