Hiring standards for new SFA Directors

The hiring standards for School Food Authority (SFA) Directors are based on the size of their Local Educational Agency (LEA):

- **2,499 or fewer students**
- **2,500-9,999 students**
- **10,000 or more students**

See the USDA Professional Standards Web site for additional information.

State Agency Directors of School Nutrition Programs and State Distributing Agencies also must meet hiring and training standards.

See the Professional Standards Web site for specific information.

Check with your State agency for availability of training and other resources to meet education/training standards - many are free!

visit

http://professionalstandards.nal.usda.gov/

and

www.fns.usda.gov/school-meals/professional-standards

for:

- **Information on training and hiring requirements**
- **A database of hundreds of trainings available in various formats**
- **Additional background information on Professional Standards**
- **A downloadable tracking tool to manage your training records**

http://teamnutrition.usda.gov

U.S. Department of Agriculture
Food and Nutrition Service
FNS-486
June 2015

USDA is an equal opportunity provider and employer.

USDA United States Department of Agriculture

Professional Standards for School Nutrition Program Employees

EFFECTIVE JULY 1, 2015

Professional standards are here!

As part of the Healthy, Hunger-Free Kids Act (HHFKA), the USDA has established minimum hiring requirements for some, and training requirements for all school nutrition program employees.

This is an important step toward ensuring that ALL of America's children receive safe, nutritious meals through efficient, cost-effective programs.

Professional standards:

- **ASSIST** State agencies and School Food Authorities (SFAs) with recruiting, hiring, training, and retaining qualified school nutrition staff.
- **ENHANCE** the image of school nutrition professionals and their influence in the community.
- **BUILD** skills and empower school nutrition staff to lead and operate nutrition programs that:
  - **EXCEED** the expectations of students, parents, and the local community.
  - **COMPLY** with Federal meal pattern requirements for healthy meals.
  - **MEET** food safety standards.
  - **MAXIMIZE** the use of USDA Foods.
  - **USE** available resources to plan and serve cost-effective meals.
  - **ACCOMMODATE** students' special dietary needs.

Who is impacted by the Professional Standards Regulation?	Hiring Standards	Annual Training Requirements
New State Director of School Nutrition Programs	✔	✔
New State Director of Distributing Agencies	✔	✔
Existing State Director of School Nutrition Programs and/or Director of Distributing Agencies		✔
New SFA Directors	✔	✔
Existing SFA Directors		✔
All Other SFA Managers & Staff		✔

What Should School Food Authorities Do?

- **KNOW** what the new standards are.
- **INFORM** your District leadership of the new standards.
- **ASSESS** your organization's hiring and education/training needs.
- **REVIEW** the Professional Standards Website to select training opportunities to meet your specific needs.
- **TRACK** completed training using the Professional Standards Tracking Tool.
- **PROMOTE** the new standards throughout your school and community.

Highlights of the minimum training standards for School Nutrition Program Employees

- Continuing education/annual training standards apply to all employees
- The number of **TRAINING HOURS** varies for four staffing levels:

Staffing Level	SY 15-16		SY 16-17 & Beyond
DIRECTOR	8	→	12
MANAGER	6	→	10
ALL OTHER STAFF	4	→	6
PART-TIME STAFF (*working less than 20 hours per week*)	4	→	4

- Contact your State agency for additional information and flexibilities.