



**NORTH DAKOTA DEPARTMENT OF  
PUBLIC INSTRUCTION**

## Professional Standards for School Nutrition Programs

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



## Regulation



- ▶ Published March 2, 2015
  - Available at [www.regulations.gov](http://www.regulations.gov)
  - Citation: 80 FR 11077
- ▶ Implementation began July 1, 2015
  - School Year 2015/2016
- ▶ Establishes minimum requirements:
  - Hiring standards for NEW State/local directors
  - Annual training standards for ALL employees
- ▶ Summary Flyer from USDA
  - [http://www.dpi.state.nd.us/child/new/Prof\\_Stds\\_Flyer.pdf](http://www.dpi.state.nd.us/child/new/Prof_Stds_Flyer.pdf)

## What are the Requirements?

- ▶ Establishes hiring requirements School Nutrition Program Directors
  - Requirements differ based on district size
- ▶ Establishes annual training requirements for program staff based on job responsibilities and number of work hours/week.
  - Foodservice and administrative staff members
  - District must track training of staff members
- ▶ Requires food safety certification for all district child nutrition directors

## Hiring Standards for School Nutrition Program Directors

- ▶ Hiring standards for **new directors**
- ▶ Directors employed prior to July 1, 2015 were grandfathered in.
- ▶ Hiring standards are based on **3 district size categories**:
  - 2,499 or less student enrollment
  - 2,500–9,999 student enrollment
  - 10,000 or more student enrollment
- ▶ Educational requirements reflect the knowledge and expertise required to perform duties successfully

## Hiring Standards: Districts with 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 of experience, **or**
- ▶ High school diploma (or GED) **and 3 years of experience**
- ▶ For districts with <500 students: State agency has discretion to approve the hiring of a director that has a high school diploma but less than 3 years of experience

### Hiring Standards: Districts with 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

### Hiring Standards: Districts with 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 at least 5 years experience in management of programs

## Food Safety Certification



- ▶ For New Child Nutrition Directors in All Districts:
  - At least 8 hours of food safety training within 5 years prior to the starting date, or completed within 30 days of the starting date
- ▶ North Dakota law is more strict in this area.
  - All lead foodservice workers at each school site must complete the food safety training.
  - If the lead foodservice worker is also the director, the course must be completed within 30 days of the starting date.

## Annual Training Standards for All School Nutrition Personnel

- ▶ Rule identifies specific training topics
- ▶ Training topics apply based on an individual's job
- ▶ The US Secretary of Agriculture has discretion to require completion of specific training topics, as needed, to address critical Program issues

## Annual Training Standards for All School Nutrition Personnel

- ▶ Providing training to school nutrition personnel is an allowable use of the nonprofit school food service account
- ▶ Paying for costs incurred by an individual to meet the hiring standards are not an allowable use of funds

## Training Standards – Summary

Training standards for School Nutrition Programs are phased in for SY 15-16

	SY 15-16	After SY 15-16
Program directors	8 hours	12 hours
Program managers	6 hours	10 hours
Program staff	4 hours	6 hours
Part Time staff avg <20hrs/week	4 hours	4 hours (no change from SY 15-16)

## Professional Standards Flexibilities – SY 2015/2016

- ▶ School Nutrition Programs were allowed to hire a director that met the employment requirements in place prior to July 1, 2015, if the vacancy was advertised prior to July 1
- ▶ Training received three months prior to July 1, 2015, counts toward the first year's training requirements for all school nutrition personnel

## Professional Standards Flexibilities – any year

- ▶ An employee hired Jan. 1 or later must complete half of the required training hours
- ▶ At the State agency's discretion, training standards may be completed over a period of two school years
  - Some training hours must be completed each SY
  - Documentation must be available for Administrative Review

## District Oversight

- ▶ Document compliance with the hiring and training standards for School Nutrition program director, manager and staff
- ▶ Documentation must be available for Administrative Review

## State Agency Oversight

- ▶ States will review compliance with the professional standards during the Administrative Review
- ▶ Administrative Reviews are conducted every three years
- ▶ Technical assistance and corrective action will be used to address noncompliance

## Training

- ▶ In a variety of formats
  - Virtual/web-based and in-person
  - Including free or low-cost options
- ▶ From a variety of sources
  - USDA
  - Institute of Child Nutrition (ICN)
  - Professional Associations and Organizations
  - In-house
  - REAs
  - DPI
  - Commercial vendors

## Key Learning Areas

- ▶ All training will fit into one of these categories:
  - Nutrition
  - Operations
  - Administration
  - Communications & Marketing
- ▶ Learning objectives have been developed for each training category:
- ▶ [http://www.fns.usda.gov/sites/default/files/cn/ps\\_learningobjectives.pdf](http://www.fns.usda.gov/sites/default/files/cn/ps_learningobjectives.pdf)

## Resources from USDA

- ▶ Website—with training database
- ▶ Training
- ▶ USDA Professional Standards Grant – provides funding to DPI to conduct training
- ▶ Tracking tool
- ▶ Communication materials
  - Summary Flyer  
[http://www.dpi.state.nd.us/child/new/Prof\\_Std\\_Flyer.pdf](http://www.dpi.state.nd.us/child/new/Prof_Std_Flyer.pdf)

## Training from the Institute of Child Nutrition (ICN)

- ▶ ICN offers FREE training
  - In-person – through DPI
  - Webinars
  - On-line



<http://www.theicn.org>

## For More Information

Child Nutrition and Food Distribution  
Programs

Toll-free: 888-338-3663 (or)  
701-328-2294

E-mail: [kschloer@nd.gov](mailto:kschloer@nd.gov)

<http://www.dpi.state.nd.us/child>