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DEPARTMENT OF EDUCATION
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STATE SUPERINTENDENT

FOOD SERVICE

**ADMINISTRATIVE MEMO No. 5
SCHOOL YEAR 2019-2020**

SUBJECT: Professional Standards Training Flexibility in Learning Objective Code 3450 – Employee Health, Safety, and Wellness

DATE: October 2, 2019

The United States Department of Agriculture (USDA) Professional Standards (PS) for school nutrition professionals requires a minimum amount of annual training hours for school nutrition program staff. To guide food service directors (FSDs) in providing acceptable staff training, USDA has published [USDA Professional Standards Learning Objectivesⁱ](#) as a resource that identifies training in four key areas: Nutrition, Operations, Administration, and Communications and Marketing. The purpose of this memo is to clarify what training will be acceptable under the Administration key area, Human Resources and Staff Training, with learning objective code 3450.

The intent of PS training requirements is to provide job-related training in areas where employees do the majority of their work. For example, a cashier has different training needs than an administrative person who processes monthly claims. The Michigan Department of Education (MDE) sees the need for flexibility in allowing district-wide training for staff in employee health, safety, and wellness (learning objective code 3450) and will allow up to 25 percent of the annual school nutrition program training hour requirements towards employee health and safety issues, including CPR, choking, first aid, bloodborne pathogens, sexual harassment, and bullying.

For example, if a training for all district employees included bullying, bloodborne pathogens, choking, etc. and the entire training was 4 hours, these are the maximum hours that could be credited annually by food service staff, by position, for code 3450:

- Food service director – 3 hours (of the required 12 hours per year)
- Food service manager – 2.5 hours (of the required 10 hours per year)
- Other food service staff working an average of at least 20 hours/week – 1.5 hours (of the required 6 hours per year)
- Part time food service staff working less than 20 hours/week – 1 hour (of the required 4 hours per year)

Questions regarding this memo may be directed to the School Nutrition Programs unit by e-mail to MDE-schoolnutrition@michigan.gov or phone 517-241-5374.

ⁱ https://fns-prod.azureedge.net/sites/default/files/cn/ps_learningobjectives.pdf

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