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Warp Speed Ahead: Implementing the Professional Standards—Discovery, Challenges, and Successes





Objectives

Through this session you will:

- Discover requirements of the professional standards
- Learn about resources
- Explore implementation ideas

Overview of Requirements



Final Rule

www.regulations.gov

U.S. Department of Agriculture (USDA) Summary Flyer

<http://professionalstandards.nal.usda.gov/content/professional-standards-information>

USDA FAQs

<http://www.fns.usda.gov/school-meals/professional-standards>



Definitions

Director, Manager, and Staff

To determine how the definitions apply in your situation:

Focus on the role, not the title





Definitions by Role

- Directly manages the day-to-day operations of school food service
 - **Director:** for all participating schools, under the jurisdiction of the school food authority (SFA)
 - **Manager:** for a participating school(s), but not all of the participating schools, under the jurisdiction of the SFA
- **Staff:** Involved in a nonmanagerial role



Scenario

I was hired under the title of food service manager. I **oversee** menu planning, cooking, claiming, scheduling staff, procurement, etc. at **the one and only site** that this district operates.

Since my title is manager, do I follow the professional standards requirement for the manager?

A) Yes

B) No

Hiring Standards

- A. Minimum education standards
- B. Minimum prior training standard





Flexibility in Hiring Standards

- Current directors are grandfathered
- Can transfer within the same or smaller local educational agency (LEA) size category
- Positions advertised prior to July 1, 2015



Hiring Flexibility for LEAs with Less Than 500 Students

CDE's Policy: With CDE approval, an LEA with less than 500 students may hire a director that has a high school diploma, **but less than three years of relevant SNP experience.**



A. Minimum Education Standards Acting Director

CDE's Policy: New acting SFA directors must meet the minimum education standards when the acting director is expected to serve for greater than 12 months.

B. Minimum Prior Training

All **new directors** in SFAs must:

Complete eight hours of food safety training within five years prior to the starting date or within 30 days of the start date.

CDE's Policy: New acting directors must also comply with the above requirement.



All Directors: Food Safety Training Every Five Years



CDE's Policy: All SFA directors, regardless of starting date, must complete eight hours of food safety training every five years.



Training Standards





Training Standards-Hours

Category	School Year (SY) 2015–16	Starting SY 2016–17
SFA directors	8 hours	12 hours
SFA managers	6 hours	10 hours
SFA staff (20 or more hours/week)	4 hours	6 hours
Part-time staff (less than 20 hours/week)	4 hours	4 hours



Training for Acting or Temporary Workers, Substitutes, and Volunteers

The state agency may require acting personnel, temporary workers, substitutes, and volunteers complete training in one or more job-related topics within 30 calendar days of start date.

CDE's Policy: Will not adopt this policy.

CDE strongly recommends job-related food safety training for all staff.



Flexibility: Compliance Over Two Years

CDE's Policy: The SFAs may choose to complete training standard requirements over a period of two SYs, provided that:

- Some training hours are completed each SY
- Compliance is demonstrated over two SYs



Flexibility: Training Standards

- If hired on January 1 or later, complete only half of the required training hours in that SY
- Training received on or after April 1, 2015, will count towards hours required in SY 2015-16



Activity: Who Needs Training?

Secretary or
office assistant
29

Head cook
31

Food delivery
staff
30

Cleaning
custodian
28

Vended meal
provider
38

Food Service
Management
Company staff 50



Answer: Who Needs Training?

Secretary or office
assistant
29 **Yes***

Head cook
31 **Yes**

Food delivery staff
30 **Yes**

Cleaning custodian
28 **No**

Vended meal
provider
38 **No**

Food Service
Management
Company staff
50 **Yes**



Training Topics: Job Related

- Free and reduced-price eligibility
- Application, certification, and verification procedures
- Meal counting and claiming procedures
- Identification of reimbursable meals at the point of service
- Nutrition, health and safety standards
- Use of USDA foods, inventory rotation and control



Activity: Are these Topics Acceptable?

Security
procedures

34

Building
operations

34

Civil Rights

35

Sexual
harassment
prevention

Leadership or
advocacy

42

Motivational
speech

40



Answer: Are these Topics Acceptable?

