


<b>Performance Standard:</b>	<b>Part 1302 - Subpart 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>1302.44 Child Nutrition</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>Identification of Nutritional Needs Services</b>		
<b>Policy:</b>		
INCA works with families to identify the nutritional needs of enrolled children		
<b>Guidelines</b>		
<ul style="list-style-type: none"><li>• INCA will support adaptations to enhance children’s special needs.</li><li>• INCA will offer a variety of foods that consider cultural and ethnic preferences.</li><li>• INCA will acknowledge education, presentation and acceptance as the key to broaden food experiences.</li><li>• 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.</li></ul>		
<b>Identification of Nutrition Needs</b>		
<p>Staff and families work together to identify each child’s nutritional needs of enrolled children.</p> <ul style="list-style-type: none"><li>• Any relevant nutrition-related assessment data (height, weight, hemoglobin/hematocrit), including nutrition-related health problems such as obesity, iron deficiency, failure-to-thrive, food allergies including tree nut allergies, food intolerances, milk allergies, lactose intolerance, and anything else requiring special dietary considerations (e.g., diabetes).</li><li>• Information about family eating patterns, including cultural, religious, ethnic, personal food preferences, and special dietary requirements for each child with nutritional-related health problems and the feeding requirements of infant and toddlers and each child with disabilities.</li><li>• For infants and toddlers, current feeding schedules and amounts and types of food provided, including whether breast milk or formula and baby food is used; meal patterns; new foods introduced; food intolerances and preferences; voiding patterns; and observations related to developmental changes in feeding and nutrition. This information is shared with staff and parents and updated regularly.</li><li>• Information about major community nutritional issues, as identified through Community Assessment or by the Health Services Advisory Committee or the local health department.</li></ul>		

<b>Special Needs</b>
<ul style="list-style-type: none"> <li>• The Nutrition Manager and Health Service Manager works with staff to ensure that provision to meet special needs are incorporated into the nutrition program.</li> <li>• Appropriate professionals, such as physical therapists, speech therapists, occupational therapists, nutritionists and/or dietitians are consulted on ways to assist Early Head Start and Head Start staff and parents of children with severe disabilities with problems of chewing, swallowing or feeding themselves.</li> <li>• The nutrition plan for services for children with disabilities includes activities to help children with disabilities participate in meal and snack times with classmates.</li> <li>• The nutrition plan for services for children with disabilities addresses obstacles of disabilities with a nutrition basis.</li> </ul>
<b>Reporting</b>
Area Supervisors/FEC and teaching staff input documentation in Child Plus and notify Health and Nutrition Manager of issues or concerns. Identified in child plus with food allergy flag.
<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>
INCA Nutrition Assessment, Child Health and Medical records, Community Assessment
<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.