

MIAMI DADE COUNTY COMMUNITY ACTION AGENCY HEAD START POLICIES AND PROCEDURES

SUBJECT: NUTRITION SERVICES FOLLOW UP

EFFECTIVE DATE:

DATE OF LAST REVISION:

POLICY: To address the nutritional needs of every child, a nutrition assessment and follow up services will be provided.

PROCEDURE

Nutrition Services professional staff will complete a nutrition assessment on every child. The nutrition assessment will include information provided by the parent on the Child Nutrition Assessment Form along with information from the teaching staff, and nutrition assessment data obtained from the child physical examination and other tools to determine the child's nutritional status.

Parents of children who are identified with nutrition related health problems will receive a letter and /or phone call from the nutrition professional. (see attached) In the event that the parent is at the site, then follow up will be provided via one on one contact.

The menus at the Miami Dade County Public Schools site will indicate substitutions for pork and milk. The menus will be available for parents each month on the bulletin boards.

Parents of children attending self contained sites will be given menus that have been altered to meet the nutritional needs of their child(ren). The menus may be sent via mail or given at the program site.

The type of communication will be documented in the child's record and/or the Nutrition Services Assessment and Follow Up Log.

Follow up with a medical doctor will occur in cases where clarification of a prescription is needed.

Parents will be encouraged to call Nutrition Services Unit staff if they have questions and/or concerns.

MIAMI DADE COUNTY COMMUNITY ACTION AGENCY HEAD START POLICIES AND PROCEDURES

SUBJECT: CHILD CARE FOOD PROGRAM

EFFECTIVE DATE:

DATE OF LAST REVISION:

POLICY: To ensure compliance and implementation of the United States Department of Agriculture (USDA) Child Care Food Program (CCFP).

PROCEDURES

HEAD START ELIGIBILITY

The Improving Head Start for School Readiness Act of 2007 (Public Law 110-134) provides that any child who is enrolled in the Head Start Program is automatically eligible for meals at the CCFP's "free" meal reimbursement level. This means that applications are no longer required. Center Directors will provide on a monthly basis updated Head Start enrollment rosters. The rosters must match the attendance and CCFP enrollment rosters.

ENROLLMENT ROSTERS (CCFP)

The CCFP enrollment rosters will be completed as indicated in alphabetical order by classroom. The child's name must match the name used for Head Start enrollment and attendance records. The Enrollment Rosters will be reviewed by the Center Director. Initials of the Center Director will be placed on the rosters to indicate review. The rosters will be updated daily and submitted to the Nutrition Services Unit by the 5th of the following month. The updated information will include the addition of new children, transfers from one class to another class or site and withdrawal from the program and totaled.

ATTENDANCE ROSTERS

The Attendance Rosters for each class will be submitted to the Nutrition Services Unit by the 5th of the following month. The attendance roster will be a clean copy of the original taken by the teacher in the classroom. The name of each child will match the name on the Enrollment Roster. The Head Start and Family Information System (HSFIS) print out will not be accepted. The attendance must be totaled daily on the rosters for each classroom. The Center Director will review each Attendance Roster to ensure that the children's names match the names on the Head Start enrollment roster and CCFP enrollment roster before turning them in.

CONSISTENCY OF ROSTERS

Please note that there is no distinction between Head Start, Volunteer Pre Kindergarten (VPK), and Out of School (OOS) YES Programs. All children receiving food service must be included on the Head Start, CCFP, and Head Start Attendance rosters.

MIAMI DADE COUNTY COMMUNITY ACTION AGENCY HEAD START POLICIES AND PROCEDURES

MEAL COUNTS

The meal counts will be taken daily when the meal (breakfast, lunch, and snack) is served at point of service. The count will be documented on the Teacher's Feeding Report form by the teaching staff. The Teacher's Feeding Report form will be given to the food service staff or designee to transfer the counts to the Monthly Meal Count Worksheet within an hour after the meal is served. Please ensure that the writing is neat and legible. The Monthly Meal Count Worksheet will be reviewed by the Center Director to ensure that the meal counts are accurately totaled and documented daily. The Center Director will review the Monthly Meal Count Worksheet and submit to the Nutrition Services Unit by the 5th of the month.

NUTRITION SERVICES UNIT

The Nutrition Services Unit will review the Head Start enrollment rosters, CCFP enrollment rosters, and Monthly Meal Count Worksheets for completion and accuracy. The Attendance Rosters will be matched with the Head Start enrollment rosters, CCFP enrollment rosters and Monthly Meal Count Worksheet to verify the consistency of information. Errors identified will be given to the Center Directors for correction. The Center Director will be given five working days to make the corrections. Center Directors who do not comply will be reported to the Regional Manager for immediate resolution.

Once the information has been verified the Monthly Meal Count Worksheets will be submitted to the Head Start (HS) Fiscal Unit. The completed spreadsheet, food cost and total free calculations will be submitted to the Fiscal Division within five days before the claim for reimbursement is due.

