

# NUTRITION SERVICE PLAN

1308.23

**Goal: To meet the objectives of the Head Start Performance Standards with regards to nutrition**

STANDARD	GOAL	OBJECTIVES	SPECIFIC TASK/ACTIVITIES	PERSON RESPONSIBLE	TARGET DATE
1304.23	Child Nutrition	(a) Identification of Nutritional Needs (b) Nutritional Services (c) Meal Service (d) Family Assistance with Nutrition (f) Food Safety and Sanitation			
1304.23(a) Related: 1304.23(a)(1)-(4)	Identification of Nutritional Needs	Staff and families must work together to identify each child's nutritional needs, taking into account staff and family discussions concerning:	1. Identify needs through: Child Health Record Family Partnership Agreements 2. Parent Workshops: Nutrition	1. School Nurse 2. Family Service staff 3. Food Services Director 4. Registered Dietitian	July 2014-May 2015
1304.23(a)(1)		(1) Any relevant nutrition related assessment data (height, weight, hemoglobin/hematocrit) obtained under 45 CFR 1304.20(a)	1. Child Health Record (growth charts) 2. Child health record interview 3. Family Partnership agreement interview	1. School nurse 2. Family Services staff 3. Registered Dietitian	July 2014-May 2015
1304.23(a)(2)		(2) Information about family eating patterns, including cultural preferences, special dietary requirement for each child with nutrition-related health problems, and the feeding requirements of infants and toddlers and each child with disabilities (see 45 CFR 1308.20)	1. Child Health Record interview 2. Special medical dietary requirements must have physician orders on file	1. School nurse 2. Parents 3. Registered Dietitian	July 2014-May 2015
		(3) For infants and toddlers, current feeding schedules and types of food	Not applicable		

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1304.23 (a)(3) Related: 1304.40(e)(3) 1304.40(c)(3)	Child Nutrition: A. Identification of Nutritional needs	(4) For infants and toddlers, current feeding schedules and types of breast milk or formula and baby food is used; meal patterns; new foods introduced; food intolerance and preferences; voiding patterns; and observations related to developmental changes in feeding and nutrition. This information must be shared with parents and updated regularly	Not applicable		
1304.23(a)(4) Related: 1305.3		(4) Information about major community nutritional issues, as identified through the Community Assessment or by the Health Services Advisory Committee or the local health department	1. There are no major nutritional community issues identified in Orange County	1. School nurse 2. Registered Dietitian	May 2014-May 2015
1304.23(a)(4) Related: 1305.3	B. Nutritional services	(1) Grantee and delegate agencies must design and implement 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 must serve a variety of foods which consider cultural and ethnic preferences and which broaden the child's food experience	1. Menus are designed by Food Service Director 2. Substitutions are made for those children with special dietary needs and/or cultural preferences 3. Modifications are made for children with disabilities as recommended by ARD committee 4. Assigned staff members are aware of	1. Food Service Director 2. Food Service Manager 3. Registered Dietitian 4. Staff 5. School Nurse	Aug. 2014-May 2015

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1304.23(b)(1)(i) Related: 7CFR 210,220,226		(i) All Early Head Start and Head Start grantee and delegate agencies must use funds from USDA Food and Consumer Services Child Nutrition Programs 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	Not Applicable		
1304.23(b)(1)(ii) Related: 1304.23(b)(1)(iv) 7CFR 226.20 1304.23(b)(2) 1306.33		(ii) Each child in a part-day center-based setting must receive meals and snacks that provide at least 1/2 of the child's daily nutritional needs. Each child in a center-based full-day program must receive meals that provide meals and snacks that provide 1/2 to 2/3 of the child's daily nutritional needs, depending upon the length of the program	1. Monthly menus are sent home. 2. Menus are based on USDA requirements for this age group. 3. Snack program is offered based on USDA requirements. 4. Registered Dietitian will review menu and make recommendations for changes.	1. Food Service Director 2. Registered Dietitian 3. Staff	Aug. 2014-May 2015
1304.23 (b)(1)(iii) Related: 1304.23(b)(1)( vi)		(iii) All children in morning center-based settings who have not received breakfast at the time they arrive at the Early Head Start or Head Start program must be served a nourishing breakfast	1. All children eat breakfast as soon as they arrive at school 2. Staff is on duty to assist, facilitate, and encourage	1. Principal/Head Start Director 2. Staff	Aug. 2014-May 2015
1304.23(b)(1)(iv) Related: 1304.40(c)(3)	B. Nutritional Services	(iv) Each infant and toddler in center-based settings must receive 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	Not applicable		