Security
procedures

34 **No**

Building
operations

34 **No**

Civil Rights

35 **Yes***

Sexual harassment
prevention

Yes

Leadership or
Advocacy

42 **No**

Motivational
speech

40 **No**



Training Format and Sources

- **In a variety of Web-based and in-person formats**
- **From a variety of sources**
 - CDE, Cal-Pro-NET centers, and California Healthy Kids Resource Center
 - USDA
 - Institute of Child Nutrition
 - Professional associations and organizations
 - SFAs



Paying for Annual Training

- Use free and low-cost resources
- May use nonprofit school food service account funds
- May not pay for education to meet the hiring standards for director



Recordkeeping and Documentation

- Compliance with
 - Hiring standards for SFA director
 - Training standards for all personnel
- Records for Administrative Review (AR)

USDA's Tracking Tool



Professional Standards Training Tracker

- Home
- Enter Training Information**
- Delete Training Information
- Reports
- Exit

Enter Training Information

School Information

School Name	<input type="text"/>	School District	<input type="text"/>
Address	<input type="text"/>		
Address 2	<input type="text"/>		
City	<input type="text"/>	State/Territory	<input type="text"/>
		Zip	<input type="text"/>

Trainee

Trainee Title *	<input type="text"/>	Trainee First Name *	<input type="text"/>
		Trainee Middle Initial	<input type="text"/>
		Trainee Last Name *	<input type="text"/>


Training

Key Area: *	<input type="text"/>	Key Topics *	<input type="text"/>
Training Subject *	<input type="text"/>		
(Can select multiple)			
Course Title	<input type="text"/>	Completion Date *	<input type="text"/>
Training Provider	<input type="text"/>	Length: *	Hours <input type="text"/>
Comments	<input type="text"/>		Minutes <input type="text"/>

* = Required Fields

- Save
- Clear
- Close

Understanding the Terms

- 
- **1000 NUTRITION** ← **Key Area**
 - **1100 MENU PLANNING** ← **Key Topic**
 - 1110 USDA NUTRITION REQUIREMENTS
 - 1120 CYCLE MENUS
 - 1130 LOCAL FOODS –FARM TO SCHOOL
 - **1200 NUTRITION EDUCATION** ←
- Learning Topics or Training Subjects**

CDE's Policy:

Minimum Recordkeeping Requirement

(1) Trainee's First and Last Name

(2) Trainee's Professional Standard Position
(Director/Manager/Staff)

(3) Training Title (4) Training Time Credited

(5) Training Completion Date

(6) Key Area (7) Key Topics

(8) Training Subjects or Learning Topics



Training Credits

- **Counts:** Time discussing/learning about topics from USDA's **Learning Objectives and Learning Topics** list
 - Exhibits: Two hours per year limit
- **Does not count:** Time spent on opening remarks, introductions, lunch, breaks, and networking



Administrative Review

- CDE will monitor SFA's compliance with the Professional Standards during the AR
- In the general areas; no fiscal action
- Technical assistance and corrective action to address noncompliance



Food Service Management Company (FSMC)

Role of the SFAs:

- Amend FSMC contract:
 - Require compliance with Professional Standards
 - Require FSMC to provide documentation of trainings completed by their employees



Resources



USDA United States Department of Agriculture
Food and Nutrition Service



INSTITUTE OF
child nutrition
RESOURCES • TRAINING • RESEARCH



United States Department of Agriculture

Professional Standards for School Nutrition Professionals

Home

Find Training

Advanced Search

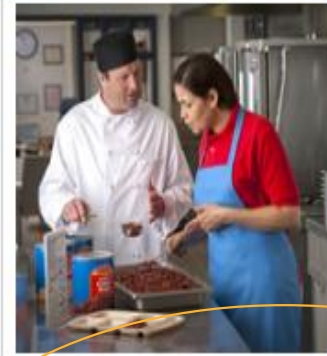
Professional Standards Information

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Professional Standards for School Nutrition Professionals



This site allows school nutrition staff to search for training that meets their learning needs. Each listing contains information about the training, including how to access, developer, date, learning objectives covered, and more.

To review the final rule, please visit the [Federal Register Web site](#).

Select a category below to begin your search for training:

- Nutrition
- Operations
- Administration
- Communications / Marketing



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Nutrition 1000

Nutrition

- Menu Planning (1100)
 - Nutrition Requirements (1110)
 - Cycle Menus (1120)
 - Farm to School, Local Foods (1130)
 - Standardized Recipes (1140)
 - Menu Analysis (1150)
 - Special Diets (1160)
 - USDA Foods (1170)
 - Nutrition Education (1200)
 - Nutrition Activities (1210)
 - Classroom and Cafeteria Integration (1220)
 - School Gardens (1230)
 - General Nutrition (1300)
 - Dietary Guidelines for Americans, MyPlate and School Nutrition (1310)
 - General Nutrition (1320)
- 



- Nutrition
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Menu Planning (1100)

Employee will be able to effectively and efficiently plan and prepare standardized recipes, cycle menus, and meals, including the use of USDA foods, to meet all Federal school nutrition program requirements, including the proper meal components.

