

Be sure to view each slide to the end of the presentation for information concerning the Professional Standards for Food Service Employees beginning July 1, 2015. All school Food Service staff must obtain continuing education hours annually and maintain documentation to support those hours. This training can be part of those hours as well. There is information concerning the documentation of such throughout the presentation.

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



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The passage of HHFKA brought many changes and one included Professional Standards for all people working in school nutrition. The standards are intended to build skills pertaining to school nutrition and to enhance the image of all school nutrition professionals. And as we are all aware, especially of late, the training of food handlers is crucial for the health of all of our students.

Final Rule

- * Proposed rule published Feb. 4, 2014
- * Final rule published March 2, 2015
- * Implementation begins July 1, 2015
 - * School Year 2015-2016
- * Establishes minimum requirements:
 - * Hiring standards for NEW directors
 - * Annual training standards for ALL employees
- * Available at www.regulations.gov

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The final rule establishes minimum professional standards for school nutrition personnel who manage and operate the NSLP and SBP.

<Go over the slide.>

<Go over handouts>

Today I want to go through the points of the rule to make it as easy to grasp as possible.

What does it do??

- * Establishes hiring requirements for three size categories
- * Implements hiring options for small school districts
- * Hiring options emphasize experience
- * Food safety certification period for new directors extended to five years
- * Required annual training hours for **all** school food authorities (SFAs) personnel

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What does the final rule actually do??

<Refer to the slide and handouts.>

Hiring Standards for SFA Directors

- * **School Nutrition Director**
 - * Responsible for operation of school nutrition for entire local education agency (LEA)
- * Hiring standards for **NEW** SFA directors
- * Current directors are grandfathered in

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For the sake of further explanation, let's clarify how this rule defines "School Nutrition Directors". The School Nutrition Directors are individuals responsible for the operation of school nutrition for all schools under the LEA/District.

Any School Nutrition Program Director hired AFTER July 1, 2015, are subject to the new educational requirements. <HO pg. 2>

Current directors, those already in the position, will be grandfathered in.

Any new ACTING directors before another is hired, **and** expecting to remain "acting" for 30 days or more must meet the standards.

Hiring Standards for Directors

- * **Based on three LEA size categories:**
 - * 2,499 or less student enrollment
 - * 2,500-9,999 student enrollment
 - * 10,000 or more student enrollment
 - * 500 or less student enrollment (Oklahoma approved)
- * **Educational requirements reflect knowledge and expertise required to perform duties successfully**

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The rule implements hiring standards for NEW directors based on 3 enrollment categories of Districts. As you see on the slide – 2,499 or less enrollment, 2500 – 9,999 enrollment and 10,000 or more. In Oklahoma the state agency has approved modifications for schools with less than 500 students. These education requirements are to reflect all the knowledge and expertise required to perform job duties successfully.

Student Enrollment Category: 2,499 Students or Less

- * Bachelor's degree with specific major;* **OR**
- * Bachelor's degree with any academic major and a state-recognized certificate; **OR**
- * Associate's degree with specific major* and at least 1 year experience; **OR**
- * High school diploma (or GED) and 3 years of experience
- * For LEAs with **<500 students**: High school diploma but **LESS THAN** 3 years of experience

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First let's look at the enrollment category of 2,499 or less. There are 4 options the director can have to be qualified.

1. <Read from slide.>
- 2.
- 3.
- 4.

For any LEA's with less than 500, the new director can have a High School diploma but less than 3 years experience. *This was an additional option added from the time of the proposed rule until the final rule.

We'll cover those Specific Majors in just a bit.

Student Enrollment Category: 2,500 – 9,999 Students

- * Bachelor's degree with specific major*; **OR**
- * Bachelor's degree with any academic major and a state-recognized certificate; **OR**
- * Bachelor's degree with any academic major and at least 2 years of experience; **OR**
- * Associate's degree with specific major* and at least 2 years of experience

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For enrollment category of 2,500 to 9,999 also has 4 options:
<Refer to the slide.>

Student Enrollment Category: 10,000 or More Students

- * Bachelor's degree with specific major;* OR**
- * Bachelor's degree with any academic major and a state-recognized certificate; OR**
- * Bachelor's degree with any academic major and 5 years of experience in management of programs**

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And finally for student enrollment category of 10,000 students and above:
<Refer to slide.>

