As part of the Healthy, Hunger-Free Kids Act of 2010, the USDA’s Food and Nutrition Service released their final rule on setting professional standards for employment in school nutrition programs. The Division of Food, Nutrition and Wellness (FNW), has followed the developments of this final rule and will ensure that a variety of training opportunities are made available at no charge in order for these requirements to be met.

This rule takes effect on July 1, 2015, and will establish consistent, national standards for school nutrition personnel by:

- Requiring all personnel in these programs to complete annual continuing education/training on topics that promote program integrity or address critical program issues;
- Establishing minimum professional standards for personnel who manage and operate the National School Lunch and School Breakfast Programs; and
- Instituting hiring standards for the selection of state and local program directors.

**Available Resources**

FNW offers a variety of topics for both on-site and online courses. A complete listing for on-site training courses can be found at [FreshForFloridaKids.com](http://FreshForFloridaKids.com).

All online training courses can be accessed through [FreshForFloridaKidsTraining.com](http://FreshForFloridaKidsTraining.com).

In addition to what is provided by FNW, the National Food Service Management Institute offers a diverse collection of on-site, online, and train-the-trainer courses which can be found at [nfsmi.org](http://nfsmi.org).

The USDA has created a Professional Standards website that allows states to share their training presentations. This site can be found at [professionalstandards.nal.usda.gov](http://professionalstandards.nal.usda.gov).

**Required Training for All School Nutrition Program Employees**

**All Directors:** For School Year 2015-2016 ONLY: at least 8 hours of annual continuing education/training. Beginning school year 2016-2017: at least 12 hours of annual continuing education/training. This required continuing education/training is in addition to the food safety training required in the first year of employment.

**All Managers:** For School Year 2015-2016 ONLY: at least 6 hours of annual continuing education/training. Beginning school year 2016-2017: at least 10 hours of annual continuing education/training.

**All Other Staff:** For School Year 2015-2016 ONLY: at least 4 hours of annual continuing education/training. Beginning school year 2016-2017: at least 6 hours of annual continuing education/training.

**Part-Time Staff:** Each year, at least 4 hours of annual continuing education/training, regardless of the number of part-time hours worked.

Note: If hired January 1 or later, an employee must only complete half of the above required training hours.

View Hiring Standards for New School Nutrition Program Directors on page 2.
Hiring Standards for New School Nutrition Program Directors

New directors — those hired on or after July 1, 2015 — are subject to the new education requirements below. Existing directors will be grandfathered in their current positions as well as in the Student Enrollment category where they currently are working. (School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA)).

<table>
<thead>
<tr>
<th>Minimum Requirements for Directors</th>
<th>Student Enrollment 2,499 or less</th>
<th>Student Enrollment 2,500-9,999</th>
<th>Student Enrollment 10,000 and more</th>
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<tbody>
<tr>
<td><strong>Minimum Education Standards</strong></td>
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<tr>
<td>See the final rule for additional preferred educational standards for new directors</td>
<td>Bachelor’s degree, or equivalent educational experience, with academic major in specific areas;* OR Bachelor’s degree in any academic major, and State-recognized certificate for school nutrition directors; OR Associate’s degree or equivalent educational experience, with academic major in specific areas,* and at least one year of relevant school nutrition programs experience; OR High school diploma (or GED) and at least three years of relevant experience in school nutrition programs.</td>
<td>Bachelor’s degree, or equivalent educational experience, with academic major in specific areas;* OR Bachelor’s degree in any academic major, and State-recognized certificate for school nutrition directors; OR Bachelor’s degree in any academic major and at least five years experience in management of school nutrition programs.</td>
<td>Bachelor’s degree, or equivalent educational experience, with academic major in specific areas;* OR Bachelor’s degree in any academic major, and State-recognized certificate for school nutrition directors; OR Bachelor’s degree in any academic major and at least two years of relevant school nutrition programs experience; OR Associate’s degree or equivalent educational experience, with academic major in specific areas,* and at least two years of relevant school nutrition programs experience.</td>
</tr>
</tbody>
</table>

(LEAs with less than 500 students: State agency may approve a candidate that meets the educational standards but has less than three years experience.)

**Minimum Prior Training Standards**

At least eight hours of food safety training is required either not more than five years prior to their starting date or completed within 30 days of the employee’s start date.

*Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.