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!


- 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

EFFECTIVE JULY 1, 2015

http://teamnutrition.usda.gov
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 are here!

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.

Who is impacted by the Professional Standards Regulation?

<table>
<thead>
<tr>
<th>Hiring Standards</th>
<th>Annual Training Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>New State Director of School Nutrition Programs</td>
<td>✔</td>
</tr>
<tr>
<td>New State Director of Distributing Agencies</td>
<td>✔</td>
</tr>
<tr>
<td>Existing State Director of School Nutrition Programs and/or Director of Distributing Agencies</td>
<td>✔</td>
</tr>
<tr>
<td>New SFA Directors</td>
<td>✔</td>
</tr>
<tr>
<td>Existing SFA Directors</td>
<td>✔</td>
</tr>
<tr>
<td>All Other SFA Managers &amp; Staff</td>
<td>✔</td>
</tr>
</tbody>
</table>

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.

Professional standards are here!

✔ Continuing education/annual training standards apply to all employees

✔ The number of TRAINING HOURS varies for four staffing levels:

<table>
<thead>
<tr>
<th>Staffing Level</th>
<th>SY 15-16</th>
<th>SY 16-17 &amp; Beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>MANAGER</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>ALL OTHER STAFF</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>PART-TIME STAFF</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

✔ Contact your State agency for additional information and flexibilities.