Specific Majors Approved

- * Food Service Management
- * Dietetics
- * Family and Consumer Sciences
- * Nutrition Education
- * Culinary Arts
- * Business
- * Any other related field

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There are some specific academic majors/areas of study that the final rule allows in the new requirements. Those include <Refer to the Slide.>



A state-Recognized Certificate is any certifications obtained through a credentialing program via School Nutrition Association (SNA) or National Food Service Management Institute (NFSMI) recognized by the State Agency. These would include Nutrition 101 and Food Safety In Schools, which was formerly Serving It Safe

Food Safety Certification

- * **For NEW SFA Directors in ALL LEAs:**
 - * **At least 8 hours of food safety training:**
 - * **Within 5 years PRIOR to starting date **OR****
 - * **Completed within 30 days of starting date**

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Food Safety is essential to any operation of a School Nutrition program. For any New directors in all enrollment categories, at least 8 hours of food safety training is required **either**

- * obtained not more than 5 years prior to their starting date, or

- * must be completed within 30 calendar days of the employee's start date.

Annual Training Requirements In Phases

- * Rule phases in training standards in **SY2015-2016:**
 - * Program directors - 8 hours
 - * (**12** hours beginning **SY2016-2017**)
 - * Program managers - 6 hours
 - * (**10** hours beginning **SY2016-2017**)
 - * All program staff - 4 hours
 - * (**6** hours beginning **SY2016-2017**)
 - * Part-time staff working less than 20 hours/week **AVERAGE**
 - * 4 hours - **SY2015-2016 and beyond**

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Each year employees must obtain what is called continuing education hours. The final rule allows a phasing in process at this beginning year of the requirement.

<Refer to the slide.>

Annual Training Requirements at Full Implementation

- * Director – 12 training hours annually**
- * Managers – 10 training hours annually**
- * All other staff – 6 training hours annually**
- * Part-time staff working <20 hrs/week –
4 training hours annually**

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At full implementation, which is School Year 2016-17, the number of hours required are as you see on the screen. <Refer to slide.>

Annual Training for All School Nutrition Personnel

- * Specific training topics**
- * Training topics based on an individual's job**
- * USDA has discretion to require completion of specific training topics, as needed, to address critical program issues**

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The rule requires the training be within specific topics with those topics being based on an employee's job duties. USDA maintains the discretion to require specific topics should there be any issues arise critical to the successful operation of the Child Nutrition program.

Annual Training for All School Nutrition Personnel

- * Training for school nutrition personnel is an allowable use of nonprofit school food service account funds**
- * Paying costs incurred to MEET the hiring standards is NOT an allowable use of funds**

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Any financing of training for child Nutrition personnel is an allowable use of the school food service account with an exception. Child Nutrition funds can NOT be used to meet the standards for hiring new personnel such as completion of a college degree.

Training Standards - Flexibilities

- * New directors may be hired under requirements in place prior to July 1, 2015, if vacancy advertised prior to July 1.
- * Training within 3 months prior to July 1, 2015, counts toward first year's requirements for all personnel.
- * If hired January 1, 2016, or after, must complete half required training hours.
- * Training standards over period of two school years with some training hours completed each school year

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For this first year of the rule, there are some areas of flexibility in the guidance. <Read the slide.>

** LAST BULLET:

Another flexibility is that the State agency may allow SFA personnel to carry over “excess” annual training hours and demonstrate compliance with the training requirements over a period of two school years. **For example:**

A program manager is required to complete 10 hours of annual training. Over a two-year period, the manager may complete 9 hours of training through an annual conference, and 11 hours of online training the following school year. The SFA documentation must show how the SFA employees have complied with the total required training hours over the two year period.

SFA Oversight

- * Document compliance with the hiring and training standards for SFA director, manager, and staff
- * Documentation must be available for Administrative Review (AR)

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As the SFA has the legal responsibilities for the District, the administering the required points of the final rule belongs to them. This includes documentation of and compliance with the hiring as well as the training standards for not only the SFA director but also the manager and all staff members. The required documentation must be on file and available for the Administrative review. These documents could include certificates, sign-in sheets of local training, etc.