Title	Developer	Format	State Specific
USDA Foods: Primer 1	Institute of Child Nutrition.	Online training	Unlimited Access
USDA Foods: Life Cycle of USDA Foods	Institute of Child Nutrition.	Online training	Unlimited Access
What's For Breakfast?	Wisconsin Department of Public Instruction. School Nutrition Team.	Webinar	Wisconsin
Keys to Excellence: Standards of Practice for Nutrition Integrity	School Nutrition Association.	Online training, Print Materials	Unlimited Access
Exploring the Movement to Healthy Meals through Farm to School	Cornell Center for Behavioral Economics in Child Nutrition Programs.	Webinar	Unlimited Access
Jump Start for SNP Managers-Salina	Child Nutrition & Wellness, Kansas State Department of Education.	Face-to-Face Training	Kansas
Jump Start for SNP Managers-De Soto	Child Nutrition & Wellness, Kansas State Department of Education.	Face-to-Face Training	Kansas
School Nutrition Association Annual National Conference (ANC)	School Nutrition Association.	Face-to-Face Training	Unlimited Access
Workshops to Go - Back to Basics: Meat Alternates	The John C. Stalker Institute of Food and Nutrition at Framingham State University.	Face-to-Face Training	Massachusetts
Regional Professional Development: Healthy Cuisine for Kids	The John C. Stalker Institute of Food and Nutrition at Framingham State University.	Face-to-Face Training	Massachusetts





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- [Operations](#)
- [Administration](#)
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What's For Breakfast?

Better understand School Breakfast with this three-part webcast from Wisconsin's School Nutrition Team.

- **Part One:** The New Meal Pattern explains School Breakfast changes, requirements, components, and crediting.
- **Part Two:** Offer vs. Serve thoroughly covers the meaning, implementation, and examples of Offer vs. Serve.
- **Part Three:** Menu Planning uses sample menus to explain the process of planning and promoting breakfast menus.

Website: [Wisconsin Department of Public Instruction](#)

Developer: Wisconsin Department of Public Instruction. School Nutrition Team.

Learning Objectives: [Nutrition \(1000\)](#) [Menu Planning \(1100\)](#) [Nutrition Requirements \(1110\)](#) [Menu Analysis \(1150\)](#) [Operations \(2000\)](#) [Food Production \(2100\)](#) [CN Labeling, Crediting \(2150\)](#) [Serving Food \(2200\)](#) [Offer vs Serve \(2220\)](#)

Language: English

Training length: 1 to 2 hours

Training format: Webinar

State Specific: Wisconsin

Publication Date: 2015

Price: Free

Professional Standard for School Nutrition Professionals

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Professional Standards Information

The final rule went into effect, July 1, 2015.

To review the final rule, please visit the [Federal Register Web site](#).

For a summary of the final rule see this [flyer \(PDF 168 KB\)](#).

This [colorful resource](#) can be used to promote professional standards to school nutrition staff, as well as school, community and State agency stakeholders. An instructional webinar, tracking tool, and technical assistance via telephone and email are also available.

Please see the following page for more information on the Professional Standard Learning Objectives and Topics:

- [Professional Standards Learning Objectives and Topics with Codes \(PDF 108 KB\)](#) **Updated September 2015**

The **Professional Standards Training Tracking Tool** can be found [here](#):

- [Download Tool](#) (requires MS Access)
- [Download Installer](#) (for users without MS Access)
- [Users Guide \(PDF 1.4 MB\)](#)
- For questions or assistance, call the Training Tracker Help Desk at 1-800-571-0432 (8am-5pm/EST, Monday-Friday) or use the contact below.
- [For Additional Help](#)
- [Webinar Slides from May 15, 2015 regarding the Professional Standards Training Tracker Tool \(PPT 588 KB\)](#) and [Video](#)

Please see the following presentation for more information on the implementation of the final rule:

- [Professional Standards Final Rule Power Point for State Agencies \(PPT 2 MB\)](#)

For more information on how to present job descriptions, please see the National Food Service Management Institute's [Job Description Template for CNP Director/Supervisor/Administrator](#).

CDE



- Webinar (May 2015)
- Resources (in STEPP e-mail)
- Policy Guidance (ongoing)
- New Professional Standards Web Page (SY 2015-16)
 - Policy, Training Opportunities, Tools/Resources, and Helpful Web Sites
- Presentations



Activity: Learning From Each Other

Discuss and answer these questions on the Worksheet:

1. What steps have you taken to implement the professional standards?
2. What challenges and successes have you experienced?
3. What resources have you found to be most helpful?

Learning From Each Other

Helpful Resources?



Successes and
Challenges?



Steps Taken?



Questions

- E-mail your questions to:
 - **HHFKA@cde.ca.gov**



Thank you !



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