

# Professional Standards What School Food Authorities Need to Know



Kerri Link, MS, RD, SNS  
Review Administrator  
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**COLORADO**  
Department of Education

# Together We Can



- **CDE Vision**

- All students in Colorado will become educated and productive citizens capable of succeeding in society, the workforce, and life.

- **CDE Office of School Nutrition Mission**

- The Office of School Nutrition is committed to ensuring all school-aged children have equal access to healthy meals by supporting, training, and connecting Colorado's child nutrition community.



# Learning Objectives



1. Understand the Professional Development regulations.
2. Learn from districts that have developed successful processes professional standards training and tracking.
3. Develop employee training plans, including a plan for tracking training (3430)

1 hour : 3430 Human Resources and Staff Training



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# Summary for SFAs



- Establishes minimum professional standards for personnel who manage and operate the NSLP and SBP
  - Hiring standards for Local school nutrition program directors
  - Requires all personnel (directors, managers, staff) to complete annual continuing education/training
- Effective July 1, 2015
- Compliance assessed during an Administrative Review



# Position Definitions



## Program directors:

- The individuals 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 SFA

## Program managers:

- The individuals directly responsible for the day-to-day operations of the school nutrition programs for a participating school(s)

## Program staff:

- The individuals without managerial responsibilities who are involved in routine operations of the school nutrition programs for a participating school(s)
  - Ex: those who prepare and serve meals, process transactions at the POS, and review the free/reduced price applications

# What is Your School District's Student Enrollment?



LEA Size Categories – based on total students enrolled

2,499 students or less

2,500 – 9,999 students

10,000 or more students



# Annual Training Requirements



# Annual Training Requirements



Each individual employee at the SFA level must receive and complete training on the topics or areas applicable to his/her job.

## Program director

- 12 hours annual training

## Program managers

- 10 hours annual training

## Program staff >20 hours/week

- 6 hours annual training

## Program staff working <20 hours/week

- 4 hours annual training



# Training Topics



## Administration

- Free and reduced price meal benefits, program management, financial management, HR, etc.

## Nutrition

- Menu planning, nutrition education, general nutrition

## Operations

- Food production, serving food, cashier and POS, purchasing/procurement, food safety and HACCP, etc

## Marketing/ Communications

Any other topics as  
determined by FNS

Each individual employee at the SFA level must receive and complete training on the topics or areas applicable to his/her job.

# Training for Specific Positions



Ensure training meet learning/training objectives as described by USDA in “[Professional Standards Learning Objectives](#)”

## Training Topics

Directors

- Administrative Practices (including application, certification, verification, meal counting and meal claiming procedures)
- Food Safety

Managers

- Administrative practices (including application, certification verification, meal counting and meal claiming procedures)
- Identification of reimbursable meals at the point of service
- Nutrition, health and safety standards

Staff

- Free and reduced price eligibility
- Application, certification and verification procedures
- Identification of reimbursable meals at the point of service
- Nutrition, health and safety standards

# Training Resources



ServeSafe

- [servesafe.com](https://www.servesafe.com)

National Food Service  
Management Institute

- [nfsmi.org](https://www.nfsmi.org)

CDE Office of School Nutrition

- [cde.state.co.us/nutrition](https://cde.state.co.us/nutrition)

Professional Standards Website

- [professionalstandards.nal.usda.gov](https://professionalstandards.nal.usda.gov)

School Nutrition Association

- [schoolnutrition.org](https://www.schoolnutrition.org)

Colorado School Nutrition

- [colosna.com](https://www.colosna.com)

SNA's School Nutrition University

- [snuniversity.org](https://www.snuniversity.org)

# Additional Flexibilities to Annual Training Requirements



- Program directors, managers, and staff may complete the required training hours over a two-year period, provided that some training hours are completed each school year
  - Example: A program manager needs 10 hours of annual training. The manager completes 9 hours of training in SY 2016- 2017, and 11 hours of training the following year to reach 20 hours of training over 2 years (averaging 10 hours per year)

# Additional Flexibilities to Annual Training Requirements



- Program directors and managers may count the training offered to his/her staff toward part of his/her annual training requirement

# Additional Flexibilities to Annual Training Requirements



- Training hours are prorated for employees hired mid-year
- If hired January 1 or later, an employee must only complete half of the required training hours for that school year

## Training Hours Required:

- Director: ~~12~~ **6 hours**
- Manager: ~~10~~ **5 hours**
- Staff >20 hrs/wk: ~~6~~ **3 hours**
- Staff <20 hrs./wk: ~~4~~ **2 hours**

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Hired!!**

# Use of Food Service Funds for Training



- Annual continuing education/training is an allowable use of the nonprofit school food service account
  - Training cost must be reasonable, allocable, and necessary in accordance with the cost principles set forth in 2 CFR part 200
- Cost of college credits incurred by an individual to meet the hiring standards for the SFA director position is not an allowable expense

# Hear from your Peers!



- Debbie Smith  
*Littleton Public Schools*
- Katie DuBois  
*Lewis Palmer*







- What types of training do you use?
- What organizational tactics do you utilize?
- How do you track professional standards?
- Best practices and lessons learned.

# Recordkeeping Requirements



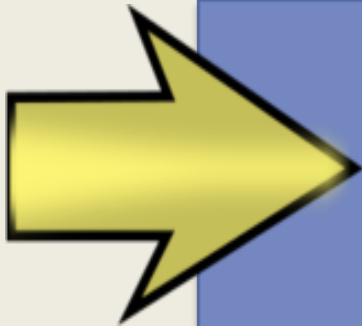
- Monitor and document an employee's continuing education/training progress
- Retain documentation
  - Training agenda (include date, time, objectives, etc.)
  - Sign-in/Attendance sheet
  - Certificates
  - Other paper documentation
- Records must be retained for 3 years

# Compliance Monitoring



- CDE OSN will monitor the SFA's compliance during an Administrative Review
- CDE OSN will examine records that document completion of applicable hiring and continuing education/training, which could include, but is not limited to:
  - College transcripts or degrees for new hires
  - Food safety certification
  - Training certificates
  - Attendance sign-in sheets
  - Training agendas

# Contact Info



Check out our website!

<http://www.cde.state.co.us/nutrition/training/professionalstandards>

Email with any questions!

[Hauswirth\\_h@cde.state.co.us](mailto:Hauswirth_h@cde.state.co.us)

# Questions?