SITE VISITS

The Nutrition Services Unit staff will complete site visits three times during the program year. Breakfast, lunch and snack will be observed at each site. The visits will be unannounced. The Nutrition Services Coordinator will determine the completion dates for each set of visits. The monitoring tool to be used will be provided by the State of Florida Department of Health, Child Nutrition Programs. Program sites identified to have a deficiency will be required to complete a corrective action plan within two weeks (ten working days). The Nutrition Services Unit staff will make a follow up visit within 30 days from the issuance of the deficiency. In the event that the deficiency has not been corrected then the deficiency status will become serious and reported to the Regional Manager, Head Start and Family Services Administrator and Head Start Director for disciplinary action.

CLAIMS FOR REIMBURSEMENT

The completion of the claims for reimbursement will be addressed by the Fiscal Division in concert with the Head Start Fiscal Unit in order that the appropriate costs for the Personnel Activity Reports are completed accurately.

MIAMI DADE COUNTY COMMUNITY ACTION AGENCY HEAD START POLICIES AND PROCEDURES

SUBJECT: BRINGING FOOD INTO THE CENTERS

EFFECTIVE DATE:

DATE OF LAST REVISION:

POLICY: No one (other than the caterer) is authorized to bring food into the Head Start/Early Head Start centers during the hours of program operation.

Rationale: Consistent with the Head Start Performance Standards, nutrition services are designed to meet the nutritional needs and feeding requirements of each child 1304.23(b)(1). Foods served must be high in nutrients and low in fat, sugar, and salt including those with special dietary needs 1304.23(b)(1)(vi). Food is not used as punishment or reward 1304.23(c)(2). All toddlers and preschool children and assigned classroom staff, including volunteers, eat together family style and share the same menu to the extent possible 1304.23(c)(4). Medically-based diets or other dietary requirements are accommodated by the program.

The Miami-Dade Community Action Agency Head Start Program is a part of a public entity. As a result, policies and procedures must be put in place to protect the integrity of service delivery, ensure a safe environment, and prevent potential libelous situations from occurring.

MIAMI DADE COUNTY COMMUNITY ACTION AGENCY HEAD START POLICIES AND PROCEDURES

SUBJECT: DOCUMENTATION TO SUPPORT LIFE THREATENING, NON LIFE THREATENING FOOD ALLERGY, FOOD INTOLERANCE, OR RELIGIOUS PREFERENCE

EFFECTIVE DATE:

DATE OF LAST REVISION:

POLICY:

Life threatening food allergies will require a prescription and note from the physician indicating the symptoms and food restrictions required.

If a child has a non-life threatening food allergy and/or intolerance a statement from a recognized medical authority that includes the food(s) to be omitted is required. Recognized medical authorities include: physician, physician's assistant, nurse practitioner (ARNP), or registered dietitian.

A statement is required from the parent if there is a religious or family practice that omits any food from the diet e.g. vegetarian or no pork. The parent's signature on the Child Nutrition Assessment form will be acceptable.

MIAMI DADE COUNTY COMMUNITY ACTION AGENCY

HEAD START POLICIES AND PROCEDURES

SUBJECT: ORDERING FOOD AND KITCHEN SUPPLIES FOR PROGRAM OPERATIONS

EFFECTIVE DATE:

DATE OF LAST REVISION:

POLICY: All food items and kitchen supplies including box lunches, food for nutrition education activities, infant formula and baby food must be ordered two weeks in advance. Under no circumstances will orders for self contained sites go directly to the caterer.

PROCEDURE:

BOX LUNCHES

1. The request for box lunches will be made two weeks in advance by the food service staff or designee. The request will include the total number of box lunches and number of hot meals required for self contained sites.
2. The request will be made to the designated nutrition unit staff for self contained sites in writing. (See attached form)
3. Box lunch orders for public school sites will go directly to the cafeteria manager.
4. The box lunches will be delivered during the regular scheduled time for meal delivery at self contained sites. The cafeteria manager and teaching staff will determine the appropriate time to pick up the lunches at the public school sites.
5. The meals will arrive prepackaged and bundled together in clear plastic bags on trays. Each bundle will have a maximum of 40 lunches. The milk will be placed on ice.
6. Once the lunches are received the procedure for receiving food must be implemented.

NUTRITION EDUCATION ACTIVITIES

1. Nutrition education activities will be printed in the Nutrition Education Calendar.
2. Nutrition education activities will be limited to two per class per month.
3. The food service staff will order the nutrition education activity items upon request from the teaching staff.
4. The caterer will be given a list of the nutrition education activities with the required ingredients.
5. The activity will be documented in the lesson plan and highlighted indicating that it is a nutrition activity.

KITCHEN SUPPLIES

1. An inventory of kitchen supplies at each site will be conducted and submitted to the Nutrition Services Unit at the end of the program year. The inventory list will include the status of all supplies including the refrigerator and steam table (i.e. condition).
2. Request for kitchen supplies will be submitted using the attached form.
3. A request to replace an existing household or commercial refrigerator will have documentation to support that the equipment is can not be repaired.
4. The program will not provide refrigerators exclusively for staff.