Tracking Training

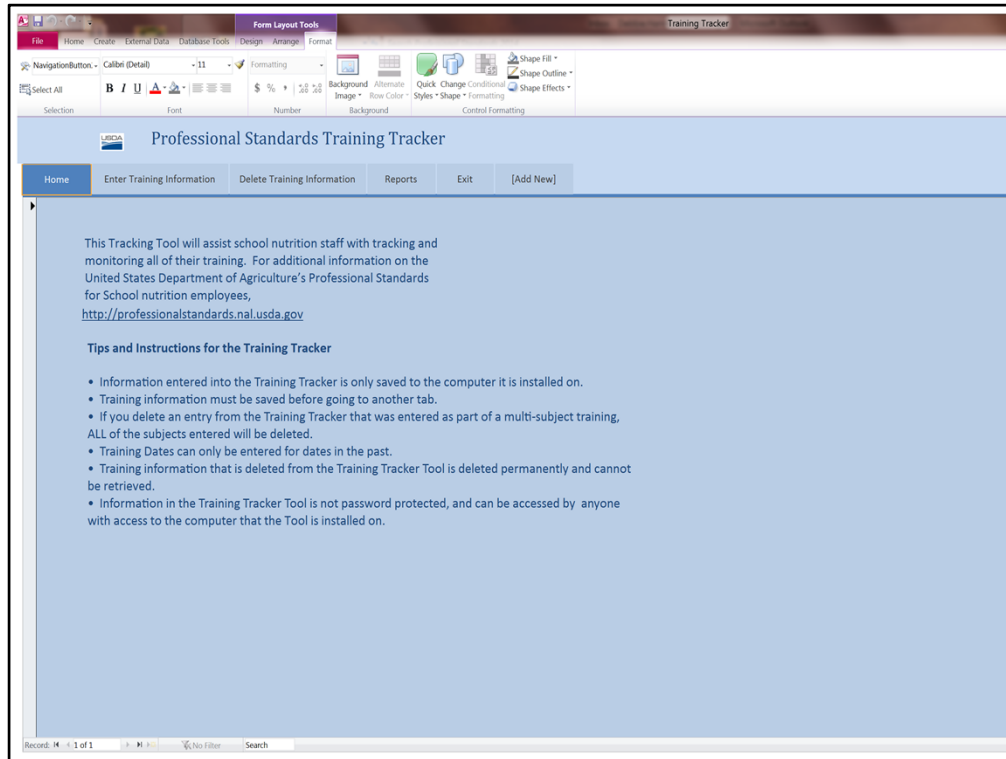
- * Track employee training
- * Optional tool being developed by Food and Nutrition Service (FNS)

<http://professionalstandards.nal.usda.gov/>



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To aid the SFA in tracking the training of all employees, Food Nutrition Services FNS, is developing an on-line tool to assist. Hard copies of documentation of training hours must be maintained. Whether you are a large or a small district, documentation must be available at the time of the Administrative Review. The website listed will give you many different types of training available for your staff as well as access to the Training Tracker tool.



Screen shot of the tracker instructions.



State Agency Oversight

- * **States will review compliance with the professional standards during the Administrative Review**
- * **Technical assistance and corrective action will be used to address noncompliance**

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Just as the District has requirements, so does the State Agency.
<Refer to the slide.>

