



Professional Standards Training

Rhode Island Department of Education
Revised August 2023

This institution is an equal opportunity employer.



Our Goal

To ensure school nutrition personnel in the National School Lunch Program and the School Breakfast Program have the knowledge and skills to manage and operate the programs correctly and successfully.



Categories of Professional Standards

- Minimum **education standards** for hiring school nutrition directors.
- **Training standards** for all school nutrition professionals.
- Standards for **maintaining documentation**- tracking the number of training hours earned each year.



School Nutrition Program Directors Hiring Standards

Education Requirements:

- Student Enrollment: 10,000 or more
- Student Enrollment: 2,500 – 9,999
- Student Enrollment: 2,499 or less
- Student Enrollment of 500 or less

Hiring Standards for New School Nutrition Program Directors

New directors — those hired on or after July 1, 2015 — are subject to the education requirements below. School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA).

Minimum Requirements for Directors	Student Enrollment 2,499 or less	Student Enrollment 2,500-9,999	Student Enrollment 10,000 or more
Minimum Education Standards	Bachelor's degree, or equivalent educational experience, with academic major in specific areas; ¹ OR Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major, and at least 1 year of relevant food service experience; OR Associate's degree or equivalent educational experience, with academic major in specific areas, 1 and at least 1 year of relevant food service experience; OR High school diploma (or GED) and 3 years of relevant food service experience. ^{2,3}	Bachelor's degree, or equivalent educational experience, with academic major in specific areas; ¹ OR Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major, and at least 2 years of relevant school nutrition programs experience; OR Associate's degree or equivalent educational experience, with academic major in specific areas, ¹ and at least 2 years of relevant school nutrition programs experience.	Bachelor's degree, or equivalent educational experience, with academic major in specific areas; ¹ OR Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major, and at least 5 years experience in management of school nutrition programs.



School Nutrition Program Directors Hiring Standards

Training Requirements:

At least 8 hours of **food safety training** is required either not more than 5 years prior to their starting date or completed within 30 calendar days of the employee's start date.



Annual Training Requirements

Training Standards for School Nutrition Program Professionals (All LEA Sizes)

Job Category	Annual Training Requirements ¹
All Directors	At least 12 hours of annual continuing education/training. This required continuing education/training is in addition to the food safety training required in the first year of employment.
All Managers	At least 10 hours of annual continuing education/training.
All Other Staff (Work at least 20 hours or more per week)	At least 6 hours of annual continuing education/training.
Part-Time Staff (Work <20 hours per week)	At least 4 hours of annual continuing education/training, regardless of the number of part-time hours worked.



Maintain Training Documentation

Supporting documentation:

- Training Agenda
- Sign-In sheets
- Certificate of Completion (when possible)



Tracking:

- Spreadsheet
- USDA Training Tracker Tool <https://pstrainingtracker.fns.usda.gov/>
- Another form of documentation



Maintain Training Documentation

Training Tracker Contents:

- Employee Name
- Hiring Date
- Employee Position (i.e., Director, Manager, FT Staff, PT Staff)
- Required Hours of Training
- Training Title/Subject
- Training Date
- Length of Training (Creditable Time)
- Completed Training Hours to Date



Maintain Training Documentation

USDA Training Tracker Tool

Anytown School District

Employee Training Summary 2018-2019

All Employees Employees needing hours Employees who have completed hours Employees needing Civil Rights Employees who have completed Civil Rights

search by keyword search

Export

100 per page

Full Name	Position Type	School	Required Hours	Total Hours 18-19	Hours Needed 18-19	Civil Rights	Allergy	View Trainings
Green, Dylan	PT Staff	Anytown High School	4.00	2.00	2.00	Yes	No	view
Kingwell, Jensen	Manager	Anytown Middle School	10.00	4.00	6.00	Yes	No	view
Miller, John	Director	Anytown School District	12.00	4.00	8.00	Yes	No	view
Sailway, Jeanne	Staff	Anytown High School	6.00		6.00	No	No	view
Weir, Mary	Staff	Anytown Middle School	6.00	2.00	4.00	No	No	view

All Employees Employees needing hours Employees who have completed hours Employees needing Civil Rights Employees who have completed Civil Rights

100 per page

Help

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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The Annual Training Summary provides a snapshot of your district's training for the year. Links at the top of the page allow you to easily display employees still needing hours.



Maintain Training Documentation

USDA Training Tracker Tool

Welcome Anytown School District!

