


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, 1302.31(e)(2) Child Nutrition	
Reference:	Oklahoma CACFP	
Policy Council Approval Date:	9/2018	
Governing Board Approval Date:	8/2018	
Form:	CACFP enrollment form, child roster, CACFP Training Manual at sde.ok.gov/sde/sites/ok.gov.sde/files/CACFP-Training-manual.pdf	
Responsible:	Nutrition Manager, Area Supervisor/Family Engagement Coordinator, Teaching Staff	
Child and Adult Care Food Program		
Policy		
<p>Head Start requires the use of CACFP funds to cover the costs of meals for enrolled children. The Healthy Meals for Americans Act allows children who are enrolled in a federally funded Head Start program to be automatically eligible for free meal benefits in the CACFP.</p> <p>INCA works collaboratively with all participating parents to identify and continually access, either directly or through referrals, services and resources that are responsive to each family's interests and goals, including emergency or crisis assistance in areas such as food.</p>		
Oklahoma CACFP Enrollment Form		
<p>Each year INCA must obtain documentation the Head Start/Early Head Start participants in order to confirm automatic eligibility for free meals.</p> <ul style="list-style-type: none">• With parent/guardian signature, Area Supervisor/Family Engagement Coordinator complete a <i>OKLAHOMA CACFP Enrollment Form</i> for every enrolled child every year.• Must include signature of Nutrition Manager authorized to provide the certification on behalf of INCA and the date.• Nutrition Manager completes the CACFP Enrollment Information Form (roster) and updates monthly. Roster is distributed to bookkeeping and classrooms.• Nutrition Manager keep a copy of the enrollment forms and roster on file and the classrooms keep an enrollment file and roster on site.• Oklahoma CACFP Enrollment form must be updated <u>annually</u> on each child.		
Oklahoma CACFP Meal Count		
<p>INCA follows all applicable CACFP guidelines, including meal counts, use of family-style dining implemented to the fullest extent possible, etc.</p> <p>All Meal counts are taken at point of service.</p>		

Copies of meal count documents are kept on file.

Definitions/Acronyms

INCA - Head Start and Early Head Start programs

HS - Head Start program

EHS - Early Head Start program

CACFP - The Child Nutrition Programs Child and Adult Care Food Program provides reimbursement for well-balanced, nutritious meals served to individuals enrolled in daycare centers, Family Day Care Homes (FDCH), after school programs, emergency shelters, and/or head start programs. Funding is provided to the Oklahoma State Department of Education (state agency) from the United States Department of Agriculture (USDA) based on claims submitted by program participants.

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.