

Performance Standard:	Part 1302 - Subpart D Health Program Services, Nutrition and Safety	<p style="text-align: center;">INCA Community Services</p> <p style="text-align: center;">Head Start & Early Head Start Policies and Procedures</p> <div style="text-align: center;">  </div>
Sub Category:	1302.44, 1032.47	
Reference:	ODOH-CACFP- Food Safety for Food Service	
PC Approval Date:	9/2018	
GB Approval Date:	8/2018	
Form:	Menu as Served/Food Production Records	
Responsible:	Food Service Staff, Nutrition Manager	
Menu As Served		
Policy		
<p>To meet the guidelines of CACFP requirements all meal services offered each day will be recorded on the Menu As Served/Food Production Records.</p> <p>Head Start site must provide all required food components under the minimum meal pattern requirements in order to claim the meal for reimbursement unless supported by a medical statement to affirm special diet restrictions.</p>		
Menus		
<ul style="list-style-type: none"> ● INCA uses six (6) week cycle menus and contracts for meal service with the public school cafeteria in Head Start Classroom on school sites. ● Menus are inclusive of components and serving sizes set by USDA-CACFP ● Menus shall be followed, (to the fullest extent possible). <ul style="list-style-type: none"> ○ Substitution must be of foods of equal nutritional value, and documented on the menu. (sticky note is acceptable) ● Menus must be posted on the parent resource board and in the kitchen. 		
Menu As Served/Food Production Record		
<p>This form completed by sites which prepare food.</p> <ul style="list-style-type: none"> ● The food service technicians are responsible for completing the “CACFP” Menu As Served daily for breakfast, lunch and supplement. ● The Food Production Records/Menu as Served must be completed on a daily basis. ● Date of meal services ● Meal Count of: <ul style="list-style-type: none"> ○ Total children served ○ Children served per age group - One through 5 years ○ INCA staff or volunteers served ● Menu as served ● Food item(s) credited toward each required meal component. <ul style="list-style-type: none"> ○ Be specific as to the form of food (fresh, frozen, cooked, deboned) ● Quantity of each food item served. 		

- Be specific as to can size, number of pounds or ounces, etc.
- Comment box:
 - As applicable, addressing accessibility of meals, etc.
 - Any special dietary needs
- Approved substitutions will be noted on comment box.

Ethnic and Religious Preferences

- INCA will consider ethnic and religious food preferences when requested by parents.
- Food items substituted must be a credible item from the same food component.
 - Variation on the experimental or continual basis in the food components must have written approval from USDA.

Documentation

- The Food Production Records/Menu as Served must be completed on a daily basis.
- Records must be kept on site at all times.

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 - 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.