

Performance Standard: 1304.23(b)(1)(i)(ii)(iii)(iv); 1304.23(e)(1); 1304.53(a)(10)(xiii)

Procedure: USDA Food and Consumer Services Child Nutrition Programs

#	Strategies	Person Responsible	Date to be Completed
1.	The USDA Child and Adult Care Food Program (CACFP) is the primary source of reimbursement for meals for Head Start children.	Finance	Ongoing
2.	The initial CACFP enrollment forms are completed at intake by the parent for each child.	FA, HV	At Intake
3.	The original form will be placed in the Teacher's File and a copy forwarded to IT for entry into Child Plus.	FA, HV, IT	Ongoing
4.	IT forwards a copy of forms to the Deputy Director of Children's services office, where the forms are maintained on file.	IT, DD	Ongoing
5.	Prior to expiration of the existing CACFP Enrollment Form, the DD will notify the FA or HV who will contact the family for completion of a new form.	DD, FA, HV	Prior to expiration
6.	During the staffing process changes will be documented and shared so forms can be tracked by site and classroom.	FA, HV, IT, DD	Ongoing
7.	CAPE claims reimbursement from CACFP for breakfast, lunch and snack for each enrolled child on attendance.	Finance, Teachers/Caregiver, HV	Daily
8.	For individual children with special medical or dietary needs, substitutions are made in meal patterns. A doctor's note is in child's record.	FA, AT/FA, HV, HM, MD/MH/N	Ongoing, as needed
9.	Additional snacks may be provided for children, if needed, who arrive early or stay late.	Teacher/Caregiver, MD/MH/N	Ongoing, as needed
10.	Quantities of food served in the program are conformed to amounts indicated by CACFP Children meal pattern. Daily meals for children attending our part-day program receive at least 1/3 of their daily nutritional needs.	Manager Disabilities/Mental Health/Nutrition	Ongoing
11.	Children attending our full day program receive AM snack, breakfast, lunch and PM snack. These meals provide 1/2 to 2/3 of their daily nutritional needs.	Teacher/Caregiver MD/MH/N	Ongoing

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12.	<p>Menus are posted in the classrooms and the bulletin board in the main hallway at all sites.</p> <p>Use of cycle menus of four weeks or longer helps in formulating balanced and varied menus, as well as in planning purchase orders and work schedules. Before starting a new cycle of menus, children's acceptance of food items on the menu can be checked, so that changes can be made. Posting menus in the food preparation / dining areas and sending menus home to parents helps to facilitate the integration of nutrition activities. Providing menus keeps staff, parents, and children informed of changes or substitutions.</p>	<p>LSM/COM</p> <p>Manager Disabilities/Mental Health/Nutrition and Dietician</p>	<p>Ongoing, rotated as needed</p> <p>Ongoing, rotated as needed</p>
13.	<p>Breakfast is served to children per the menu schedule. Children arriving after breakfast clean-up will be offered an alternative breakfast food choice.</p>	<p>Teacher/Caregiver MD/MH/N</p>	<p>Daily</p>
14.	<p>MD/MH/N checks to assure that vendor complies with State laws regarding safe food service and sanitation. MD/MH/N checks to see that licenses and certifications are posted.</p>	<p>MD/MH/N</p>	<p>Ongoing</p>
15.	<p>All head start sites use water from approved city or county facilities.</p>	<p>MD/MH/N</p>	<p>Ongoing</p>
<p><u>Supporting Documents</u> CACFP Menus Temperature Logs Meal Sheets</p>			<p>Revised 7/31/15 sjz</p>