Professional Standards for School Nutrition Programs
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MINIMUM
Professional Standards for School Nutrition Staff
WHO?
Affected School Nutrition Programs

National School Lunch Program
Afterschool Care Program
Fresh Fruit and Vegetable Program
Seamless Summer Option
School Breakfast Program
WHY?
Reduce risk

Enhance the efficiency and effectiveness
WHEN?
Follows the School Year Calendar

2016

2017

JULY 1, 2016 – JUNE 30, 2017
WHERE?
In person, online, webinars, conferences, etc.
HOW?
TRAINING STANDARDS
DIFFERENT POSITIONS HAVE DIFFERENT STANDARDS

School Nutrition Program Directors: 12 HRS

School Nutrition Program Managers: 10 HRS

Other School Nutrition Program Employees: 6 HRS (full time staff) 4 HRS (part time staff)

NOTE: Employees hired mid year (Jan 1 or after) are required to meet one half of the requirements.
THE 2 YEAR RULE
So...

What does it mean?
Some training hours must be completed each year.

Training requirements for 1 year may be met with hours in excess of the annual requirement from either the immediately previous or the immediately following training year.

Best practice: Make a note in your records for any employee that is using this method. During your AR this will be important.
If a Manager completed 15 hours of training in SY 15-16, how many hours can be used for SY 16-17?

5

If a Director completed 10 hours of training for SY 15-16, how many hours of SY 16-17 must be used for SY 15-16?

2
Here is a handout for you to take with you
Training standards apply to all SNP staff starting July 1, 2015. Each employee must obtain the appropriate number of training hours based on job function(s) for each school year—July 1 to June 30.

**Number of Training Hours for Each Position Type**
The minimum amount of training required for employees is dependent upon the employee’s daily job functions and responsibilities for the assigned position as described in this section. CEs may apply staff excess training hours received during one school year to the previous or next school year as demonstrated in the Tracking Continuing Education/Training Chart Over a One-Year or Two-Year Cycle Chart.

However, this flexibility is not intended to be used to delay training so that CE staff only receive training every two years. Instead, it is intended to offer flexibility to assist the CE in managing and fostering long-term training goals at the local level. CE staff are required to receive some training each year.

| Tracking Continuing Education/Training Over a One-Year and Two-Year Cycle Chart |
|---------------------------------|-----------------|-----------------|-----------------|
| **One-Year Cycle**              |                 |                 |                 |
| Program Director:              | 12 hours        | 12 hours        | 12 hours        |
| Program Manager:               | 10 hours        | 10 hours        | 10 hours        |
| Program Staff:                 | 6 hours         | 6 hours         | 6 hours         |
| **Two-Year Cycle**             |                 |                 |                 |
| Program Director:              | 12 hours + 12 hours = 24 hours, some hours required each year |
| Program Manager:               | 10 hours + 10 hours = 20 hours, some hours required each year |
| Program Staff:                 | 6 hours + 6 hours = 12 hours, some hours required each year |
|                                 | 12 hours + 12 hours = 24 hours, some hours required each year |
|                                 | 12 hours + 12 hours = 24 hours, some hours required each year |
|                                 | 12 hours + 12 hours = 24 hours, some hours required each year |

* For SY 2015-2016, staff may use April 1 to June 30 for the school year. Starting SY 2016-2017, the school year reverts to July 1 to June 30.
Job-specific and intended to help employees perform their duties well
The TDA does not approve or require specific training programs.

Training needs are best assessed by an employee in consultation with his or her manager, director.
Training is measured in hours, and may include shorter time periods.

USDA suggests at least 15 minutes per training segment.
Record Keeping Requirements

No regulation on what type of records to keep. You must make sure they are available for your AR. Keep for 3 years, plus the current year.
# Continuing Education/Training Tracking Record

**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/Trainer &amp; Organization</th>
<th>Categories/Topics/Subtopics/Objectives</th>
<th>Approved By</th>
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Q & A
Do the best you can until you know better.
Then when you know better, do better.

-Maya Angelou
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1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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