


Performance Standard:	Part 1302 - Subpart D Health Program Services	INCA Community Services Head Start & Early Head Start Policies and Procedures 
Sub Category:	1302.44a Child Nutrition	
PC Approval Date:	9/2018	
GB Approval Date:	8/2018	
Form:		
Responsible:	Nutrition and Health Managers, Area Supervisors/FEC, Food Service Saff, Classroom staff	
Nutrition Tracking and Management		
Policy		
<p>INCA implements a nutrition program and menu that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs and children with disabilities.</p> <p>INCA provides nutrition services and follow-up for families with children identified as having nutrition problems.</p>		
Tracking		
<p>In order to meet the nutritional needs of each child, the program assesses, tracks and monitors the nutritional needs of each enrolled child.</p> <ul style="list-style-type: none"> • The program designates staff to manage nutrition data. • Nutrition Manager monitor the nutritional needs of children with food allergies or special diet preferences (i.e., no pork, vegetarian) using the electronic record-keeping system. • Health Service Manager track lead levels and child height and weight using the Child-Plus system. 		
Nutrition Management		
<ul style="list-style-type: none"> • When a nutrition concern needs to be addressed, Area Supervisor/Family Engagement Coordinator sends the child's name, description of nutritional issue(s) and related information to Nutrition and Health Managers. • Nutrition Manager select and distribute nutritional handouts and literature to the parent, depending upon the identified problem. • As needed Nutrition Manager and Area Supervisor/Family Engagement Coordinator refer parents to appropriate nutrition-related services. • Nutrition Manager and Area Supervisor/Family Engagement Coordinator document the referral made and the handouts distributed to parents in the child's file and Child Plus. • Nutrition Manager and Area Supervisor/Family Engagement Coordinator are available for parents to discuss nutrition concerns or questions. 		
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.