



WISCONSIN SCHOOL NUTRITION IN A NUTSHELL

Professional Standards

USDA’s Professional Standards Rule: Training Requirements

The Professional Standards regulations in 7 CFR 210.30 establish annual training standards for all school nutrition program directors, managers, and staff. The required annual training hours vary according to the employee’s role in the management and operation of the school nutrition program.

Annual Training Requirements

Job Title	Directors	Managers	Food Service Staff, Full-time <i>20 hours or more per week</i>	Food Service Staff, Part-time <i>Less than 20 hours per week</i>
Required Annual Training Hours	12 hours	10 hours	6 hours	4 hours

- Training must be job specific and intended to help employees perform their duties well.
- Training may be in-person, online, meetings, webinars, conferences, etc.
- Training is counted minute for minute but recommend 15 minute minimum.
- If hired January 1 or later, half of the above hours are required during the first school year of employment.
- Training requirements also apply to the Authorized Representative from the School Food Authority (SFA) when a Food Service Management Company acts as the Food Service Director (FSD).
- Continuing education or training hours may be flexed between two school years to allow flexibility in meeting the training requirement. Some training must be completed each year.

USDA Topics and Learning Objective Codes for Continuing Education Units (CEUs)

The [USDA Learning Objectives](#) code training topics from the four key areas.

Learning Code	Nutrition (1000)	Operations (2000)	Administration (3000)	Communications and Marketing (4000)
Topics	<ul style="list-style-type: none"> • Menu Planning • Nutrition Education • General Nutrition 	<ul style="list-style-type: none"> • Food Production • Serving Food • Cashier/Point of Service • Purchasing/Procurement • Receiving/Storage • Food Safety/HAACP 	<ul style="list-style-type: none"> • Free/Reduced Meal Benefits • Program and Financial Management • Human Resources/Staff Training • Facilities and Equipment Planning 	<ul style="list-style-type: none"> • Communications and Marketing

Annual Training Records

SFAs must establish a process for tracking and monitoring annual training for school food service staff. The information required to be maintained includes name, date hired, title/position, brief list of core duties, and employment status (full time/part time). The USDA does not mandate a specific tool, but either of the tools linked below are strongly recommended to ensure all required information is documented and recorded for compliance. Sign- in sheets, agendas, and training information must be maintained for three years plus the current year.

- [USDA Professional Standards Tracking Tool Version 2.0](#)
- [DPI-developed Professional Standards Tracking Tool](#)

Training Resources

- [DPI School Nutrition Training](#) webpage
- [USDA Food and Nutrition Service Professional Standards](#) webpage
- [The Institute of Child Nutrition](#)
- [DPI Professional Standards](#) webpage
- [Suggested Training Checklist](#) is a list of potential topics for specific job training.

Professional Standards Training Requirements

This table below can be used to determine training requirements for school nutrition program staff and other staff with school nutrition duties.

	Food Service Staff	Other Staff with School Nutrition Duties
Personnel	School nutrition directors, managers, and food service staff.	<ul style="list-style-type: none"> • School nutrition substitutes, volunteers, and student workers. • Office staff with duties including meal claims, determining meal eligibility, direct certification, verification, or financial management. • Teachers, other school, or program staff with duties that include operating the point of service (POS) and determining reimbursable meals. This includes any POS location such as breakfast in the classroom, Fresh Fruit and Vegetable Program, Special Milk Program, Afterschool Snack Program and/or Wisconsin School Day Milk Program. • Custodians and delivery drivers.
Required Hours	Minimum number of required hours dependent on hours worked. See annual training requirements listed above.	No minimum number of hours needed; however, job specific training is required.
Required Training	<ul style="list-style-type: none"> • Any topics in the USDA Key Areas specific to job duties. • Annual civil rights training at the beginning of each school year, or upon hire if hired mid-year. • Upon hiring, Food Service Directors are required to have at least eight hours of food safety training, completed within not more than five years prior to their start date or within 30 days of their start date. 	<ul style="list-style-type: none"> • Any topics in the USDA Key Areas specific to job duties. • Annual civil rights training at the beginning of each school year, or upon hire if hired mid-year.
Required Documentation	Track each school food service staff personnel's training by utilizing the USDA or DPI tracking tools, or a similar tracking mechanism which includes required information.	Maintain a record of the individual's name, title of training, training source, and dates of the civil rights and job-specific training received which may include attendance records, sign in sheets, email confirmations, etc.