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1304.23(b)(1)(v) Related: 1304.23(b)(1)(i),(ii)		(v) for 3-5 year olds in center based settings, the quantities and kinds of food served must conform to recommended serving sizes and minimum standards for meal patterns recommended in the USDA meal pattern or nutrient standards menu planning requirements outlined in 7 CFR parts 210, 220, and 226	1. National school Lunch Program 2. School Meal Initiatives for Healthy Children	1. Food Service Director 2. Registered Dietitian	Aug. 2014-May 2015
1304.23(b)(1)(vi)		(vi) For 3-5 year olds in center-based settings or other Head Start group experiences, foods served must be high in nutrients and low in fat, sugar, and salt	1. Daily nutritional snacks are provided that are low in sugar and salt 2. The USDA Guidelines are maintained	1. Food Service Director 2. Instructional Staff 3. Registered Dietitian	Aug. 2014-May 2014
1304.23(b)(1)(vii) Related: 1304.23(e)(2)		(vii) Meal and snack periods in center-based settings must be appropriately scheduled and adjusted , where necessary, to ensure that individual needs are met. Infants and toddlers who need it must be fed "on demand" to the extent possible or at appropriate intervals	1. Classroom daily schedules reflect snack and meal times 2. Children are encouraged to try new and different foods but never forced to eat	1. Instructional Staff 2. School Nurse	Aug. 2014-May 2015
1304.23(b)(2)		(2) Grantee and delegate agencies operating home-based program options must provide appropriate snack and meals to each child during group socialization activities (see CFR 130.33 for information regarding home-based group socialization)	Not applicable		
13023(b)(3) Related: 1304.23(c)(5) 1304.20(a)(1)(ii)		(3) Staff must promote effective dental hygiene among children in conjunction with meals	1. Children currently brush teeth after breakfast and lunch 2. Nurses assist parents in obtaining needed dental help and	1. Instructional staff 2. School Nurse	Aug. 2014-May 2015

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1304.23(b)(4)		(4) Parents and appropriate community agencies must be involved in planning, implementing, and evaluating the agencies' nutritional services	1. Parent classroom volunteers assist children with classroom activities 2. Menus are sent home monthly	1. Instructional staff 2. Family Service Director 3. Registered Dietitian 4. Nurse/HSAC	Aug. 2014-May 2015
	C. Meal Service	Grantee and delegate agencies must ensure that nutritional services in center-based settings contribute to the development and socialization of enrolled children by providing	1. Campus lunch schedule provides opportunities for socialization and appropriate eating patterns 2. Classroom cooking activities	1. Instructional staff 2. Education Coordinator 3. School Nurse	Aug. 2014-May 2015
1304.23(c)(1)		(1) A variety of foods is served which broadens each child's food experiences;	1. Field trips to local grocery stores 2. Children's garden 3. volunteers prepare snacks of varying cultural groups 4. Daily snacks 5. Menu variety	1. Instructional staff 2. Food Service staff 3. Registered Dietitian 4. School Nurse/HSAC	Aug. 2014-May 2013
1304.23(c)(2)		(2) Food is not used as punishment or reward, and that each child is encouraged, but not forced, to eat	1. Food will not be used as a punishment or reward to children 2. Children are encouraged to try foods but never forced to eat	Instructional staff/Nurse	Aug. 2014-May 2015
1304.23(c)(3)		(3) Sufficient time is allowed for each child to eat;	1. Classroom lunch periods are established on campus schedule 2. Sufficient time is provided	Principal/Head Start Director	Aug. 2014-May 2015

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1304.23(c)(4) Related: 1304.23(c)(5) 13.4053(b)(1)(iii)		(4) All toddlers and preschool children and assigned classroom staff, including volunteers, eat together family style and share the same menu to the extent possible;	1. Snacks are served family style 2. Parents and volunteers are encouraged to eat with classes 3. breakfast duty staff rotate weekly to facilitate positive mealtime	Principal/Head Start Director	Aug. 2014-May 2015
1304.23(c)(5)		(5) Infants are held while being fed and are not laid down to sleep with a bottle	Not applicable		
1304.23(c)(6)		(6) Medically based diets or other dietary requirements are accommodate;	1. A nutritional disabilities list is distributed by school nurse to staff members 2. Confidentiality is maintained through distributed individual class list	1. School nurse 2. Food Service Director 3. Cafeteria Manager 4. Registered Dietitian	Aug. 2014-May 2015
1304.23(c)(7)		(7) As developmental appropriate, opportunity is provided for the involvement of children in food related activities	Children are involved through: 1. Snack helpers 2. Weekly classroom cooking 3. Shopping field trips 4. Gardening 5. Literature	1. Instructional staff 2. Education Manager 3. Registered Dietitian 4. School Nurse	Aug. 2014--May 2015
1304.23(d) Related: 1304.40(f)(3)	D. Family Assistance with Nutrition	Parent education activities must include opportunities to assist individual families with food preparation and nutritional skills	1. Parent Workshops 2. Community resource booklet 3. Resource fair	1. Family Services 2. Family Service Manager 3. Registered Dietitian 4. School Nurse/HSAC	Aug. 2014-May 2015

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1304.23 (e)(1) Related: 1304.53(a)(10)(viii) 1304.53(a)(10)(xiii) 1304.53(a)(10)(xvi) 1304.52(j)(1)	E. Food Safety and Sanitation	(1) Grantee and delegate agencies must post evidence of compliance with all applicable Federal, State, Tribal and local food safety and sanitation laws, including those related to the storage, preparation and service of food and the health of food handlers. In addition, agencies must contract only with food service vendors that are licensed in accordance with State, Tribal or local laws	All required Federal, State, Local food safety and sanitation laws are in compliance	1. Food Service Director 2. Registered Dietitian 3. School Nurse	Aug. 2014-May 2015
1304.23(e)(2) Related: 1304.40(c)(3)		(2) For programs serving infants and toddlers, facilities must be available for the proper storage and handling of breast milk and formula	Not applicable		