

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Section: Subpart D-Health Program Services	PC Approval Date: 8/2/05, 1/18/18
Title: USDA Meal Guideline	Updated: 11/3/17
Policy #: HS-85	NI Board Approval: 9/12/19
Forms Required: Attendance Form, Site Monitoring Report Form, And Justice For All Poster; Building For the Future Futures Poster, CACFP Binder,	
Performance Standards:1302.44, CCD 414-300-0270, CFOB: 4.2.0.3	Page 1 of 4

Policy: All Head Start grantee and delegate agencies must use funds from Child and Adult Care Program (CACFP) as the primary source of payment for meal services.

Purpose: It is the purpose of the Head Start's participation in the Child and Adult Care Food Program (CACFP) to assure that children receive adequate, well-balanced, safe and nutritious meals and snacks while attending Head Start. CACFP requires proper training of staff and formal systems with audit checks, procedures and documentation. NeighborImpact Head Start complies with all CACFP regulations and incorporates "Best Practices" in its administration and implementation of the program's nutrition component. Staff are trained annually on the CACFP requirements and program procedures for meal service and meal counts. New employees are trained within 30 days of hire.

Procedure:

Required Documents/Postings

- A. And Justice For All poster
- B. Building For the Future poster
- C. Civil Rights Binder
- D. CCD License
- E. WIC Brochure "Healthy Foods, Healthy Kids, Healthy Families" posted and distributed at enrollment visits.
- F. CACFP Binder

Menus

- A. For Vended Meals the Food Services Coordinator will:
 1. Plan menus for vended meals each month. Maintains a vender menu file of approved menus and CN labels, recipes for homemade items and Meal Production Records (MPR) s for approved menu items.
- B. For meals prepared in the NeighborImpact production kitchen the Food Service Coordinator will:
 1. Plan a cycle menu for the main Head Start kitchen.
 2. Ensure all commercially prepared products and prepared homemade combination entrees are documented to provide at least the minimum amount required for each component being credited.
 3. Maintain a file documenting creditability and meal pattern compliance for all foods on the Head Start kitchen menu.
- C. Registered Dietician consultant will:
 1. Review and approve all menus prior to service, certifying that they meet CACFP meal patterns and Head Start Performance Standard requirements.

2. Determine all foods served meet the CACFP creditability standards and contribute to the CACFP meal pattern in a reasonable portion for a preschool age child.

Vendors/Procurement

- A. The Food Services Coordinator will contact each vendor prior to the beginning of each Head Start school year.
 1. Documentation for each menu item to be included in the Head Start menus will be reviewed to ensure each menu item meets CACFP creditability, meal pattern and portion size requirements.
 2. Review of the menu items/products will consist of an examination of the CN labels, Product Formulation Statements (PFS) or recipe as it relates to each component area and to planned portion sizes.
 3. Copies of all vendor homemade product recipes are kept on file in the Food Services Coordinator office.
 4. Original vendor CN labels, PFS and MPR's are kept on file in the Food Services Coordinator's office.
 5. Procurement procedures will follow NeighborImpact fiscal policies.

Meal Service

- A. Classroom Staff will
 1. Ensure that at every meal at least the minimum planned portions of each meal component is served and available to every child. All children are encouraged to serve themselves the full planned portion.
 2. Be responsible to have the CACFP required point of service meal count taken at the table at each meal following the Actual Count Method. Refer to Attendance and Meal Count Documentation Guidance for specific instructions of how to document attendance and meal counts.
 3. Ensure that the Daily Meal Count for children and non-part CACFP adults and Non-Part-Non CACFP adults is documented on the Child Plus Attendance Forms accurately.
 3. Staff are required to sit at the table and eat a child size portion, same food as the children.
 4. The minimum servings of each food component must be placed on the table for each meal to ensure that portions are available for all persons participating in the meal, this includes milk.
 5. Clean, sanitary drinking water will be readily available indoors and outdoors.
 6. Classroom volunteers should participate in all aspects of the CACFP Family Style Meal Service. Staff must separately ADD attending adults to the correct slot on the Attendance every meal.
 7. Approval for special meal patterns or mealtimes may only be approved through the CACFP Child Nutrition Specialist and facilitated through the Food Services Coordinator or Health Services Manager.

MPR's

- A. Classroom staff must ensure that MPR's include the following:
 1. The current date
 2. All food delivered in weight or volume
 3. Instructions for planned portion sizes and serving detail
 4. Food delivery time and temperature
 5. Documentation that the food provided is consistent with the Vended Meal Agreement
 6. Signature of the vendor and the Head Start staff member who received the food and the time of delivery
- B. If meals supplied are missing a food item or if they did not supply an adequate amount of a food item
 1. Teacher contacts the kitchen immediately to determine if the error can be corrected before the meal is served.

