

## Professional Standards

Each LEA that operates the NSLP and/or SBP must meet the requirements of the Professional Standards for State and Local School Nutrition Programs Personnel rule. These standards ensure school nutrition personnel have the knowledge and training they need to plan, prepare and purchase healthy products to create nutritious, safe, and enjoyable school meals.

### **HIRING STANDARDS for New School Nutrition Program Directors:**

- ✓ Standards apply to all directors appointed after July 1, 2015. Those in their role as a director prior to this date are exempted from meeting the hiring standards.
- ✓ Definition of "Director" is not based on named title, but rather role and responsibilities
- ✓ **Updated March 2019** - Minimum Education Standards: based on student enrollment
  - Consult the corrected [Final Rule: Hiring Flexibility Under Professional Standards](#) for specific education requirements
- ✓ Training Requirement: At least eight hours food safety training in the past five years or within 30 days of hiring
- ✓ If a director moves to a new LEA, the director would need to meet hiring requirements based on enrollment at the new LEA

### **TRAINING REQUIREMENTS for All School Nutrition Program Employees:**

- ✓ Requirements set by job category – job category definitions defined by job role and responsibilities, rather than title
  - Director:** Individual(s) 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
  - Manager:** Individual(s) directly responsible for the day to day operations of the school nutrition programs for a participating school(s)
  - School Nutrition program staff:** Individual(s) without managerial responsibilities who are involved in routine operations of the school nutrition programs for a participating school(s); may include individuals who prepare and serve meals, process transactions at point of service, and review the free/reduced price applications.

# OSPI CNS School Meal Programs Reference Sheets

- ✓ Yearly requirements (School Year)
  - Directors: ≥ 12 hrs
  - Managers: ≥ 10 hrs
  - All other staff: ≥ 6 hrs
  - Part time staff: ≥ 4 hrs
- ✓ If hired January 1<sup>st</sup> or later, an employee may only complete half of the required training hours for that school year
- ✓ Training is required to be in one of the four Professional Standards Key Areas. Each Key Area is further defined by Key Topics and specific training subjects with objectives to assist in planning and tracking training

## Key Areas

### **Nutrition - 1000**

Menu planning  
Nutrition education  
General nutrition

### **Administration – 3000**

Free and reduced price meal benefits  
Program management  
Financial management  
Human resources and staff training  
Facilities and equipment planning

### **Operations - 2000**

Food production  
Serving food  
Cashier and point of service  
Purchasing/Procurement  
Receiving and storage  
Food safety and HACCP

### **Communications/Marketing - 4000**

Communications and marketing

- ✓ Training hours in excess of the requirement may be carried over to the immediate subsequent school year

## Record keeping requirements:

- Director is responsible for demonstrating that the LEA is in compliance during the Administrative Review
- Tracking tool should identify the school year the training applies to
- Several tools are available to assist in tracking staff training:
  - [USDA Tracking Tool](#)
  - [School Nutrition Association Tracking Tool](#) (SNA member access only)

# OSPI CNS School Meal Programs Reference Sheets

## Resources:

- ✓ [USDA Professional Standards webpage](#)

## Reference:

- ✓ [Corrected Final Rule: Hiring Flexibility Under Professional Standards](#)
- ✓ [USDA Professional Standards for School Nutrition Professionals](#)

### Acronym Reference

- CNS	Child Nutrition Services
- LEA	Local Education Agency
-NSLP	National School Lunch Program
-OSPI	Office of Superintendent of Public Instruction
-SBP	School Breakfast Program
-SNA	School Nutrition Association
-SY	School Year
-USDA	United States Department of Agriculture