


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	
PC Approval Date:	9/2018	
GB Approval Date:	8/2018	
Form:	Menu	
Responsible:	Food Technician, Food Service Assistant, Classroom Teaching Staff, Nutrition Manager	
Menu Approval and Substitutions		
Policy		
INCA implements a nutrition program and menu that meets the nutritional needs and feeding requirements of each child.		
Menu Approval		
<ul style="list-style-type: none">• The Nutrition Manager evaluates menus according to Head Start Performance Standards, Child and Adult Care Food Program (CACFP) guidelines, and Basic Nutrition/Menu Planning guidelines.<ul style="list-style-type: none">◦ If errors in the menus are identified, the Nutrition Manager notifies the center or classroom of necessary changes that must be made before menu approval.• Six weeks menu cycle, is provided to the center-based Food Technician, or Food Service Assistant by the Nutrition Manager.• Menus contracted through the public school are required to follow CACFP meal pattern guidelines.• Upon receipt of approved menu cycle, classroom staff date and post the menu and make it available to parents in each site.		
Menu Substitutions		
INCA substitutes items on the menu as appropriate for each child's needs <ul style="list-style-type: none">• Food Service Staff provide acceptable substitutions according to the CACFP guidelines and document it on the menu.• Substitutions are documented in the comment section of the CACFP Menus As Served form.• Food Service staff notify Nutrition Manager before substitution.• The Nutrition Manager reviews the substitution request and approves appropriate alternative.• The menu substitution is written on the posted menu.<ul style="list-style-type: none">◦ Menus are posted in view for the parent and public.		
Definitions/Acronyms		
INCA - Head Start and Early Head Start programs		

HS - Head Start program
EHS - Early Head Start program

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.