



PROFESSIONAL STANDARDS

LAKECIA LOVE, M. ED.
NEW DIRECTORS' TRAINING
June 22, 2020

AGENDA

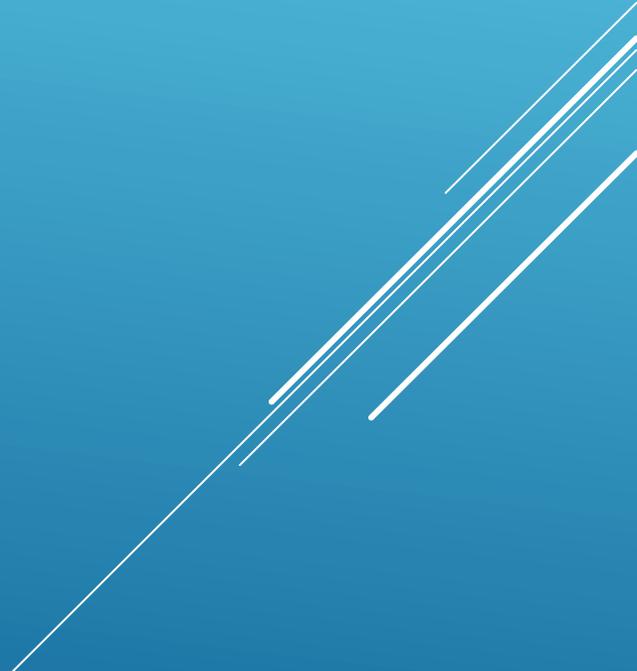
Virtual Training
Webinars
with
PowerPoint
Presentations



General Information CNP Directory, Organizational Chart, Food & Nutrition Resource List, Technical Assistance Request Form, Job Tasks Timeline Calendar, Free & Reduced Application Information, Accessing Materials	Robbie Scott , Education Specialist ALSDE, Child Nutrition Program
SDE Accounting Functions Setting Meal Prices, PLE, Reimbursement Rates, Severe Need, Safety Net, Cost Centers	LaKecia Love , Education Specialist ALSDE, Food Distribution
Meal Accountability Counting & Claiming, POS Systems, School Review Forms - Breakfast, Lunch, Snack	Devin Williamson , Nutritionist ALSDE, Child Nutrition Program
Meal Pattern Reimbursable Meals/Afterschool Snacks/Fundraisers/Smart Snacks	Chad Langston , Senior Nutritionist ALSDE, Child Nutrition Program
Food Production Food Buying Guide, CN Labels, Standardized Recipes, Menu Planner	Sharon Allison , Education Specialist ALSDE, Child Nutrition Program
Production Records/Record Keeping	Devin Williamson , Nutritionist ALSDE, Child Nutrition Program
HACCP	LaKecia Love , Education Specialist ALSDE, Child Nutrition Program
Memos, Civil Rights, Bid Laws	Robbie Scott , Education Specialist ALSDE, Child Nutrition Program
Professional Standards Training Requirements, CNP Director Qualifications	LaKecia Love , Education Specialist ALSDE, Child Nutrition Program
CNP Online Application Schedule A Revisions, Updating Information, Annual Agreement	Chad Langston , Senior Nutritionist ALSDE, Child Nutrition Program
User Accounts, Site Data, Plate Cost, Openings and Closings	Sharon Allison , Education Specialist ALSDE, Child Nutrition Program
Wellness	Julie Autrey , Education Specialist ALSDE, Child Nutrition Program
Human Resources	Julie Autrey , Education Specialist ALSDE, Child Nutrition Program
Summer Programs	Kim Ruggles , Education Specialist ALSDE, CACFP Section
Financial Management	Debbie Harris , Auditor ALSDE, Child Nutrition Program
Procurement	Joel Evans , Auditor ALSDE, Child Nutrition Program
Food Distribution/Statewide Procurement	Brantley Tucker Surplus Commodity Administrator ALSDE, Child Nutrition Program
Equipment Review	June Barrett , Program Coordinator ALSDE, Child Nutrition Program

