

<b>CFS</b>  Child & Family Services  <b>Operations Manual</b>	<input checked="" type="checkbox"/> Program Information <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Policy
	Document Title: <a href="#">Nutrition Procedures and Guidance</a>
	Content Area: _____
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	Other Rec/App. Required: <u>  C&amp;FS Health Advisory 1/16/19  </u> Reviewed on: <u>  2/16/24  </u>
	Regulatory References: <u>  CACFP, Head Start 1302.42 (e)(1), ME DHHS Rules for Licensing of Child Care Facilities  </u>
Key Word1: _____ Key Word2: _____	
Related Documents: <a href="#">Nutrition &amp; Physical Activity Screen for Infants, Nutrition &amp; Physical Activity Screening for Children Over One Year</a>	

**Purpose:** Head Start’s nutrition services assist families in meeting each child’s nutritional needs and in establishing good eating habits that nurture healthy development and promote life-long well-being. Child & Family Services (C&FS) presents meals and snacks to children in a way that enables them to learn about and to practice healthy dietary habits. C&FS provides a variety of nutritious foods, including plenty of fruits, vegetables and grains; foods provided are high in nutrients and low in fat, sugar and salt. Meals and snacks must ensure 1/3 of the child’s daily nutritional needs in programs operating less than 6 hours per day, and 2/3 of the child’s daily nutritional needs in a programs operating 6 hours per day or more. C&FS staff and partners will assure water is offered to children throughout the day.

C&FS assures that meals and snacks offered to children during program operation are:

1. Consistent with the Dietary Guidelines for Americans.
2. Follow recommended patterns with appropriate accommodations for ages of children and individual dietary needs.
3. Consider the number the hours children are present.
4. Culturally appropriate.

### General Nutrition Guidelines

#### Menu

- The required quantity of food items/beverages to meet Child and Adult Care Food Program (CACFP) meal components are available at the table/meal setting, as required by CACFP.
- Breakfast is available to all children; however, for children who have already had breakfast, or who do not wish to eat, may choose an alternate activity.
- Menu substitutions are made under appropriate circumstances with required documentation.
  - Fluid milk substitutions must also assure CACFP compliance with the minimum nutritional requirements and USDA “Approved Fluid Milk Substitutes.”
  - Food allergy and/or dietary substitutions require documentation from child’s physician or approved medical authority to write medical orders in Maine.
- **On a daily basis staff will do the following for all children with special feeding needs, including infants:**
  - **Document the type and quantity of food the child consumes.**
  - **Provide this information to the child’s family.**
- Milk will be provided to children as outlined in the chart below.

Age	Milk Provided
2 years and up	Skim or low-fat (1%)
1-2 years	Whole milk
Six weeks-12 months	Breast milk (supplied by mothers) Iron-fortified formula

- CACFP requires we offer at least one standard formula. C&FS will provide formulas approved by the WIC Program as standard formulas. If another formula is requested, parents will discuss with the FSC or Teacher, who will then consult with the Nutrition Coordinator to determine feasibility and next steps. Parents can provide an alternative iron-fortified formula that meets nutritional guidelines in unopened, unexpired cans. Any formulas provided by parents need to be approved by the Nutrition Coordinator to assure they meet nutrition guidelines.

- Infants are fed on demand to the extent possible.
- Adults receive a child's food portion for the purpose of role modeling at designated meals and snacks; however, it is not intended to meet nutritional adequacy of adults. Food in the classroom for adults is the same food offered to children at meals/snacks; no adults will bring in food or beverages.
- Menus are reviewed by a contracted Registered Dietitian to assure meals and snacks are nutritionally adequate and consistent with the Dietary Guidelines, CACFP and Head Start Standards.
- Parent and staff feedback on menu options is encouraged. A menu feedback form is available for written feedback and food service staff are available to join parent meetings/events.

### **Food Safety and Sanitation**

- Food items are prepared in an approved kitchen, where staff assures adherence to ServSafe and Maine Food Code regarding food safety and sanitation regulations, i.e. staff are to thoroughly wash all fruits and vegetables prior to eating. Additionally, the program complies with Child Care Licensing, Head Start and USDA's CACFP assuring adherence to whichever is the stricter regulation.
- Staff are not to use plastic or Styrofoam containers, plates, bags, or wraps when microwaving children's food or beverages.
- Food is purchased through an approved vendor. Food and beverages are not served past the product expiration date; staff are to discard expired products.
- No food items will be brought in from home or outside the program by adults to consume in the classroom or in program sponsored/facilitated activities to provide to children by staff, parents or volunteers. However, community partners who are trained to meet required food safety standards may provide food for educational activities.
- Food/beverage items that are left over from program activities or donated that cannot be utilized by our program directly may be made available to families, staff or donated to community programs in an effort to support food insecurity and availability of healthy food choices. These food/beverage items are offered in good faith and upon receipt, food safety is the responsibility of the receiver.

