


Performance Standard:	Part 1302 - Subpart D Health Program Services, Nutrition and Safety	INCA Community Services Head Start & Early Head Start Policies and Procedures 
Sub Category:	1302.44, 1032.47	
Reference:	ODOH-CACFP- Food Procurement	
PC Approval Date:	9/2018	
GB Approval Date:	8/2018	
Form:	Food-Purchasing Form, Purchase Requisition	
Responsible:	Food Service Staff, Nutrition Manager	
Food Service Purchasing		
Policy		
INCA follows CACFP meal patterns and menus to minimize food costs, and frequent trip to grocery store.		
Guidelines:		
<ul style="list-style-type: none"> Food Service staff shall plan ahead for the food-related supplies, and put requests on a purchase requisition. Food Service staff shall do the bulk of their purchasing once a week. 		
Food Vendor (itemized invoice)		
<p>When food purchases are made from a food vendor (wholesale, retail, delivery services, etc.) who provides a fully itemized receipt, the Food-Purchasing form is <u>not required</u>. A fully itemized receipt/invoice must include:</p> <ul style="list-style-type: none"> Name of store name/vendor Date of purchase Specific items purchased Quantity of items purchased Weight and/or size of unit Unit cost Total cost 		
Purchases Made Without Itemized Invoice		
<p>If the receipt/invoice is not fully itemized, the Food Purchasing Form should be completed for each purchase made for the site's child care food program. The form is divided into three categories:</p> <ul style="list-style-type: none"> Food and Milk <ul style="list-style-type: none"> Edible items served as part of a reimbursable meal Food-Related Supplies <ul style="list-style-type: none"> Non-edible items used to provide meal service (paper products, cleaning supplies) Non reimbursable items 		

- Items used for personal or childcare related use only.

Food Purchasing Form

The following information must be included on the form:

- Specific item purchased
 - Quantity (number of units; e.g., 6 cans., 1 box)
 - Weight and/or size of container (size of unit; e.g., 16 oz., dozen)
 - Unit cost (cost of a single unit without tax)
 - Total cost (number of units purchased multiplied by the unit cost)
- A store receipt supporting the purchases must be attached. The receipt must include:
 - Name of store,
 - Correct date of purchase.

If the name or date is not on the receipt, the clerk must write it on the receipt and initial.

- After all items on the receipt have been recorded on the form:
 - Total each category,
 - Calculate the amount of tax to be charged to each category, and record on the form,
 - Total each category (plus tax), and record in the lower right-hand corner,
 - Grand total the form.
 - This total must agree with the total on the receipt.

Documentation and Record Keeping

- Food Service staff turn should turn in invoices in to the Nutrition Manager at the end of each week.
- Samples of forms are provided in the CACFP Training Manual and INCA Nutrition flash drive.

Definitions/Acronyms

PC - Policy Council

GB - Governing Board

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.

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.