


Performance Standard:	1302 Subpart D - Health Services, Nutrition Services	INCA Community Services Head Start & Early Head Start Policies and Procedures 
Sub Category:	1302.44a	
Reference:	CACFP Manual Section 226.15(c)	
PC Approval Date:	9/2018	
GB Approval Date:	9/2018	
Form:	CACFP Contract Meal Service Delivery Receipt, Menus	
Responsible:	CACFP Manager	
Public School Meal Contracts		
Policy		
INCA shall maintain the final administrative and financial responsibility for the CACFP food program. INCA will contract with public schools when it is in the best interest of the program and shall follow all applicable Child and Adult Care Food Program (CACFP) guidelines when contracting for meals with the public school district.		
Contracting with Public Schools		
Upon contracting with public school districts and INCA will establish responsibilities and requirements of each entity, ensure all CACP guidelines are well defined will be met.		
Public School Responsibilities		
When INCA contracts with a public school district, the public school district is responsible for: <ul style="list-style-type: none">• Ensuring all meals are served on time• Maintaining the food production records• Documentation of meals delivered/served to INCA Head Start meet meal pattern requirements.• If bulk serving, must provide portion information to INCA.• Monthly billing for the costs of meals delivered according to CACFP Schedule B.		
INCA Responsibilities		
When INCA contracts with a public school district, INCA is responsible for: <ul style="list-style-type: none">• Ensuring monthly menus and other monthly CACFP records are on file;• Ensuring meal components, serving requirements and minimum meal pattern requirements are met;• Paying the cost of the meals to the public schools<ul style="list-style-type: none">○ Will pay each meal served to a CACFP recipient and claim for reimbursement.○ Will pay each meal served to a non-CACFP recipient but will not claim for CACFP		

reimbursement.
Documentation (only sites which contract with public schools for meals)
<ul style="list-style-type: none"> • Monthly menus are kept on file along with all other monthly CACFP records. • Contract Meal Service Delivery Receipt is completed and turned in at the end of the month to CACFP manager.
Definitions/Acronyms
PC - Policy Council GB - Governing Board INCA - Head Start and Early Head Start programs HS - Head Start program EHS - Early Head Start program CACFP - Child and Adult
Dissemination of Policy
<p>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.</p>