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| Performance Standard: | Part 1302 - Subpart 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: | (See documents needed) | |
| Responsible: | Food Technicians; Nutrition Manager; Area Supervisor/Family Engagement Supervisor; Classroom staff; Health Services Manager and Head Start Director | |
| Provision of Nutritional Needs | | |
| Policy: | | |
| INCA designs and implements a nutrition program that meets the needs of each child. | | |
| Provision of Nutrition Services | | |
| <ul style="list-style-type: none">• INCA designs and implements a nutrition program that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs and children with disabilities. Also, the nutrition program serves a variety of foods which consider cultural and ethnic preferences, nutritional needs, feeding requirements, developmental readiness, and which broaden the child's food experience.<ul style="list-style-type: none">◦ Foods posing a high risk of choking for infants and toddlers (e.g. hot dogs, whole grapes, hard raw vegetables, popcorn, whole nuts) are not given to them.◦ Foods posing health risks are not offered to children younger than one year old. | | |
| Meals and Snacks in Center-Based Classrooms | | |
| <ul style="list-style-type: none">• Each child in a center-based full-day classroom receives meals and snacks that provide one-half to two-thirds of the child's daily nutritional needs, depending upon the length of the classroom day.• All children in center-based settings who have not received breakfast at the time they arrive are served a nourishing breakfast.• Each infant and toddler in center-based settings receives food appropriate to his or her nutritional needs, developmental readiness, and feeding skills as recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210, 220 and 226.• 3- to 5-year-olds in center-based settings, receive the quantities and kinds of food served conforming to recommendations in the USDA meal pattern or nutrient standard menu planning requirements outlined in CFR parts 210, 220 & 226.• For 3- to 5-year-olds in center-based settings or other Head Start and Early Head Start socialization experiences, foods served are high in nutrients and low in fat, sugar and salt.• Meal and snack periods in center-based settings are appropriately scheduled and adjusted when necessary, to ensure that individual needs are met.<ul style="list-style-type: none">◦ Infants are fed "on demand" to the extent possible or at appropriate intervals. | | |

- Young toddlers are fed as needed or at appropriate intervals.
- INCA provides appropriate snacks and meals to each child during group socialization activities.

Responsibilities

- Area Supervisors/Family Engagement Coordinator and Classroom Teaching staff communicate with parents to learn about children's nutritional needs requiring accommodation, including disability, food allergy, medically-based need, or other special dietary needs.
- Food Service Staff and Classroom Teaching staff work with parents to plan and implement nutrition activities for group socialization by inviting parents and volunteers to participate in classroom activities.
- Nutrition Manager ensure that appropriate snacks and meals (e.g. formula, breast milk, baby food) are provided to infants and toddlers during socialization.

Partners and Parent Involvement

- INCA ensures that parents and appropriate community agencies are involved in planning, implementing and evaluating the agencies' nutrition services through policy council, health advisory committee, and community needs assessment.
- INCA implements parent education activities with opportunities to assist individual families with food selection and preparation and nutritional skills.

Payment Source

INCA uses funds from USDA Child and Adult Care Food Program (CACFP) as the primary source of payment for meal services. Early Head Start and Head Start funds may be used to cover those allowable costs not covered by the USDA.

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.

Documentation Needed:

INCA Nutrition Assessment, Child Health and Medical records

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.