Click on the link below to access the recorded training:

<https://alsde.webex.com/alsde/lsr.php?RCID=900013da0d274748a080255dba2ca58a>



- ▶ Professional Standards as required by the Healthy, Hunger-Free Kids Act of 2010 became effective beginning July 1, 2015.
 - ▶ It requires a minimum amount of annual training hours for school nutrition program's personnel and minimum hiring standards for school nutrition program directors

INTRODUCTION

USDA Training Standards

Position	Required Hours
Directors	12 hours
Managers	10 hours
All Other Staff	6 hours
Part-Time Staff (work <20 hours/week)	4 hours

- Note: If hired January 1 or later, an employee must only complete half of the above required training hours.
- Use the list of key training topics and learning objectives on the next slide to fulfill the training hours above

https://fns-prod.azureedge.net/sites/default/files/cn/profstandards_flyer.pdf

USDA Key Area



- Nutrition – 1000
 - 3 training topics
 - 12 learning objectives

- Operations – 2000
 - 6 training topics
 - 25 learning objectives

- Administration – 3000
 - 5 training topics
 - 22 learning objectives

- Communications/Marketing – 4000
 - 1 training topic
 - 6 learning objectives

USDA Key Area Example



United States Department of Agriculture

Professional Standards Training Topics

1000 NUTRITION

1100 MENU PLANNING

- 1110 USDA Nutrition Requirements
- 1120 Cycle Menus
- 1130 Local Foods -Farm to School
- 1140 Standardized Recipes
- 1150 Menu Analysis
- 1160 Special Diets, Including Food Allergies
- 1170 USDA Foods

https://fns-prod.azureedge.net/sites/default/files/cn/ps_trainingtopics.pdf

ALSDE Training Standards



- CNP Director
 - A minimum of 15 clock hours or approved professional development per year is required for State director certificate validity
 - ALSDE CNP will make final decision on approval of professional development activities

ALSDE Training Standards (cont.)



- 9, 10, 11 month employees
Local boards of education are hereby authorized to schedule two additional days of professional development/continuing education for all 9,10, and 11 month contracts of Child Nutrition Program support personnel.
- It is the intent of the Legislature that the purpose of these training sessions for all employed support personnel will be to provide occupation-specific skill training, safety training, training on school discipline, and other relevant aspects of support personnel interaction with students.

<http://arc-sos.state.al.us/cgi/actdetail.mbr/detail?page=act&year=1999&act=434&x=0&y=0>

Training Hour Summary

USDA	
Employee Type	Hours
Directors	12
Managers	10
Full Time Staff	6
Part-Time Staff	4

ALSDE (Public Schools Only)	
Employee Type	Hours/Days
Directors	15 hours
9, 10, 11 Month Employees	2 Professional Development Days

- A Professional Development Day is equivalent to a (9, 10, or 11 month) employee's normal daily work hours.

Professional Standards Training Tracker Tool 2.0



Professional Standards Training Tracker Tool
U.S. DEPARTMENT OF AGRICULTURE



Home Training Reports Online Resources Help Welcome Chad Langston

Welcome to the Professional Standards Training Tracker Tool 2.0!

The PSTTT 2.0 provides easy navigation and user-friendly time saving features! Some of the features include a database of trainings to auto-populate training information, the ability for managers to enter trainings for multiple employees, reminder alerts for remaining annual training requirements, and notifications for annual training requirement completion.

Start tracking your hours now!