MIAMI DADE COUNTY COMMUNITY ACTION AGENCY
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Food and Supplies Order Form

Center: _____ **Date:** _____

Item	Quantity	Date to be Delivered
Box Lunches		
Hot Lunches		
Nutrition Education Ingredients		
Refrigerator		
Steam Table		
2 Quart Containers		
4 Quart Containers		
Storage Lids		
Serving Pans		
Scoops		
Utility Cart		
Scale		
Tongs		
Measuring Spoons		
Can Openers		
Knives		
Large Serving Spoons		
Serving Spoons		
Dial Thermometers		
Refrigerator Thermometers		
Plastic Forks		
Plastic Knives		
Plastic Teaspoons/Soup Spoons		
Bowls		
Napkins		
9 in. Plastic Plates/Lunch Trays		
6 in. Paper Plates		
8 oz./6 oz. Styrofoam Cups		
7 oz. Plastic Cups		
Souffle Cups		
Disposable Plastic Serving Utensils-Spoons, Forks, Tongs		

**MIAMI DADE COUNTY COMMUNITY ACTION AGENCY
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Formula Case Quantity	
	Enfamil AR Lipil
	Enfamil Lactofree Lipil
	Enfamil Lipil with Iron
	Enfamil Nutramigen Lipil
	Enfamil ProSobee Lipil w/Iron
	Enfamil w/Iron
	Carnation Good Start Supreme Iron
	Good Start Supreme Iron DHA/ARA
	Good Start Supreme Soy DHA/ARA
	Good Start Supreme Follow Up
	Boost High Protein (Vanilla)
	Boost High Protein (Strawberry)
	Pedialyte Unflavored
	Pedialyte Grape Flavored
	Pedialyte Fruit Flavored
	Pedialyte Bubble Gum Flavored
	Pediasure (Strawberry)
	Pediasure (Vanilla)
	Pediasure (Vanilla w/Fiber)
	Similac Alimentum Advance w/Iron
	Similac Isomil Advance w/Iron
	Similac Advance w/Iron
	Similac w/Iron
	Similac w/Low Iron

Sent: _____

Date: ___/___/___

MIAMI DADE COUNTY COMMUNITY ACTION AGENCY
HEAD START POLICIES AND PROCEDURES

Baby Food - Gerber or Beechnut

Center Delivery Location: _____

For Additional Information Call: _____

Case Quantity	Product
	Gerber Beef 12- 2.5 oz
	Gerber Chicken 12- 2.5 oz.
	Gerber Ham 12- 2.5 oz.
	Gerber Lamb 12- 2.5 oz.
	Gerber Turkey 12- 2.5 oz.
	Gerber Veal 12- 2.5 oz.
	Gerber Carrots 16- 3.5 oz.
	Gerber Green Beans 16- 3.5 oz.
	Gerber Peas 16- 3.5 oz.
	Gerber Squash 16- 3.5 oz.
	Gerber Sweet Potato 16- 3.5 oz.
	Gerber Applesauce 16- 3.5 oz.
	Gerber Apricots 16- 3.5 oz.
	Gerber Bananas 16- 3.5 oz.
	Gerber Peaches 16- 3.5 oz.
	Gerber Pears 16- 3.5 oz.
	Gerber 100% Mixed Fruit Juice 24- 4oz.
Box Quantity	
	Gerber Barley Cereal 8 oz. box
	Gerber Oatmeal Cereal 8 oz. box
	Gerber Mixed Cereal 8 oz. box
	Gerber Rice Cereal 8 oz. box
	Nabisco Arrowroot 5.5 oz. box
	Gerber Biter Biscuits 5 oz. box
	Nabisco Zwieback Toast 6 oz. box
	Murray Saltless Tops Saltine Crackers 4- 1/4 lb. sleeves
	Gerber Animal Cookies 6 oz. box

Sent: _____ Date: ____/____/____

Please call Cherilyn Ballard at **(786) 469-4689** before you email/fax this order to **(786) 469-4703**, so she can make sure she receives the order.

MIAMI DADE COUNTY COMMUNITY ACTION AGENCY HEAD START POLICIES AND PROCEDURES

SUBJECT: WATER SANITIZING

EFFECTIVE DATE:

DATE OF LAST REVISION:

The following procedure is established to ensure proper concentration of the water solution used for sanitizing dishes.

PROCEDURE

1. Fill one of the compartment sinks with water.
2. Add chlorine to the water. Use approximately one capful of bleach per gallon water.
3. Dip the chlorine test strip to ensure that the concentration of chlorine is adequate.
Be sure that your hands are free before you handle the strip.
4. Compare the strip color to the color chart on the vial. The strip should be the color of shade two or three, which indicates 50-100 part per million.
5. If the color resembles the first shade, add more bleach.
6. If the color resembles the fourth shade, add more water.
7. Once you have achieved the correct proportion of bleach to water, keep using the same amount. It is a good idea to check the water once a week.