

Annual Training Requirements for SFA School Nutrition Personnel

Training Hours Requirement by Position

Position	Annual Training Hours
School Nutrition Director (System-Level)	12 hours
Manager (School-Level)	10 hours
Staff (System and School-Level) working at least 20 hours per week	6 hours
Staff (System and School-Level) working < 20 hours per week	4 hours
Non-School Nutrition Staff (School-Level) with school nutrition related duties	Specific to duties

Note: If hired on January 1 or later, an employee must only complete half of the above training hours.

Training Topics by Position

Position	Suggested Training Topics
School Nutrition Directors (System Level) including: Directors, Manager/Supervisors, Assistant Directors, Director Trainees, Supervisors and Coordinators	<ul style="list-style-type: none"> Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures), and Any specific topics required by FNS, as needed, to address Program integrity or other critical issues. <p><i>This required continuing education/training is in addition to the food safety training required in the first year of employment.</i></p>
Managers (School Level) including: Managers, Manager Trainees and Assistant Managers	<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, and Any specific topics required by FNS, as needed, to address Program
Staff that work an average of at least 20 hours per week (System and School Level)	<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, and Any specific topics required by FNS, as needed, to address Program integrity or other critical issues.
Staff that work < 20 hrs. per week (System and School Level)	<i>At least 4 hours of annual continuing education/training</i>
Non-School Nutrition employees with school nutrition related duties	<i>Annual training related to the specific duties being performed for the School Nutrition Program</i>

Note: Effective July 1, 2015, USDA Professional Standards replaced Advanced Training-in Depth (TID) courses.

Approved Training Sources:

- Locally developed training with appropriate learning objectives in key areas (click here for: [USDA training codes](#))
- State Agency (GaDOE) and Professional Associations (such GSNA) conferences and training events
- School Nutrition Association (SNA): <https://schoolnutrition.org/learning-center/>
- The Institute of Child Nutrition (ICN): <https://theicn.org/>
- USDA Professional Standards Database: <https://professionalstandards.fns.usda.gov/>