[View Schools](#)

[District Details](#)

[USDA Professional Standards Database](#)

Training Status:

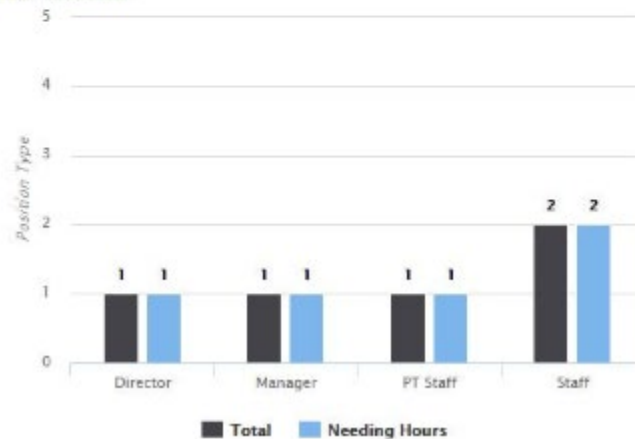
There are currently 5 employees needing additional training hours for the current school year.

There are currently 2 employees who have not completed required Civil Rights training for the current school year.

There are currently 6 employees who have not completed required Allergy training for the current school year.

Number of employees needing hours by position type

[print](#) [download](#)





Resources for Trainings

Training & Resources

September's upcoming webinars: Meal Benefit Eligibility Determinations and Professional Standards

- [USDA Professional Standards for School Nutrition Staff](#) [↗] USDA website
 - [Institute for Child Nutrition](#) [↗] training resources
- [Afterschool Snacks & At-Risk Meals](#) (suppers) Comparison
 - [Athletics & At Risk Meals](#) [↗] information
- The [Institute for Child Nutrition](#) [↗] has a wealth of training and technical assistance resources. It is supported by USDA.

[USDA's Team Nutrition](#) [↗] is an initiative of the USDA Food and Nutrition Service to support the Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity.

RIDE Hosted Webinars

- [Unpaid Meals Policies](#) [↗] *Note: Webinar begins after 1 minute and 40 seconds in to the video.
- [Civil Rights for Sponsor Administration](#) [↗]
- [Meal Benefit Eligibility Determinations & Verification Process](#) [↗]
- [Non-Program Revenue in NSLP](#) [↗]
- [Wellness Policy Requirements](#) [↗]
- [NSLP Meal Patterns](#) [↗]
- [Nutrition Documentation and Record Keeping in NSLP](#) [↗]
- [Seamless Summer Option - Submitting a Claim for Reimbursement Webinar](#) [↗]
 - [SSO Claiming - Power Point Slides Only](#)
- [Special Provisions Training Webinar](#) [↗]
 - [Special Provisions Training - Slides Only](#)

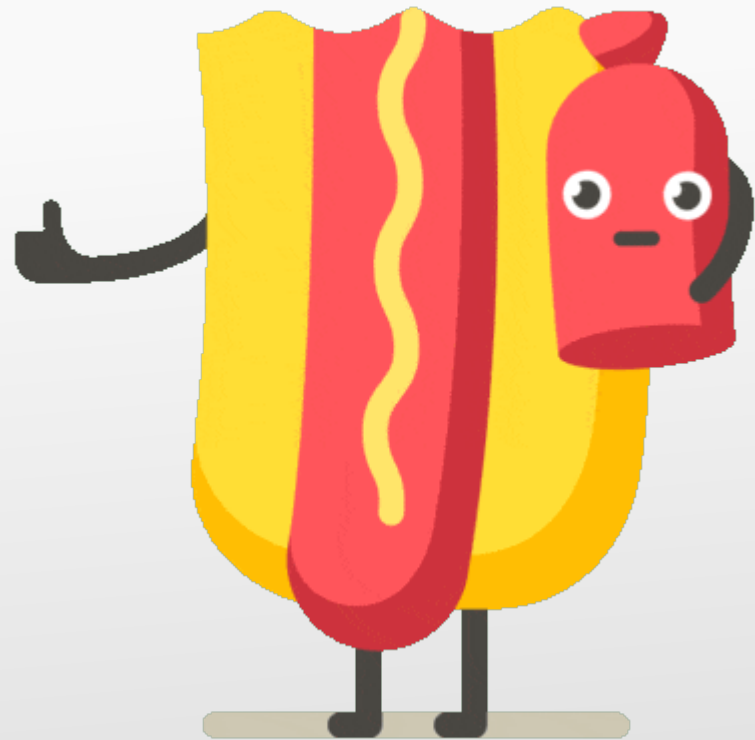


Resources

- **Professional Standards Flyer:** <https://www.fns.usda.gov/tn/professional-standards-summary-updates-flyer>
- **USDA Training Tracker Tool:** <https://pstrainingtracker.fns.usda.gov/>
- **Food Safety Resources:** <https://www.fns.usda.gov/fs/food-safety-resources>
- **RIDE Trainings:** <https://ride.ri.gov/child-nutrition/nutrition-programs/national-school-lunch-program>



Questions
or
Comments?





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