2/8/2019 **Congratulations! You have completed your required training hours.** [Print/Save Certificate](#)

Recent Trainings

Training	School Year	Date Completed	Hours Completed
Professional Standards Training Tracker Tool 2.0: Enhancements for Training Tracking Success!	2018-2019	1/1/2019	1.00

FNS | CNPP | USDA | FOIA | USDA Policies and Links | Accessibility Statement | Privacy Policy | Information Quality | No Fear Act | Nondiscrimination Statement | USA.gov | Whitehouse.gov

Training Tracker Requirements



- Training Title
 - Key Area
 - Training Topic
 - Learning Objective
 - Training Provider
 - Completion Date
 - School Year
 - Training Hours (creditable time)
- Employee Name
 - Date Hired
 - Job Title/Position
 - Employment Status
 - Full Time, Part Time, Acting, Substitute
 - Professional Standards Employee Category
 - Nutrition Program Director, Manager, or Staff
- *A brief list of core duties/responsibilities (i.e. job description) should be maintained, but is not expected to be included within the tracker.*

PD TRACKER EXAMPLE

- Accounts for both USDA and ALSDE PD required training hours.

Director-Admin 12 month

Admin - 9,10,11 month

Managers

Staff





Professional Standards Category

- 9,10, 11 month Administrative Staff

SFA PROFESSIONAL STANDARDS								USDA	ALSDE							Completed Training Hours (Year to Date)
SCHOOL YEAR 2018 - 2019										i.e. Key Area	Admin - 3000					
Employee First Name	Employee Last Name	Hiring Date	Employee Title	Employee Status	Average Work Hours	Required Training Hours	Required Training Hours	i.e. Training Title	Civil Rights Training	CNP In-Service	CNP In-Service	Processing Free and Reduced Price	Computer Basics			
Jane	Doe	7/2/2015	Secretary	full-time	8	6	16	i.e. 1	0.5	6.5	7	1	1	16		
							0							0		
							0							0		



Professional Standards Category

- Managers

SFA PROFESSIONAL STANDARDS								USDA	ALSDE							Completed Training Hours (Year to Date)
SCHOOL YEAR 2018 - 2019										i.e. Key Area	Admin - 3000					
School	Employee First Name	Employee Last Name	Hiring Date	Employee Title	Employee Status	Average Work Hours	Required Training Hours	Required Training Hours	i.e. Training Title	Managers Meeting	Civil Rights	CNP In-service	Managers Meeting	CNP In-Service	ALSDE Summer Mgrs Training	
JDE	Janice	Doe	8/1/1995	Manager	full time	7.5	10	15	i.e. 1	1	0.5	6.5	1	7	7	
								0							0	
								0							0	

Professional Standards Category

- 9,10, 11 Staff

SFA PROFESSIONAL STANDARDS									USDA					ALSDE	Completed Training Hours (Year to Date)
SCHOOL YEAR 2018 - 2019									i.e. Key Area	Admin - 3000					
									i.e. Key Topic(s)	3400					
									i.e. Training Subject	3420					
									i.e. Date	8/2	8/2	1/3	3/9		
									Training Provider	CNP Director	Smith Consulting	CNP Director	ASNA		
School	Employee First Name	Employee Last Name	Hiring Date	Employee Title	Employee Status	Average Work Hours	Required Training Hours	Required Training Hours	i.e. Training Title	Civil Rights Training	CNP In-Service	CNP In-Service	ASNA Conference		
JDES	Jan	Doe	9/1/2005	Asst Manager	full-time	8	6	16	i.e. 1	0.5	6.5	7	2		16
JDMS	Janie	Doe	10/1/2015	Cashier	part-time	4	4	8		0.5	6.5	7			14
JDHS	Johnny	Doe	11/1/2017	Cook	sub	6	6	12		0.5	6.5	7			14
								0							0

- Eligible Training:
 - It must last at least 15 minutes.
 - It must be job-specific.
 - Continuing Education trackers that don't contain all of the required components from the earlier slide would not be compliant with USDA regulations.

Contact ALSDE if interested in utilizing this sample tracker.