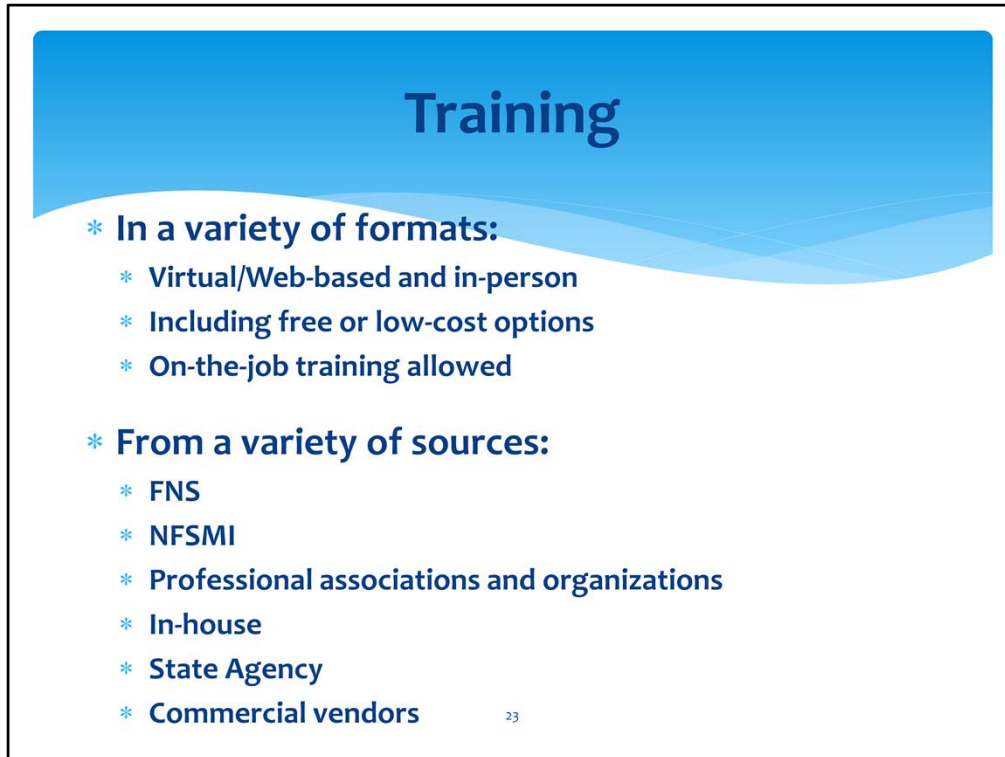
Key Learning Areas

All training will fit within one of these categories:

- * Nutrition**
- * Operations**
- * Administration**
- * Communications & Marketing**

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There are four areas that the training requirements must fall within. Those include Nutrition, Operations of the Child Nutrition Program, Administration of the program, and the areas of communications and marketing of the program.



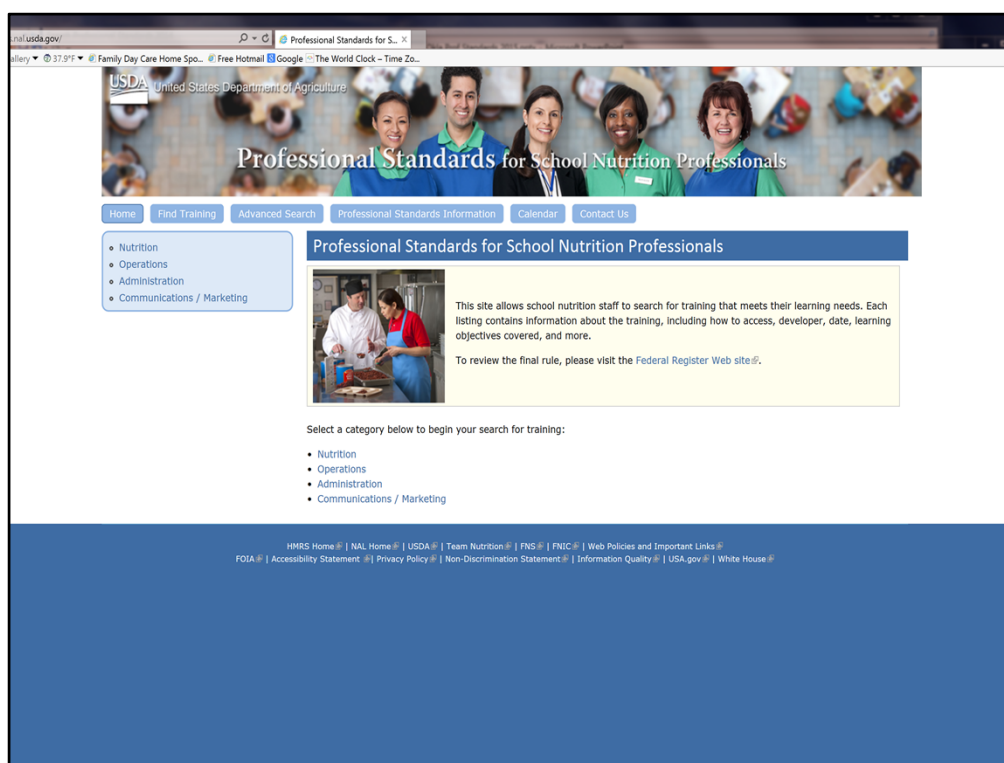
Training

- * **In a variety of formats:**
 - * Virtual/Web-based and in-person
 - * Including free or low-cost options
 - * On-the-job training allowed
- * **From a variety of sources:**
 - * FNS
 - * NFSMI
 - * Professional associations and organizations
 - * In-house
 - * State Agency
 - * Commercial vendors

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<Refer to the slide.>

All with documentation!!!



