



**COLORADO**  
Department of Education

# Professional Standards What Local Educational Agencies Need to Know

**Final Rule: Professional Standards for State and Local School  
Nutrition Programs Personnel as Required by the Healthy,  
Hunger-Free Kids Act of 2010**

March 2015

# Summary for LEAs

- Establishes minimum professional standards for personnel who manage and operate the NSLP and SBP
  - Hiring standards for Local school nutrition program directors
  - Requires all personnel (directors, managers, staff) to complete annual continuing education/training
- Effective July 1, 2015
- Compliance assessed during an Administrative Review



# Position Definitions

## Program directors:

- 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

## Program managers:

- The individuals directly responsible for the day-to-day operations of the school nutrition programs for a participating school(s)

## Program staff:

- The individuals without managerial responsibilities who are involved in routine operations of the school nutrition programs for a participating school(s)
  - Ex: those who prepare and serve meals, process transactions at the POS, and review the free/reduced price applications



# Hiring Standards for Directors



# Grandfathering

- Current directors will be able to remain in their positions
- Directors can transfer to a similar position in another LEA of the **same size category** (enrollment) without having to meet the new hiring standards
  - LEA size categories:
    - 2,499 student enrollment or less
    - 2500 – 9999 student enrollment
    - 10,000 or more student enrollment



# Minimum Prior Training Standards

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



# What is Your School District's Student Enrollment?

LEA Size Categories – based on total students enrolled

2,499 students or less

2,500 – 9,999 students

10,000 or more students



# Minimum Educational Requirements for Directors

2,499 students or less

A bachelor's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or related field; **or**

An associate's degree, or equivalent educational experience, with an academic major or area of concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and at least **1 year** of relevant school nutrition program experience; **or**

A high school diploma or equivalency (i.e. GED), and at least **3 years** of relevant school nutrition program experience.

**LEAs with <500 students: Contact CDE OSN for approval of hiring a candidate that meets the educational standards but has less than 3 years of experience**





# Minimum Educational Requirements for Directors

**2,500 – 9,999 students**

A bachelor's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or related field; **or**

A bachelor's degree in any academic major and at least **2 years** of relevant school nutrition programs experience; **or**

An associates degree, or equivalent educational experience, with an academic major or area of concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and at least **2 years** of relevant school nutrition program experience.

# Minimum Educational Requirements for Directors

**10,000 or more students**

A bachelor's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or related field; **or**

A bachelor's degree in any academic major and at least **5 years** of experience in management of school nutrition programs.

- **Master's degree, or willingness to work toward a master's degree, preferred.**
- **At least 1 year of management experience, preferably in school nutrition, strongly recommended.**



# Unique Situations

- **An individual will serve as both school nutrition program director and as program manager?**
  - The hiring standards for the director position will apply
- **A director will oversee more than one School Food Authority?**
  - The sum of the student enrollment determines the hiring requirements

# Annual Training Requirements



# Annual Training Requirements

Each individual employee at the SFA level must receive and complete training on the topics or areas applicable to his/her job.

## Program director

- 12 hours annual training

## Program managers

- 10 hours annual training

## Program staff >20 hours/week

- 6 hours annual training

## Program staff working <20 hours/week

- 4 hours annual training

# Training Resources

Click on the resources below to learn more!

## ServeSafe

- [servesafe.com](https://servesafe.com)

## National Food Service Management Institute

- [nfsmi.org](https://nfsmi.org)

## CDE Office of School Nutrition

- [cde.state.co.us/nutrition](https://cde.state.co.us/nutrition)

## Professional Standards Website

- [professionalstandards.nal.usda.gov](https://professionalstandards.nal.usda.gov)

## School Nutrition Association

- [schoolnutrition.org](https://schoolnutrition.org)

## Colorado School Nutrition Association

- [colosna.com](https://colosna.com)

## School Nutrition University

- [snuniversity.org](https://snuniversity.org)



# Use of Food Service Funds for Training

- **Annual continuing education/training is an allowable use of the nonprofit school food service account**
  - Training cost must be reasonable, allocable, and necessary in accordance with the cost principles set forth in 2 CFR part 200
- **Cost of college credits incurred by an individual to meet the hiring standards for the SFA director position is **not an allowable expense****



# Compliance Monitoring

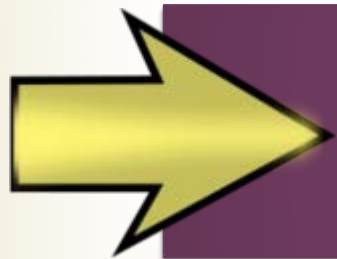
- CDE OSN will monitor the SFA's compliance during an Administrative Review
- CDE OSN will examine records that document completion of applicable hiring and continuing education/training, which could include, but is not limited to:
  - College transcripts or degrees for new hires
  - Food safety certification
  - Training certificates
  - Attendance sign-in sheets
  - Training agendas





# Your CDE OSN Resource

- Will provide technical assistance, further guidance, and resources once they become available
- Call or email with any questions!
  - Sara Silvernail, [silvernail\\_s@cde.state.co.us](mailto:silvernail_s@cde.state.co.us), 303-866-5985



Check out our website!  
<http://www.cde.state.co.us/nutrition>