DOCUMENTATION

- CNP employee list
- Certificates of completion
- Education achievement certificates (i.e. diplomas)
- Training sign-in sheets
- Training agendas
- Planned/scheduled trainings



ATTENDANCE ROSTER EXAMPLE

PROFESSIONAL STANDARDS TRAINING

Thursday, August 2, 2018

Civil Rights Training



LAST NAME	FIRST NAME	SIGNATURE
ADMIN		
Barrett	June	
Brust	Jeanne	
JOHN DOE HIGH		
Allison	Sharon	
Scott	Robbie	
JOHN DOE MID		
Langston	Chad	
Love	Lakecia	
Williamson	Devin	
JOHN DOE ELEM		

TRAINING REQUIRED

- Contract employees that are involved in the management or operation of the CNP.
- Substitute staff working throughout the school district on a regular basis

TRAINING NOT REQUIRED

- Staff that provide support to, but not specifically involved in the operation of the CNP (i.e. custodian).
- Office staff that process free/reduced-priced meal applications or that provide other support for the CNP for only a short period of time during the school year
- “Temporary” employees
- Vended meal providers
- Volunteers

USDA FAQs (SP 38-2016)

- Assistant directors must at least complete the annual training required for program managers (10 hours annually).
- Back to school training on security procedures, building operations, etc. do not count towards USDA annual training requirements.
These hours could count toward ALSDE training hours.
- Civil rights training **does** count towards annual training requirements.
All applicable topics must be covered during this training in order to count.
 - Job duties in the CNP are used to determine if training standards are applicable

FAQs (cont.)

- SFA directors may count part of training presented to staff toward their annual training hours.
 - Annual trainings (i.e. civil rights and food safety) still count towards training hours.
 - Professional Standards do not apply to SFSP or CACFP.
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a blue background.

ALSDE



- ALSDE does not allow completion of training to occur over a period of two years .
Training hours for each school year must be claimed during the period of July 1st through June 30th of each year.
Please separate your trackers based on individual school years.



USDA CNP Director Hiring Standards

Minimum Requirements for Directors	Student Enrollment 2,499 or less	Student Enrollment 2,500-9,999	Student Enrollment 10,000 or more
<p>Minimum Education Standards</p> <p>See the final rule for additional preferred educational standards for new directors</p>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;*</p> <p>OR</p> <p>Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors;</p> <p>OR</p> <p>Bachelor's degree in any academic major, and at least 1 year year of relevant school nutrition programs experience;</p> <p>OR</p> <p>Associate's degree or equivalent educational experience, with academic major in specific areas,* and at least 1 year of relevant school nutrition programs experience;</p> <p>OR</p> <p>High school diploma (or GED) and at least 3 years of relevant experience in school nutrition programs.</p> <p>(For an LEA with less than 500 students, the State agency may approve a candidate who meets the educational standards but has less than the required 3 years experience.)</p>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;*</p> <p>OR</p> <p>Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors;</p> <p>OR</p> <p>Bachelor's degree in any academic major and at least 2 years of relevant school nutrition programs experience;</p> <p>OR</p> <p>Associate's degree or equivalent educational experience, with academic major in specific areas,* and at least 2 years of relevant school nutrition programs experience.</p>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;*</p> <p>OR</p> <p>Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors;</p> <p>OR</p> <p>Bachelor's degree in any academic major and at least 5 years experience in management of school nutrition programs.</p> <p>* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.</p>
<p>Minimum Prior Training Standards</p>	<p>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 days of the employee's start date.</p>		

https://fns-prod.azureedge.net/sites/default/files/cn/profstandards_flyer.pdf



ALSDE CNP Director Hiring Standards

- A minimum of a bachelor's degree from a accredited institute in Foods and Nutrition, Food Service Management, or Home Economics/Family and Consumer Sciences (with a minimum of four courses in foods and nutrition)
- Verify a minimum of 1400 clock hours of compensated food service management

OR



ALSDE CNP Director Provisional Requirements

A bachelor's degree from a accredited institute in any subject area other than the one identified above and completion of the following education requirements for certification within three years from the date of employment

- A minimum of nine semester hours in food and nutrition
- A minimum of three semester hours in Quantity Food Production and three semester hours in Quantity Purchasing
- A minimum of three semester hours in personnel management and three semester hours in accounting

A CNP director employed prior to July 1, 1994, shall be exempt from the ALSDE Hiring Standards

USDA NONDISCRIMINATION STATEMENT

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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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

- (2) fax: (202) 690-7442; or

