

Professional Standards Training Requirements

Use this guide to determine training requirements for school nutrition program staff and volunteers

	Category 1	Category 2	Category 3
Who:	School nutrition directors, managers and staff, plus persons acting in these roles for more than 30 days per year.	School nutrition substitutes and volunteers, cashiers determining reimbursable meals at Point of Service (POS), office staff with school nutrition program duties (submitting claims for NSLP, SBP, ASP, SMP, WSDMP and/or FFVP, processing free and reduced-price applications, verification, or financial management).	Teachers administering BIC, FFVP, SMP, and/or WSDMP; paid and volunteer cafeteria aides; student workers; custodians; and delivery drivers.
Required Training:	Any topics in the USDA Key Areas ¹ and annual civil rights training. Note: Food safety training is required for new directors and recommended for all other program staff.	Any topics in the USDA Key Areas ¹ and annual civil rights training Use the SNT Special Employee Checklist ² to tailor training to job duties.	None.
Annual Training Requirements:	Select a position description from the chart below. Likely positions in Category 1 include Directors, Managers, Full Time School Nutrition Program Staff, Part-Time School Nutrition Program Staff or non-School Nutrition Program Staff with duties pertaining to School Nutrition Programs.	Select a position description from the chart below. Likely positions in Category 2 include Part Time School Nutrition Program Staff or non-School Nutrition Program Staff with duties pertaining to School Nutrition Programs.	<i>Annual civil rights and job specific training is recommended.</i>
Required Documentation:	Record of employee name, title of training, training source, dates and total training hours in any format. Certificate of attendance is encouraged but not required.	Record of employee name, title of training, training source, dates and total training hours in any format. Certificate of attendance is encouraged but not required.	<i>None. Documentation of all school nutrition staff training is recommended.</i>

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School Nutrition Program Directors* <i>Category 1</i>	School Nutrition Program Managers* <i>Category 1</i>	Full Time School Nutrition Program Staff* <i>Category 1</i>	Part Time School Nutrition Program Staff or Non-School Nutrition Program Staff with Job Duties Pertaining to School Nutrition Programs* <i>Category 1 or 2</i>
12 hours	10 hours	6 hours	4 hours

*Note: If hired January 1 or later, only half of the hours are required during the first school year of employment.

¹ The 4 USDA Key Areas of training are: Nutrition, Operations, Administration and Communications/Marketing.

² Employee and orientation Checklist (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-employee-orientation-and-training-checklist.doc>)

Program Acronyms: NSLP=National School Lunch Program, SBP=School Breakfast Program, ASP=Afterschool Snack Program, SMP=Special Milk Program, WSDMP=Wisconsin School Day Milk Program, FFVP=Fresh Fruit and Vegetable Program, BIC=Breakfast in the Classroom



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