

# **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)

**Summary of Proposed Required Minimum Training/Education Standards, for all LEA Sizes**

<b>New &amp; Current Directors</b>	<p>15 hours of continuing education/training each year</p> <p>Including topics such as:</p> <ul style="list-style-type: none"> <li>○ Administrative practices (including training in applications, certification, verification, meal counting, and meal claiming procedures)</li> </ul> <p>*Not including food safety training required in the 1<sup>st</sup> year of employment</p>
<b>New &amp; Current Managers</b>	<p>12 hours of continuing education/training each year</p> <p>Includes topics such as:</p> <ul style="list-style-type: none"> <li>○ Administrative practices (including training in applications, certification, verification, meal counting, and meal claiming procedures)</li> <li>○ Identification of reimbursable meals at the point of service</li> </ul>
<b>New &amp; Current Staff (who work at least 20 hours/week)</b>	<p>8 hours of continuing education/training</p> <p>Includes topics such as:</p> <ul style="list-style-type: none"> <li>○ Free and reduced price eligibility</li> <li>○ Applications, certification, and verification procedures</li> <li>○ Identification of reimbursable meals at the point of service</li> <li>○ Nutrition, health and safety standards</li> </ul>

Summary of School Nutrition Program Director Proposed Professional Standards by Local Educational Agency Size (LEA)

Minimum Requirements for Directors	Student Enrollment (2,499 or less)	Student Enrollment (2,500-9,999)	Student Enrollment (10,000-24,999) & (25,000+)
<p><b>Minimum Education Standards (required)</b> New directors only</p> <p><i>*Must meet 1 of requirements</i></p>	<p>Bachelor's Degree, with a major of one of the following:</p> <ul style="list-style-type: none"> <li>• Food &amp; Nutrition</li> <li>• Food Service Management</li> <li>• Dietetics</li> <li>• Family &amp; Consumer Sciences</li> <li>• Nutrition education</li> <li>• Culinary Arts</li> <li>• Business</li> </ul> <p style="text-align: center;"><b>-OR-</b></p> <p>Bachelor's Degree , any major <b>AND</b> a state recognized certificate in any of the following :</p> <ul style="list-style-type: none"> <li>• Food &amp; Nutrition</li> <li>• Food Services Management</li> <li>• Dietetics</li> <li>• Family &amp; Consumer Sciences</li> <li>• Nutrition &amp; Education</li> <li>• Culinary Arts</li> <li>• Business</li> </ul> <p style="text-align: center;"><b>-OR-</b></p> <p>Associate's degree, with major (see above) <b>AND</b> at least <u>1 year</u> of relevant school nutrition program experience</p> <p style="text-align: center;"><b>-OR-</b></p> <p>High School Diploma (or GED) <b>AND</b> 5 years of relevant experience in school nutrition</p>	<p>Bachelor's Degree, with a major of one of the following:</p> <ul style="list-style-type: none"> <li>• Food &amp; Nutrition</li> <li>• Food Service Management</li> <li>• Dietetics</li> <li>• Family &amp; Consumer Sciences</li> <li>• Nutrition education</li> <li>• Culinary Arts</li> <li>• Business</li> </ul> <p style="text-align: center;"><b>-OR-</b></p> <p>Bachelor's Degree , any major <b>AND</b> a state recognized certificate in any of the following :</p> <ul style="list-style-type: none"> <li>• Food &amp; Nutrition</li> <li>• Food Services Management</li> <li>• Dietetics</li> <li>• Family &amp; Consumer Sciences</li> <li>• Nutrition &amp; Education</li> <li>• Culinary Arts</li> <li>• Business</li> </ul> <p style="text-align: center;"><b>-OR-</b></p> <p>Associate's degree, with major (see above) <b>AND</b> at least <u>1 year</u> of relevant school nutrition program experience</p>	<p>Bachelor's Degree, with a major of one of the following:</p> <ul style="list-style-type: none"> <li>• Food &amp; Nutrition</li> <li>• Food Service Management</li> <li>• Dietetics</li> <li>• Family &amp; Consumer Sciences</li> <li>• Nutrition education</li> <li>• Culinary Arts</li> <li>• Business</li> </ul> <p style="text-align: center;"><b>-OR-</b></p> <p>Bachelor's Degree , any major <b>AND</b> a state recognized certificate in any of the following :</p> <ul style="list-style-type: none"> <li>• Food &amp; Nutrition</li> <li>• Food Services Management</li> <li>• Dietetics</li> <li>• Family &amp; Consumer Sciences</li> <li>• Nutrition &amp; Education</li> <li>• Culinary Arts</li> <li>• Business</li> </ul>
<p><b>Minimum Education Standards (preferred)</b> New directors only</p>	<ul style="list-style-type: none"> <li>• Directors hired without an associate's degree are encouraged to work towards obtaining associates degree upon hire</li> </ul>	<ul style="list-style-type: none"> <li>• Directors hired without an bachelor's degree are encouraged to work towards obtaining bachelor's degree upon hire</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree, or willingness to work towards one</li> <li>• At least 1 year of management experience (preferably in school nutrition)</li> <li>• At least 3 credit hours at University level in food service management + 3 credit hours in nutritional sciences at time of hiring</li> </ul>
<p><b>Required Prior Training Standards</b></p>	<p>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</p>		