


<b>Performance Standard:</b>	<b>Part 1302 - Sub Part D Health Program Services</b>	<b>INCA Community Services</b>  <b>Head Start &amp; Early Head Start Policies and Procedures</b>  
<b>Sub Category:</b>	<b>Nutrition Services 1302.44a</b>	
<b>PC Approval Date:</b>	9/2018	
<b>GB Approval Date:</b>	8/2018	
<b>Form:</b>	(See documents needed)	
<b>Responsible:</b>	Food Technicians; Nutrition Manager; Area Supervisor/Family Engagement Supervisor; Classroom staff; Health Services Manager and Head Start Director	
<b>Diet and Nutrition History</b>		
<b>Policy:</b>		
INCA implements a nutrition program that meets the nutritional needs and feeding requirements of each child. INCA uses the information from the screening for developmental sensory, and behavioral concerns, Nutritional Assessment Form, ongoing observation, medical and dental evaluations and treatments, and insights from the child's parents to help staff and parents determine how the program can best respond to each child's individual characteristics, strengths and needs.		
<b>Guideline</b>		
<ul style="list-style-type: none"><li>• Area Supervisor/Family Engagement Coordinator interview parents or guardians and complete the Nutrition Assessment form for children during the enrollment process.</li><li>• Area Supervisor/Family Engagement Coordinator give each parent the WIC nutrition education handout if parent is not enrolled during the enrollment process.</li><li>• Parents complete a Nutrition Assessment which is included in the enrollment packet.<ul style="list-style-type: none"><li>◦ After completed, Area Supervisor/Family Engagement Coordinator place the Nutrition Form in the child's file and scan into Child Plus under Health Attachment for identification of need by program staff.</li></ul></li><li>• Home Visit Welcome packet includes nutritional information.</li><li>• Nutrition Manager and Health Service Manager review the Nutrition Assessment form to determine the nutritional status of the child and to identify special diet needs and/or potential areas of concern that may affect his or her behavior in the classroom and during mealtime.</li></ul>		
<b>Definitions/Acronyms</b>		
INCA - Head Start and Early Head Start programs HS - Head Start program EHS - Early Head Start program		
<b>Documentation Needed:</b>		
Nutrition Assessment Form		

<b>Dissemination of Policy</b>
The policy will be made available to all Head Start employees through the agency's website @ <a href="http://www.incacaa.org">www.incacaa.org</a> . The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.