2. If correction is not possible, the staff must supplement the meal with food items in the proper component from extra food supplies stored in the classroom.
3. The Health Services Manager or Food Service Coordinator should be contacted for consultation if there are any questions about how to supplement the meal legally.
4. The staff member making the substitution must record on the monthly menu the food item that was short or missing and what food item was substituted.
5. The staff member who received the food or made the substitution must e-mail the Food Services Coordinator concerning any inadequate meals received from vendors on the same day so that corrective action can be taken.
6. If a MPR does not include all of the required items the staff member receiving the food contacts the vendor/kitchen and attempts to get the needed information.
7. The staff member sends a message to the Food Services Coordinator to inform that there is a problem with the MPR.

CACFP Monitoring

- A. CACFP practices require each site to be monitored a minimum of three times a year, each classroom is monitored a minimum of two times a year, by the Health Services Manager, Food Services Coordinator, Health Services Specialist or another trained staff.
 1. Monitor will use a CACFP approved Site Monitoring Report Form and NeighborImpact Site Monitoring Review Form to ensure compliance with USDA Regulations and requirements.
 2. A copy of the Monitoring Review Forms will be emailed to the Regional Coordinator, Site Lead and Head Start Teacher, Assistant Teacher and Center Aide.
 3. Areas needing correction will be recorded on the Site Monitoring Report Forms, verbally discussed with the Site Lead and classroom staff when possible. An email of the monitoring summary with corrective action plan will be sent to the Regional Coordinator, Site Lead and Head Start Teacher and documented on the Site Monitoring Forms.
 4. The Regional Coordinator and Site Lead are responsible to ensure corrective action and/or training is provided to ensure program is in compliance. The Site Lead is responsible to send corrective action/training documentation to the Monitor within 2 weeks or timeline identified on the Monitoring Review Forms.
 5. The original Site Monitoring Report Form is filed in the Site Monitoring Binder at the Main Office with all corrective action documentation and uploaded on the P Drive under Health/Nutrition/CACFP/CACFP Monitoring. A copy will also be kept in the Site Monitoring Binder.
 6. The Food Services Coordinator monitors the site monitoring file monthly and notifies the Monitor if documentation of corrective action is needed. If documentation is not received in a timely manner the Health Services Manager or Food Services Coordinator provides written (or e-mail) communication to the Regional Coordinator and Site Lead.
 7. For second and subsequent monitoring reviews, the monitor will review the previous Site Monitor Report Form and verify during the current visit that all findings from the previous monitor visit have been corrected.

Reimbursement

- A. The Food Services Coordinator will also check designated site reports, and then generate final report for reimbursement. This includes counting all adult participates and running a report, and non-participate adults for possible reimbursement back to CACFP.
- B. The Food Services Coordinator completes and submits the CACFP Reimbursement Claim utilizing the online claim system by the 15th of each month.

C. The Food Services Coordinator submits a copy of the monthly reimbursement claim to accounting after each claim is made.

Documentation Retention

- A. All CACFP documentation will be stored in the Food Services Coordinator office or Health Office for the current school year.
- B. CACFP documents will be labeled and stored in the file shed for 3 years plus the current year. After this time, documents are shredded.

Extra Food Supplies

A. Extra food supplies must be stored in each classroom. All foods sent are designed to meet all CACFP food component requirements. Each class will have these items per class and on site the first month of operation. If food is used, Staff must notify Site Supervisor and the she /he will notify Food Service Coordinator/Kitchen so food can be replenished quickly. Supplies will be adjusted to fit each classrooms enrollment numbers.

Extra Food List

Breakfast	
Amount-per classroom	Portion Size
12 cups cold cereal (Cheerios)22 servings	1/2 cup cereal
(#10) can applesauce/unsweetened	1/2 cup (will serve 22 people)
Non Fat Milk	3/4 cup
LUNCH	
Amount -per classroom	Portion Size
2 dozen flour tortillas	1 whole flour tortilla
(#10) can green beans	1/4 cup each
(# 10) can diced peaches	1/4 cup
(#10)Refried Beans	1/2c. per burrito
5# shredded cheese	1/4c per burrito

* unless indicated with serving sizes in parenthesis, amounts have been figured to feed 24 per class

Requirements

Breakfast:	Lunch
Milk-3/4 cup	Milk-3/4 cup
Cold cereal-1/3c.	Meat/Poultry/Fish-1 1/2 oz. or
Cooked cereal-1/4c.	Vegetable-1/4 cup
	Fruit 1/4 cup total
	Bread/Bread Alternative 1/2 oz.
Snack:	
Choose 2 components out of the 5 as identified in lunch except 1/2 cup of vegetable or fruit	