### **Physical and Emotional Environment**

- Meals are served family style to promote independence in food choices.
- Staff and volunteers serve as role models for children facilitating a positive emotional climate. Staff participate in the meal/snack and try foods.
- Duration of breakfast and lunch allows a minimum of one-half hour for children to eat and fifteen minutes for snack. Children who need extra time are accommodated. Mealtime distractions should be kept to a minimum, including discouraging parents from picking up during a meal time.
- Mealtimes are consistent/predictable to assist with establishing routines, while recognizing infants are fed on demand.
- Food is not used as punishment or reward. Each child is encouraged, but not forced, to eat or taste their food.
- Conversation at mealtime includes, but is not limited to, food and nutrition.
- Furniture and eating utensils are age appropriate and developmentally suitable.

### **Food for Meetings and Special Events/Celebrations**

- Meals for special events, including field trips, meet the same standards as meals/snacks provided during children's regular programming.
- C&FS hosted meetings reflect C&FS Nutrition Policy and assure healthy choices are available.
- Parents may organize social gatherings where they may select and provide food and non-alcoholic beverages, including a potluck meal, if program space is available for use. For parent organized social gatherings, parents assume responsibility for the food safety and choices made for themselves and their family.

### **Nutrition Education**

- Nutrition education for children includes opportunities to learn about food and healthy choices and may be supported by nutrition staff. Appropriate nutrition activities include:
  - Discussions during daily mealtimes.
  - Food exploration and taste-testing experiences.
  - Cooking projects.

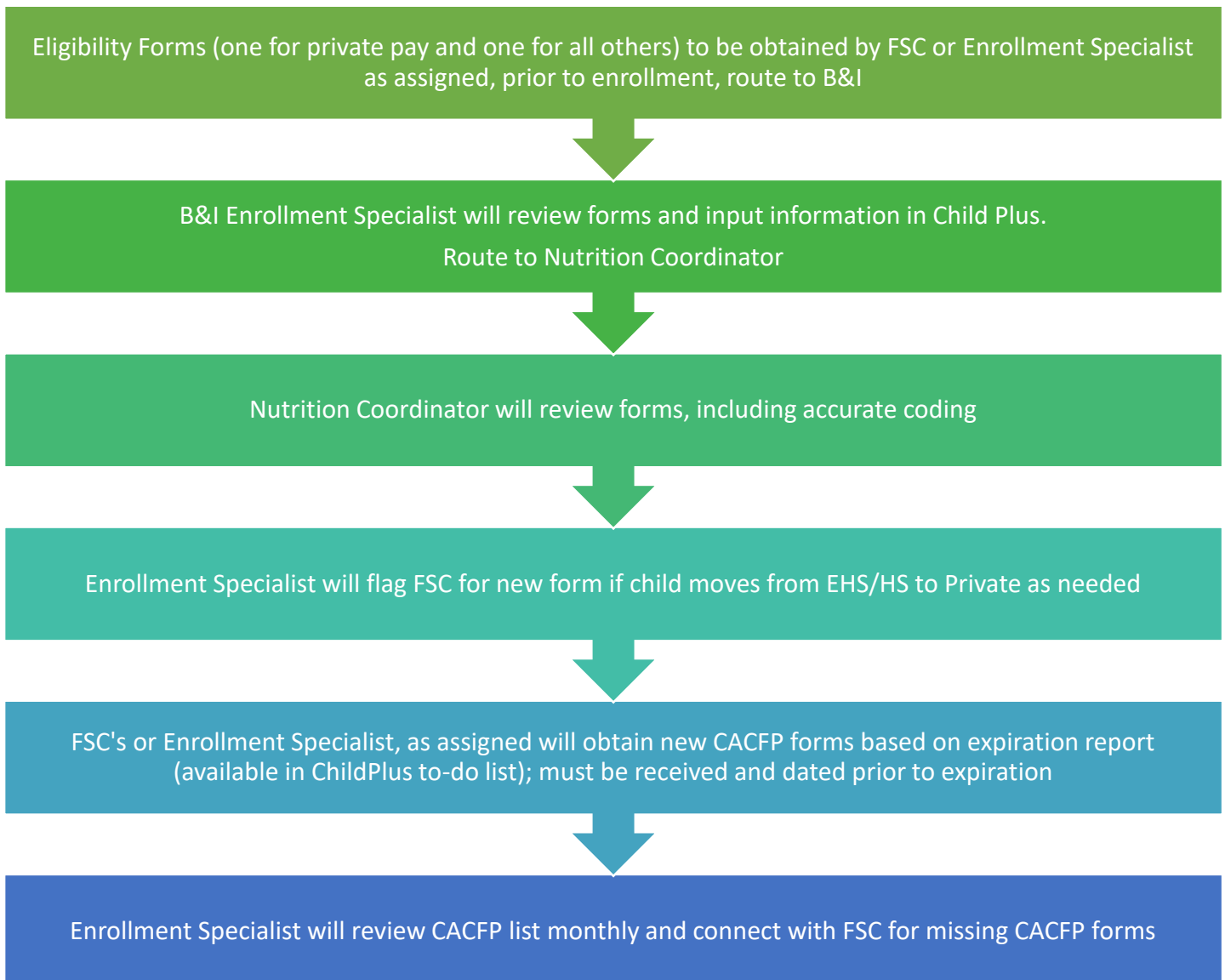
- Food and nutrition related books.
- Nutrition connected dramatic play areas.
- The use of food as a play material should be avoided in classroom settings.
- Staff will assure opportunities for parent education related to health and nutrition throughout a child's enrollment in the program. Topics include: basic principles of child nutrition, negative consequences of sugar-sweetened beverages, selection and preparation of nutritious foods and budget friendly meals and snacks.
- Parent and child education opportunities may be supported through community partnerships including SNAP-Ed, WIC or University of Maine Cooperative Extension.
- C&FS Nutrition Coordinator is available to provide support to families and staff for children's nutrition screenings, nutrition education resources/workshops, and for individual nutrition education and counseling.

