



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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GOVERNOR

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STATE SUPERINTENDENT

FOOD SERVICE

**ADMINISTRATIVE POLICY NO. 15
SCHOOL YEAR 2014-2015**

SUBJECT: Training Requirements for Participation in School Nutrition Programs

DATE: February 10, 2015

Regular training is a critical part of ensuring that school food authorities (SFAs) participating in School Nutrition Programs fully understand how to meet program regulations. Training allows for proactive learning without the consequences of corrective and/or fiscal action.

The Michigan Department of Education's (MDE) School Nutrition Programs unit is setting forth mandatory training requirements for participants of the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program, and Special Milk Program. These mandatory training requirements are in addition to the professional standards set forth by the United States Department of Agriculture (USDA) as a result of the Healthy, Hunger-Free Kids Act of 2010. Moving forward, the following trainings will be required:

SFAs that Plan to Begin Participation in One or More School Nutrition Program(s)

SFAs that want to begin one of the School Nutrition Programs, or have just begun their School Nutrition Program(s), must complete the School Food Service Overview training provided by MDE within six months of the approved application to participate in the NSLP, SBP, Afterschool Snack Program, and/or the Special Milk Program. SFAs unable to comply with this requirement must request a specific exemption from MDE. In the case of the exemption, a Corrective Action Plan will be developed by the SFA in order to assure personnel receive proper training in School Nutrition Program requirements.

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SFAs Scheduled for an Administrative Review during the Current School Year

Schools selected for Administrative Reviews are required to attend the essential Administrative Review training per the timeline indicated in the SFA's notification that an Administrative Review is scheduled. At least one representative from each SFA must attend this training in person.

SFAs with Significant Corrective Action Findings during an Administrative Review

If required through corrective action assessed as the result of an Administrative Review, at least one SFA representative must attend the specific MDE training identified in the Corrective Action Plan. Any exemptions from this requirement must be approved by MDE. The exemptions must include a Corrective Action Plan that addresses how the SFA will remain in compliance with all regulations without attending the required training.

MDE will document training attendance and technical assistance efforts specific to each SFA participating in School Nutrition Programs. SFAs are required to maintain proof of training participation for three years plus the current year and to make these documents available to MDE School Nutrition Programs unit staff upon request. SFAs not in compliance with training requirements will be contacted and corrective action will be assessed.

Training of SFA staff on civil rights is also required once per year. Maintain copies of agendas and sign-in sheets from civil rights trainings for three years plus the current year. Additional detail on civil rights requirements in School Nutrition Programs is available in MDE Food Service Administrative Policy No. 3, School Year 2013-2014, available at:

http://www.michigan.gov/documents/mde/Administrative_Policy_No_3_Civil_Rights_Compliance_Requirements_432151_7.pdf.

For training opportunities and resources, please visit the MDE School Nutrition website at www.michigan.gov/schoolnutrition or contact MDE at MDE-SchoolNutrition@michigan.gov or 517-373-3347.

Questions regarding this Administrative Policy may be directed to the School Nutrition Programs unit by e-mail to MDE-SchoolNutrition@michigan.gov.