<http://professionalstandards.nal.usda.gov/>

<Bring up the site on the internet and walk through the site.>

Share the June 8-13, NFSMI is offering New Child Nutrition Director training in Oxford, MS, on the campus of Ole' Miss. The training is free but expenses are not included.

Operations 2000

Operations

- Food Production (2100)
 - Standardized Recipes (2110)
 - Food Production Records (2120)
 - Culinary Skills (2130)
 - Use and Care of Equipment (2140)
 - CN Labeling, Crediting (2150)
- Serving Food (2200)
 - Portion Sizes/Special Diets (2210)
 - Offer vs Serve (2220)
 - Maintaining Food Quality and Appearance (2230)
 - Serving Lines (2240)
- Cashier and Point of Service (POS) 300
 - Reimbursable Meals (2310) 
 - POS Financial Responsibility (2320)
 - Free or Reduced Identification (2330)
- Purchasing/Procurement (2400)
 - Product Specification (2410)
 - Bid Solicitation and Evaluation (2420)
 - Purchase Food, Supplies, and Equipment (2430)
 - Food and Supplies Orders (2440)
 - Cooperative Purchasing Groups (2450)
 - Contracts with Food Service Management CO. (2460)
- Receiving and Storage (2500)
 - Inventory Management (2510)
 - Receiving and Storage (2520)
 - Hold and Recall (2530)
- Food Safety and HACCP (2600)
 - HACCP (2610)
 - Food Safety- General (2620)
 - Federal, State, and Local Food Safety Regulations (2630)
 - Food Safety Culture (2640)


Reimbursable Meals (2310)

Count reimbursable meals according to meal pattern requirements (including Offer vs. Serve) and eligibility status.

Title	Developer	Format	State Specific
Orientation to School Nutrition Management Program Accountability and the Role of the School Nutrition Director	National Food Service Management Institute (NFSMI).	Print Materials, Face-to-Face Training	Unlimited Access
Cashier's Training Resource	National Food Service Management Institute (NFSMI).	Print Materials, Face-to-Face Training	Unlimited Access
Meal Pattern Training Resources	National Food Service Management Institute (NFSMI).	Print Materials, Face-to-Face Training	Unlimited Access
Orientation to School Nutrition Management	National Food Service Management Institute (NFSMI).	Online training	Unlimited Access
Meal Pattern Training Resources	National Food Service Management Institute (NFSMI).	Online training, Online Presentation / Powerpoint	Unlimited Access
Is This Meal Reimbursable - Breakfast? Trainer's Notes	Kansas State Department of Education: Child Nutrition & Wellness.	Print Materials	Kansas
Is This Meal Reimbursable? Trainer's Notes	Kansas State Department of Education: Child Nutrition & Wellness	Print Materials	Unlimited Access
Orientation to School Nutrition Management: Menu Planning /HealthierUS School Challenge	National Food Service Management Institute (NFSMI).	Print Materials, Face-to-Face Training	Unlimited Access
Orientation to School Nutrition Management Food Production and Operation Management	National Food Service Management Institute (NFSMI).	Print Materials, Face-to-Face Training	Unlimited Access

Massachusetts Department of Elementary

This slide is made of screen shots of 2 screens on the website. On the left you see a subject category as well as some of the topics within each objective. The left side of the screen show some of the training sessions available and links to that training.



