


Performance Standard:	Part 1302 - Sub Part D Health Program Services	INCA Community Services Head Start & Early Head Start Policies and Procedures 
Sub Category:	1302.44 Child Nutrition	
Reference:	ODOH-CACFP- Food Safety for Food Service	
PC Approval Date:	9/2018	
GB Approval Date:	8/2018	
Responsible: :	Food Technicians; Nutrition Manager; Area Supervisor/Family Engagement Supervisor; Classroom staff; and Head Start Director	
Child Nutritional Services		
Policy:		
INCA designs and implements nutrition services that are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities		
Guidelines		
<ul style="list-style-type: none">• INCA will support adaptations to enhance children’s special needs.• INCA will offer a variety of foods that consider cultural and ethnic preferences.• INCA will acknowledge education, presentation and acceptance as the key to broaden food experiences.• Area Supervisor/Family Engagement Supervisor, classroom staff, or Nutrition Manager will attain nutrition assessment for all enrolled children to enlighten staff of food preferences, diet restrictions, etc.		
Child Nutrition Service Requirements:		
<ul style="list-style-type: none">• Family style meals are encouraged as described in 1302.31(e)(2). See Policy - Family Style Meal Service• Specifically, INCA:<ul style="list-style-type: none">○ Ensures each child in a classroom that operates for six hour per day receives meals and snacks that provide one-half to two-thirds of the child’s daily nutrition needs, depending upon the length of the classroom day. (see Policy - Provision of Nutritional Services)○ Serves three-to five-year-olds meals and snacks that conform to USDA requirements in 7 CFR parts 210, 220, and 226, and are high in nutrients and low in fat, sugar, and salt;○ Feeds infants and toddlers according to their individual developmental readiness and feeding skills as recommended in USDA requirements outlined in 7 CFR parts 210, 220, and 226, and ensures infants and young toddlers are fed on demand to the extent possible;○ Ensures bottle-fed infants are never laid down to sleep with a bottle;		

<ul style="list-style-type: none"> ○ Serves all children in morning center-based settings who have not received breakfast upon arrival at the classroom a nourishing breakfast; ○ Promotes breastfeeding, including providing facilities to properly store and handle breast milk and makes accommodations, as necessary, for mothers who wish to breastfeed during classroom hours, and if necessary, provides referrals to lactation consultants or counselors (see Policy Breastfeeding and Storage and Management of Breastmilk/Formula); and, ○ Makes safe drinking water available to children during the classroom day (see Policy Safe Drinking Water).
Payment Sources
<ul style="list-style-type: none"> ● INCA uses funds from USDA Food Program as the primary source of payment for meal services. ● Early Head Start and Head Start funds may be used to cover those allowable costs not covered by the USDA.
Definitions/Acronyms
INCA - Head Start and Early Head Start programs HS - Head Start program EHS - Early Head Start classroom
Documentation Needed:
INCA Nutrition Assessment, Child Health and Medical records, Community Assessment
Dissemination of Policy
The policy will be made available to all Head Start employees through the agency's website @ www.incacaa.org . The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.