

Summary of Required Minimum Continuing Education/Training Standards, for All Local Educational Agency Sizes

New and Current Directors	<p>Each year, at least 12 hours of annual continuing education/training.</p> <p>Includes topics such as:</p> <ul style="list-style-type: none">• Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures).• Any specific topics required by FNS, as needed, to address Program integrity or other critical issues. <p>This required continuing education/training is in addition to the food safety training required in the first year of employment, or for all school nutrition program directors if determined by the State agency.</p>
New and Current Managers	<p>Each year, at least 10 hours of annual continuing education/training.</p> <p>Includes topics such as:</p> <ul style="list-style-type: none">• Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures).• The identification of reimbursable meals at the point of service.• Nutrition, health and safety standards.• Any specific topics required by FNS, as needed, to address Program integrity or other critical issues.
New and Current Staff (other than the director and managers) that work an average of at least 20 hours per week	<p>Each year, at least 6 hours of annual continuing education/training.</p> <p>Includes topics such as:</p> <ul style="list-style-type: none">• Free and reduced price eligibility.• Application, certification, and verification procedures.• The identification of reimbursable meals at the point of service.• Nutrition, health and safety standards.• Any specific topics required by FNS, as needed, to address Program integrity or other critical issues.