


Performance Standard:	Part 1302 - Subpart D Health Program Services	<h1>INCA Community Services</h1> <h2>Head Start & Early Head Start Policies and Procedures</h2> 
Sub Category:	1302.44a Child Nutrition	
PC Approval Date:	9/2018	
GB Approval Date:	8/2018	
Form:	(see Documents below)	
Responsible:	Area Supervisor/Family Engagement Coordinator	
<h2>WIC Referral</h2> <h3>Special Supplemental Nutrition Program for Women, Infants, and Children</h3>		
<h4>Policy</h4> <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. It is goal to give children the best start in life.</p> <p>Staff shall make families aware of WIC resources, which is a federally funded program administered by the Oklahoma State Department of Health (OSDH).</p>		
<h4>WIC (Women, Infants, and Children Nutrition Program)</h4> <p>The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care.</p>		
<h4>CACFP Requirements (see CACFP Nutrition Procedure: WIC)</h4> <p>In compliance with CACFP requirements, INCA provides WIC information to parents upon enrollment. INCA will provide nutrition education, breastfeeding support, health foods, and health care referrals during the critical stages of fetal and childhood development.</p>		
<h4>WIC Referral upon enrollment</h4> <p>All children enrolled in Head Start and Early Head Start are <u>automatically</u> income eligible for WIC.</p> <ul style="list-style-type: none">• Area Supervisor/Family Engagement Coordinator ensure that a WIC pamphlet is included in the enrollment packet.• If parents are not already receiving WIC services, Area Supervisor/Family Engagement Coordinator review the process of how to enroll in WIC.• Each child will be given a Head Start Certificate of Enrollment to be taken to the WIC office.• Area Supervisor/Family Engagement Coordinator document the referral in the electronic record-keeping system.		

- Area Supervisor/Family Engagement Coordinator follow up with parent/guardian within 30 days to evaluate follow through with the referral to see if parent/guardian has begun to receive services or if they need assistance from staff.
- Area Supervisor/Family Engagement Coordinator assist parents/guardians as needed.

WIC Education

- Nutrition manager will provide teaching staff with WIC pamphlets annually.
- Classroom staff will send pamphlet home at the beginning of the school year.
- Staff will document resource in data recording system (Child-Plus) under Family Services, Events.
 - Example: Date: (8-22-2017) Event: (Flyer) Description (WIC) Associate (family) Staff: (Deborah Hook)

Documents

WIC Nutrition/Health Assessment Child - ODH Form No.381 - www.ok.gov (available in English and Spanish),
 WIC Nutrition/Health Assessment Infant - ODH Form NI. 380 - www.ok.gov (available in ENGLISH and Spanish),
 What is WIC?
 Certificate of Enrollment

Definitions/Acronyms

INCA - Head Start and Early Head Start programs
 HS - Head Start program
 EHS - Early Head Start program
 FEC - Family Engagement Coordinator
 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.
 WIC - The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care.
 OSDH - Oklahoma State Department of Health

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.