Proposed Professional Standards for State and Local School Nutrition Programs Personnel
Required by the Healthy, Hunger-Free Kids Act of 2010

Purpose:

- Establish a program of mandatory education, training, and certification for all food nutrition directors responsible for the management of a school food authority
- Require that each SFA ensures that local nutrition personnel complete annual training and receive annual certification to demonstrate competence
- Establish criteria and standards for States to use in the selection of State agency directors with responsibility for the National School Lunch Program (NSLP) and School Breakfast Program (SBP)

| New & Current Directors | 15 hours of continuing education/training each year
|                         | Including topics such as:
|                          | o Administrative practices (including training in applications, certification, verification, meal counting, and meal claiming procedures)
|                          | *Not including food safety training required in the 1st year of employment
| New & Current Managers  | 12 hours of continuing education/training each year
|                         | Includes topics such as:
|                          | o Administrative practices (including training in applications, certification, verification, meal counting, and meal claiming procedures)
|                          | o Identification of reimbursable meals at the point of service
| New & Current Staff (who work at least 20 hours/week) | 8 hours of continuing education/training
|                          | Includes topics such as:
|                          | o Free and reduced price eligibility
|                          | o Applications, certification, and verification procedures
|                          | o Identification of reimbursable meals at the point of service
|                          | o Nutrition, health and safety standards

Summary of School Nutrition Program Director Proposed Professional Standards by Local Educational Agency Size (LEA)
<table>
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<tr>
<th>Minimum Requirements for Directors</th>
<th>Student Enrollment (2,499 or less)</th>
<th>Student Enrollment (2,500-9,999)</th>
<th>Student Enrollment (10,000-24,999) &amp; (25,000+)</th>
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| **Minimum Education Standards (required)** | Bachelor’s Degree, with a major of one of the following:  
• Food & Nutrition  
• Food Service Management  
• Dietetics  
• Family & Consumer Sciences  
• Nutrition Education  
• Culinary Arts  
• Business  
*OR:* Bachelor’s Degree, any major **AND** a state recognized certificate in any of the following:  
• Food & Nutrition  
• Food Services Management  
• Dietetics  
• Family & Consumer Sciences  
• Nutrition & Education  
• Culinary Arts  
• Business  
*OR:* Associate’s degree, with major (see above)  
**AND** at least 1 year of relevant school nutrition program experience  
*OR:* High School Diploma (or GED) **AND** 5 years of relevant experience in school nutrition | Bachelor’s Degree, with a major of one of the following:  
• Food & Nutrition  
• Food Service Management  
• Dietetics  
• Family & Consumer Sciences  
• Nutrition Education  
• Culinary Arts  
• Business  
*OR:* Bachelor’s Degree, any major **AND** a state recognized certificate in any of the following:  
• Food & Nutrition  
• Food Services Management  
• Dietetics  
• Family & Consumer Sciences  
• Nutrition & Education  
• Culinary Arts  
• Business  
*OR:* Associate’s degree, with major (see above)  
**AND** at least 1 year of relevant school nutrition program experience | Bachelor’s Degree, with a major of one of the following:  
• Food & Nutrition  
• Food Service Management  
• Dietetics  
• Family & Consumer Sciences  
• Nutrition Education  
• Culinary Arts  
• Business  
*OR:* Bachelor’s Degree, any major **AND** a state recognized certificate in any of the following:  
• Food & Nutrition  
• Food Services Management  
• Dietetics  
• Family & Consumer Sciences  
• Nutrition & Education  
• Culinary Arts  
• Business |
| **Minimum Education Standards (preferred)** | Directors hired without an associate’s degree are encouraged to work towards obtaining associate’s degree upon hire | Directors hired without an associate’s degree are encouraged to work towards obtaining bachelor’s degree upon hire | Master’s degree, or willingness to work towards one  
• At least 1 year of management experience (preferably in school nutrition)  
• At least 3 credit hours at University level in food service management + 3 credit hours in nutritional sciences at time of hiring |
| **Required Prior Training Standards** | At least 8 hours of food safety training is required either 3 years prior to starting date or completed within 30 days of employee’s starting date | | |