

USDA Administrative Review: Professional Standards

Off-Site Questions	
1200.	<p>What is the LEA student enrollment? (select one)</p> <ul style="list-style-type: none"> a) 2,499 or less b) 2,500 – 9,999 c) 10,000 or more
1201.	<p>List the employee count for each of the following:</p> <p>Directors, Managers, Other Full-Time Nutrition Staff (>20 hours/week), Part-Time Nutrition Staff (< 20hours/week), Staff hired after January 1 of the School Year being reviewed, Non-school nutrition staff that have responsibilities that include duties related to the program.</p> <p>Tips: Provide a current list of all employees, including the following information: name, date hired, title/position, brief list of core duties/responsibilities, employment status (full time, part time (include hrs/wk), acting, substitute), professional standards employee category/position (director, manager, staff).</p> <p>Position definitions</p> <ul style="list-style-type: none"> o <u>Program directors</u>: The individuals directly responsible for the management of the day-to-day operations of the school nutrition programs for all participating schools under the jurisdiction of the SFA. o <u>Program managers</u>: The individuals directly responsible for the management of the day-to-day operations of the school nutrition programs for all participating schools under the jurisdiction of the SFA. o <u>Program staff</u>: The individuals without managerial responsibilities who are involved in routine operations of the school nutrition programs for a participating school(s) (i.e., those who prepare and serve meals, process transactions at the POS, review the free/reduced price applications, etc.).
1202.	<p>a) Has the SFA hired any new directors on or after July 1, 2015? If no, proceed to 1203.</p> <p>b) Did the new School Nutrition Program Director meet the hiring standard requirements?</p> <p>Tips: If a new director was hired on or after July 1, 2015, he/she must meet the minimum hiring requirements based on the LEA size. If yes, have hiring documentation available for on site review to include the highest level of education and/or years of school nutrition program experience.</p> <p>Resources: Hiring requirements: https://www.cde.state.co.us/nutrition/professionalstandardsleasummaryhiringrequirements</p>
1203.	<p>a) Did the new School Nutrition Program Director complete food safety training within 30 days of being hired?</p> <p>b) If No, was previous food safety certification obtained in the last 5 years?</p> <p><i>List the date of certification.</i></p>

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	<p>Tips: A new director must obtain food safety certification or 8 hours of food safety training within the first 30 calendar days of hire or have documentation of food safety certification within the past 5 years. Documentation of food safety training/certification must be kept on file.</p> <p>Resources: Food safety training resources (https://www.cde.state.co.us/nutrition/osnfoodsafetytraining)</p>
1204.	<p>a. Did the School Nutrition Program Director meet the training requirement?</p> <p>b. If not, after review of the scheduled/planned trainings for the remainder of the school year is the School Nutrition Program Director expected to meet annual training requirements?</p> <p><i>List completed training hours and expected/planned training hours.</i></p> <p>Tips: Program directors are required to have 12 hours of annual training. Each individual employee at the SFA level must receive and complete training on the topics or areas applicable to his/her job. As responsibilities for operating the program increase, more hours of continuing education are required. A variety of training formats, both online (webinars, interactive online sessions, etc.) and in-person (classroom training, in-service training, seminars, public speakers, etc.) are allowed. Training from a variety of sources is acceptable. If training at the time of the review is not complete, you must have a plan in place to meet the training requirements before the end of the school year.</p> <p>Resources:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Training opportunities: https://www.cde.state.co.us/nutrition/training <input type="checkbox"/> USDA Professional Standards Website: https://www.fns.usda.gov/cn/professional-standards
1205.	<p>a. Did the School Nutrition Program Manager meet the training requirements?</p> <p>b. If No, after review of scheduled/planned trainings, trainings for the remainder of the school year is the School Nutrition Program Manager expected to meet the annual training requirements?</p> <p><i>List completed training hours and expected/planned training hours.</i></p> <p>Tips: Program managers are required to have 10 hours of annual training. Refer to question 1204 for other tips.</p> <p>Resources:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Training opportunities: https://www.cde.state.co.us/nutrition/training <input type="checkbox"/> USDA Professional Standards Website: https://www.fns.usda.gov/cn/professional-standards
1206.	<p>a. Have the school nutrition staff meet the training requirements for the current school year including part-time, full-time and any staff hired after January 1?</p> <p><i>For staff hired after January 1, employees must meet at least half of the annual training requirements.</i></p> <p>b. If no, review the scheduled/planned trainings for the remainder of the school year.</p> <p><i>List completed training hours and expected/planned training hours.</i></p> <p>Tips: School nutrition staff are required to complete the following number of hours of annual training:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full time (≥ 20 hours/wk) = 6 hours <input type="checkbox"/> Part-time (≤ 20 hours/wk) = 4 hours <input type="checkbox"/> Staff hired after January 1 = at least half of the annual training requirements

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	<p>Refer to question 1204 for other tips.</p> <p>Resources:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Training opportunities: https://www.cde.state.co.us/nutrition/training <input type="checkbox"/> USDA Professional Standards Website: https://www.fns.usda.gov/cn/professional-standards
1207.	<p>Has the State Agency allowed the SFA flexibility to complete annual training requirements over a 2 year period.</p> <p><i>List the first school year to which flexibility was applied.</i></p> <p>Tips: Answer “yes,” as the CDE School Nutrition does allow this flexibility. The flexibility was first applied in school year 2015-2016.</p>
1208.	<p>Is the SFA tracking training hours on an annual basis?</p> <p><i>Explain how the SFA tracks and monitors annual training including frequency and tracking mechanism.</i></p> <p>Tips:</p> <p>The SFA must have a formal tracking mechanism in place in addition to training documentation.</p> <ul style="list-style-type: none"> <input type="checkbox"/> CDE School Nutrition has a training tracker that can printed on one page or used as an Excel spreadsheet. <input type="checkbox"/> The USDA Training Tracker Tool 2.0 was created to assist SFAs in tracking and recording the annual training hours completed by each school nutrition program employee. <input type="checkbox"/> SFAs may develop and use their own training tracking tools, but these tools must include at minimum the required fields listed in the USDA Training Tracker Tool: Trainee name (first and last), Key Areas*, Training Topics*, Learning Objectives* and Topics with Codes*, length of training and completion date. <input type="checkbox"/> SFAs should clearly document all required information for all trainings provided and keep it consolidated in one place. Any training that is at least 15 minutes in length may be counted. Examples of adequate documentation include: agendas, sign-in sheets and certificates of completion. This documentation supports the information on the tracker. <p>Resources:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CDE School Nutrition Professional Standards Training Tracker: https://www.cde.state.co.us/nutrition/training-and-hiring-requirements <input type="checkbox"/> USDA Training Tracker Tool 2.0: https://www.fns.usda.gov/tn/professional-standards-training-tracker-tool <input type="checkbox"/> Learning Objectives with Codes: https://www.fns.usda.gov/sites/default/files/cn/ps_learningobjectives.pdf
1209.	<p>Did the employees that work outside of the school nutrition program whose responsibilities include duties related to the operation of the school nutrition program receive training applicable to their duties related to the program?</p> <p><i>List their names and job titles.</i></p> <p>Tips: This may include an employee in your district that processes free and reduced applications or works at the point of sale only. These employees are not required to meet a certain number of annual training</p>

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hours; however, they must receive and complete training on the topics or areas applicable to his/her job, including civil rights. It is considered best practice to track all trainings provided to all employees.

Resources: USDA Memo SP 38-2016: <https://www.fns.usda.gov/cn/questions-answers-regarding-professional-standards-state-and-local-school-nutrition>

*** On-site review will be validating all answers to the off-site questions***