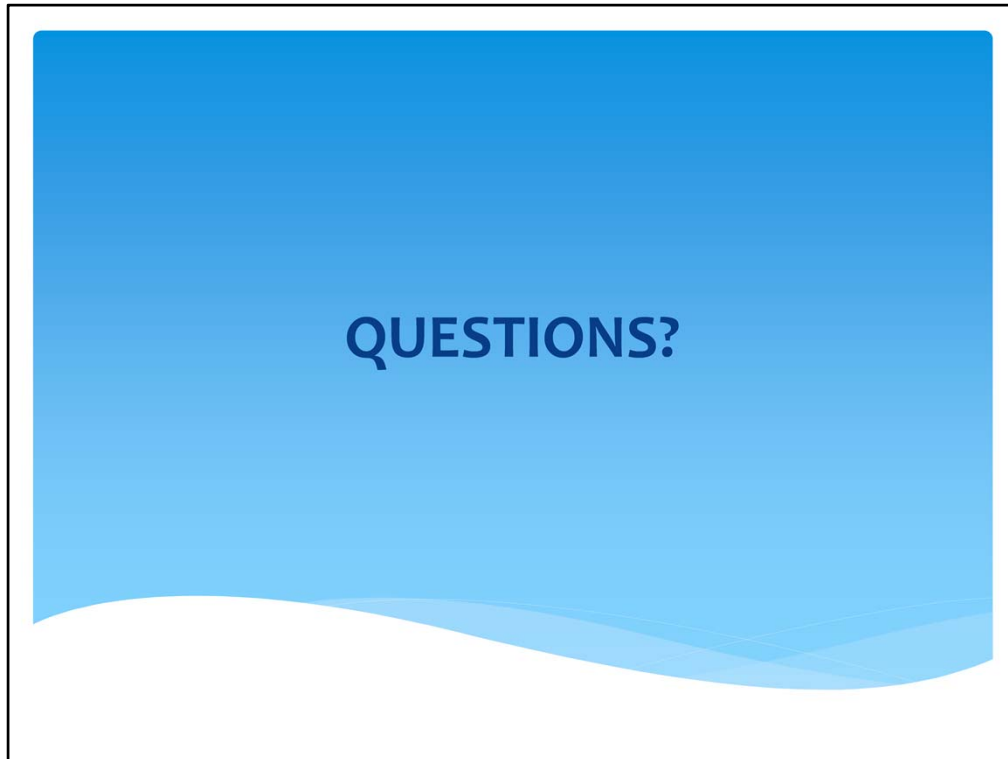
- ❖ Comprehensive training
- ❖ Provide knowledge, skills and resources
- ❖ Support school food service staff
- ❖ To implement healthy, attractive meals
- ❖ Using USDA revised meal pattern requirements
- ❖ Hands-on in kitchen lab setting
- ❖ Taught by industry leading Chefs
- ❖ Designed to gain skills and knowledge necessary to change the landscape of school nutrition in Oklahoma.
- ❖ Cookingforkids.ok.gov

- ❖ A multi-disciplinary team assembled to oversee development and implementation of **Cooking for Kids program.**
- ❖ **Team lead by:**
OSU Nutritional Sciences & faculty
- ❖ **Contracted through:**
Child Nutrition, OSDE

We are very excited about our Cooking for Kids program kicking off this summer.

Cooking for Kids is a collaborative project initiated by Oklahoma Department of Education-Child Nutrition, and Oklahoma State University. This project was to develop training programs for school nutrition staff to help them meet pattern meal requirements as well as prepare foods acceptable to students. Last summer Level I Training pilot sessions were conducted in six schools within each districts' own facilities. The training was developed by OSU nutrition education staff and certified chefs knowledgeable on USDA school meals requirements. Level II training sessions will be conducted this summer first in the original 2014 pilot schools. Level I and Level II trainings will then be conducted in 8 different locations across the state. The 2-day per level sessions will be more in-depth training and skills building. Plans are to present the final sessions, or Level III, upon request beginning 2015-16 school year. Industry Chefs are being made available to conduct these local training sessions.

The **Cooking for Kids** project includes multiple phases and approaches including basic skill development, school-site chef consultations and on-line support. On-line resources will include: Training videos of basic food safety and culinary skills; Exciting new recipes, menus and food specifications that will help schools meet nutrition standards AND be appealing to students; Ideas for marketing to “nudge” students toward making the healthy food choices; and Resources for educator and families so that students can learn consistent messages and practice healthy eating at home and school.



DEPARTMENT OF EDUCATION
STATE OF OKLAHOMA
VERIFICATION OF COMPLETION

has completed the

Professional Standards Final Rule Requirements
for Food Service Personnel
Videoconference Training
Remote Training Centers

Sponsored by
Child Nutrition Programs

Hours: 2

Date: _____



Debbie Hamilton, Trainer
Child Nutrition Programs

Now that you are finished, print a copy of THIS SLIDE ONLY through “File”, “Print”, and “Slide #28” **only**. Fill in your name(s) and keep for documentation of the hour of training.

Professional Standards for Food Service Employees

**Child Nutrition Programs
Oklahoma Department of Education
Debbie Hamilton, Director Of Training
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