

Commissioner's Memo
9/1/2022

Required Annual Training Topics and Hours for Child Nutrition Staff Base on Job Position

Memo Information

Memo Number **CNU-23-006**

Memo Date 9/1/2022

Memo Type Regulatory

Unit Child Nutrition

Regulatory Authority 7CFR 210.30; FNS Instruction 113; Arkansas Rules for Certification and Continuing Professional Development of Child Nutrition Directors, Managers and Workers

Response Required NO

Attention Child Nutrition Directors/Managers

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Memo Text

The National School Lunch Program regulations at [7 CFR 210.30](#), [FNS Instruction 113](#), and [Arkansas Department of Education Rules Governing the Certification and Continuing Professional Development of Child Nutrition Directors, Managers, and Workers](#) identify annual training required according to job position of all members of the child nutrition staff. Presentation and attendance at training is monitored during the Administrative Review. Documentation of training attendance must be maintained by the district for a minimum of five years, plus the current school year.

The required annual training requirements apply to both self-operated and outsourced child nutrition programs.

USDA Required Annual Training Topics by Child Nutrition Job Position

The required annual training topics by position are as follows:

	CN Director	CN Manager	CN Workers
Free/Reduced Eligibility, Application, Certification, Verification	X	X	X
Meal Counting and Claiming	X	X	
Reimbursable Meal		X	X
Nutrition / Physical Activity / Healthy Lifestyle		X	X
Food Preparation			X
Food Safety Standards		X	X
Health Standards		X	X

Civil Rights - Including:	X	X	X
Collection and Use of Data	X	X	X
Complaint Procedures	X	X	X
Compliance Review Techniques	X	X	X
Resolution of Noncompliance	X	X	X
Reasonable Accommodation of Children w/ Disabilities (and Special Healthcare Needs)	X	X	X
Accommodation for Language Assistance	X	X	X
Conflict Resolution	X	X	X
Customer Service	X	X	X

Required Annual Training Hours by Child Nutrition Job Position

	CN Director	CN Manager	CN Workers
Hours Required Annually	12	10	10

If you have questions related to child nutrition staff annual training requirements, child nutrition staff hiring standards, or other professional development related topics, contact your area specialist.