**Nutrition Screening & Assessment**

- Height and weight are completed by the C&FS Screening Team as needed (if unable to get from recent WCC).
- If nutrition related concerns are present or emerge when Nutrition Screenings are completed, the C&FS Nutrition Coordinator is available for assessment and follow-up and can help facilitate consultation to a Dietitian if needed.

**Additional CACFP Procedures for KVCAP Operated Child Care Centers**

**CACFP Enrollment**



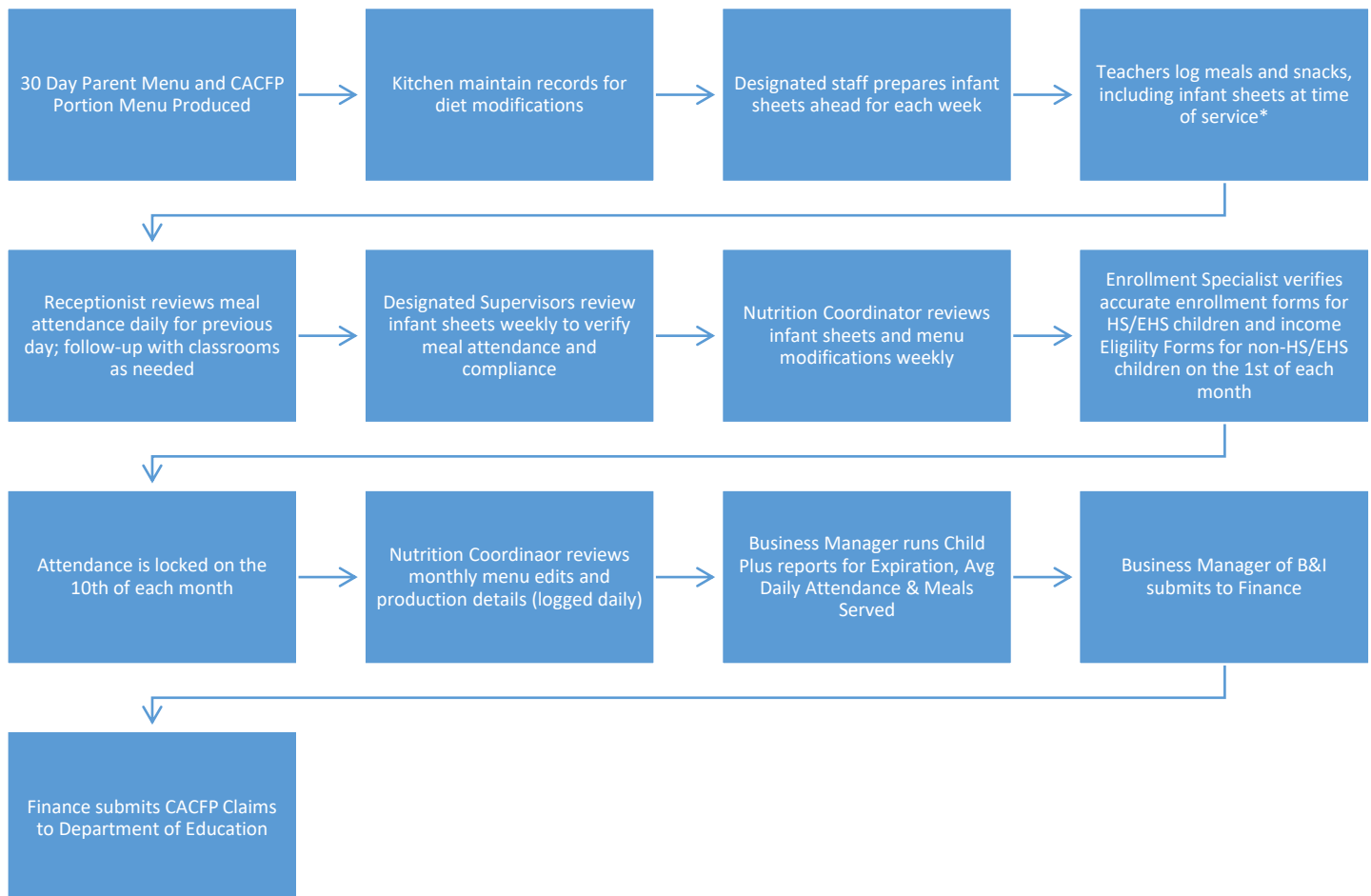
## Eligibility Forms

- USDA CACFP Dear Parent income eligibility forms are required for children who are **not enrolled** in Early Head Start or Head Start slots.
- CACFP Enrollment Forms are required for children who **are enrolled** in an Early Head Start or Head Start slot.
- Parents are encouraged to complete the ethnicity and race section themselves. If a parent declines to complete this section, staff must complete and initial due to regulatory compliance. Multiple categories may be checked to reflect the child's race.
- In the event of a parent refusal to complete the form, staff will notify the Nutrition Coordinator. Additional documentation will be filed by the Nutrition Coordinator and maintained electronically.

**Meal Service:** Meals are planned so they are appetizing and give consideration to the size of children's appetites, while assuring at a minimum the CACFP guidelines are met. Additional food is prepared in order to accommodate spillage and/or second servings. Water is offered to children throughout the day, including verbal prompts. Staff will assure water is offered at snack when milk is not a component and made available to children upon request; however, water will not be served to displace a part of a reimbursable CACFP meal component.

**Staff Training:** All staff with CACFP duties will complete training specific to their position prior to assuming duties and annually thereafter. Civil Rights training is required for every position with CACFP responsibilities. Other training components staff may be required to complete include, but are not limited to meal patterns, regulation updates, eligibility forms, production, meal components, attendance, claims submission, etc. The Nutrition Coordinator will assure appropriate records of all training, including detailed agenda, date, location, and attendance are collected for each CACFP training.

