



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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GOVERNOR

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STATE SUPERINTENDENT

FOOD SERVICE

**ADMINISTRATIVE POLICY NO. 10
SCHOOL YEAR 2015-2016**

SUBJECT: Professional Standards Annual Training Hour Requirements

DATE: January 30, 2016

Professional Standards for school nutrition professionals is a key provision of the Healthy, Hunger-Free Kids Act of 2010 (80 FR 11077). The rule, published March 2, 2015, requires a minimum amount of annual training hours for all state directors of school nutrition programs, state director of distributing agencies, school nutrition program directors, managers, and staff. Required training topic areas will vary according to position and job requirements.

The United States Department of Agriculture (USDA) published guidance for Professional Standards in [USDA memo SP 39-2015](#).ⁱ Additionally, USDA has recently published the [Guide to Professional Standards for School Nutrition Programs](#),ⁱⁱ which provides updated information for State agencies, school food authorities, and school nutrition professionals. It provides tips on where to find trainings, examples of how to meet the training standards, easy-to-read tables and reproducible handouts.

The Michigan Department of Education, School Nutrition Program unit, wishes to provide clarification regarding annual training hours, including the carryover of excess training hours. To allow school food authorities (SFAs) flexibility to meet the training hours requirement, excess annual training hours may be carried over to an immediately previous or an immediately subsequent school year. With this flexibility, the SFA must ensure the following:

- Some training hours must be completed each year.
- An employee's annual training requirements for one year may be met with hours in excess of the annual requirement from

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either the immediately previous or immediately subsequent training year.

- Training received between April 1 and June 30, 2015, may count towards the training requirements for school year 2015-2016.
- The training standards apply to food service management staff and vended meal staff working at the sponsor's site. The standards do not apply to vended meal staff not working at a sponsor's site.
- Records must be maintained and made available to the State agency upon request.
- Documentation of professional standards training is now part of the Administrative Review (AR), and staff training hours will be reviewed during the AR.

Questions regarding this Administrative Policy may be directed to Office of School Support Services, School Nutrition Programs unit by email to MDE-schoolnutrition@michigan.gov.

ⁱ <http://www.fns.usda.gov/professional-standards-state-and-local-school-nutrition-programs-personnel-required-healthy-hunger-2>

ⁱⁱ <http://www.fns.usda.gov/guide-professional-standards-school-nutrition-programs>