Professional Standards Tracker Log for the School Nutrition Programs

The U.S. Department of Agriculture (USDA) requires school food authorities (SFAs) to maintain documentation of professional development activities (such as trainings, workshops, and conferences) for all staff whose responsibilities include duties related to the operation of the school nutrition programs, including school food service personnel and non-school food service personnel. For example, teachers and other applicable personnel who conduct classroom meal counts or field trip meal counts must receive appropriate training to ensure they perform their jobs effectively and in compliance with the USDA's regulations.

For guidance on the USDA's requirements for professional standards, visit the CSDE's Professional Standards for School Nutrition Professionals webpage. For links to applicable training programs, visit the CSDE's Training for Child Nutrition Programs webpage.

Maintain Training Records on File

During the Administrative Review of the school nutrition programs, the Connecticut State Department of Education (CSDE) will review the SFA's records that document the completion of annual training standards by all personnel (program directors, managers, and staff). Training certificates, training sign-in sheets, and training agendas are examples of documents that SFAs may submit to demonstrate compliance with the training standards. Reports from the USDA Training Tracking Tool (or similar alternative training tracking tool) that demonstrate compliance with the training standards are also examples of possible documentation.

Access CSDE's Professional Standards Tracker Log

SFAs may use the CSDE's *Professional Standards Tracker Log for School Nutrition Programs* Excel worksheet to maintain records of each school food service employee's completion of the annual training standards.

Click to access the CSDE's *Professional Standards Tracker Log for School Nutrition Programs*.

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Resources

Final Rule: Professional Standards for State and Local School Nutrition Programs Personnel as Required by the HHFKA of 2010:
https://www.fna.usda.gov/cn/fr-030215

Professional Standards for School Nutrition Professionals (CSDE webpage):
https://portal.ct.gov/sde/nutrition/professional-standards-for-school-nutrition-professionals

Professional Standards Learning Objectives & Training Topics (USDA webpage):
https://www.fna.usda.gov/tn/professional-standards/training-objectives-topics

Summary of the Professional Standards for School Nutrition Professionals (USDA):
https://www.fna.usda.gov/tn/professional-standards/resources/flyer

Professional Standards Training Tracker Tool (USDA):
https://www.fna.usda.gov/tn/professional-standards/trainings-tracker-tool

Requirements for Classroom Meals in the National School Lunch Program and School Breakfast Program (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/mealcount/requirements_classroom_meals_nslp_sbp.pdf

Requirements for Field Trip Meals in the National School Lunch Program and School Breakfast Program (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/mealcount/requirements_field_trip_meals_nslp_sbp.pdf

Training for Child Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/training-for-child-nutrition-programs

USDA Guide to Professional Standards for School Nutrition Programs (USDA):
https://www.fna.usda.gov/tn/professional-standards/resources/guide

USDA Memo SP 05-2020: Questions & Answers Regarding Professional Standards for State and Local School Nutrition Program Personnel:
https://www.fna.usda.gov/schoolmeals/professional-standards-qas

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For more information, visit the CSDE's Professional Standards for School Nutrition Professionals webpage or contact the school nutrition programs staff at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/professional_standards_tracker_log_snp_introduction.pdf.

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3. email: program.intake@usda.gov

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