## CACFP Service and Billing



\*Meal attendance records are logged electronically. In the event of equipment or internet failure, staff will log attendance manually. Each classroom should have ready access to hard copy tracking documents. Once meals have been logged, hard copies should be sent to Program Specialist for storage.

**CACFP Monitoring:** The Nutrition Coordinator will conduct a minimum of three CACFP sponsor review visits at each CACFP site annually; a minimum of two reviews will be unannounced. The site reviews may include, but are not limited to: a review of meal patterns, meal records, meal observations, and food safety and sanitation.

### **CACFP Implementation Guidance**

- The State CACFP program at the Department of Education will provide ongoing implementation guidance to the Nutrition Coordinator. Formal memos from CACFP program will be stored electronically to meet audit requirements.
- The CACFP Handbook is available as a reference: <https://www.fns.usda.gov/cacfp/cacfp-handbooks>.

### **Additional Procedures for Partnership Locations**

#### **Public School Partnerships**

- Nutrition requirements and responsibilities will be outlined in Memorandums of Understanding (MOU).
- The Nutrition Coordinator meets with designated public school nutrition staff to assure plans and implementation for Head Start compliance.
- C&FS will supply snacks as needed in some districts to meet nutritional requirements per local agreements.
- Staff will obtain USDA forms from parents as required by school districts on an annual basis.
- C&FS Program Director will assure each school's Food Service Department receives a list with Head Start enrolled children.

#### **Early Head Start-Child Care Partnerships**

- MOU's with community child care organizations specify roles and responsibilities related to nutrition to assure USDA compliance.
- All family child care providers will participate in CACFP.

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
  - (2) fax: (202) 690-7442; or
  - (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
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