


<b>Performance Standard:</b>	<b>Part 1302 - Subpart D Health Program Services, Nutrition and Safety</b>	<b>INCA Community Services</b>  <b>Head Start &amp; Early Head Start Policies and Procedures</b>  
<b>Sub Category:</b>	<b>1302.44, 1032.47</b>	
<b>Reference:</b>	ODOH-CACFP- Food Safety for Food Service	
<b>PC Approval Date:</b>	9/2018	
<b>GB Approval Date:</b>	8/2018	
<b>Form:</b>	Menu as Served/Food Production Records	
<b>Responsible:</b>	Food Service Staff, Nutrition Manager	
<b>Menu As Served</b>		
<b>Policy</b>		
<p>To meet the guidelines of CACFP requirements all meal services offered each day will be recorded on the Menu As Served/Food Production Records.</p> <p>Head Start site must provide all required food components under the minimum meal pattern requirements in order to claim the meal for reimbursement unless supported by a medical statement to affirm special diet restrictions.</p>		
<b>Menus</b>		
<ul style="list-style-type: none"> <li>• INCA uses six (6) week cycle menus and contracts for meal service with the public school cafeteria in Head Start Classroom on school sites.</li> <li>• Menus are inclusive of components and serving sizes set by USDA-CACFP</li> <li>• Menus shall be followed, (to the fullest extent possible). <ul style="list-style-type: none"> <li>◦ Substitution must be of foods of equal nutritional value, and documented on the menu. (sticky note is acceptable)</li> </ul> </li> <li>• Menus must be posted on the parent resource board and in the kitchen.</li> </ul>		
<b>Menu As Served/Food Production Record</b>		
<p>This form completed by sites which prepare food.</p> <ul style="list-style-type: none"> <li>• The food service technicians are responsible for completing the “CACFP” Menu As Served daily for breakfast, lunch and supplement.</li> <li>• The Food Production Records/Menu as Served must be completed on a daily basis.</li> <li>• Date of meal services</li> <li>• Meal Count of: <ul style="list-style-type: none"> <li>◦ Total children served</li> <li>◦ Children served per age group - One through 5 years</li> <li>◦ INCA staff or volunteers served</li> </ul> </li> <li>• Menu as served</li> <li>• Food item(s) credited toward each required meal component. <ul style="list-style-type: none"> <li>◦ Be specific as to the form of food (fresh, frozen, cooked, deboned)</li> </ul> </li> <li>• Quantity of each food item served.</li> </ul>		

- Be specific as to can size, number of pounds or ounces, etc.
- Comment box:
  - As applicable, addressing accessibility of meals, etc.
  - Any special dietary needs
- Approved substitutions will be noted on comment box.

### **Ethnic and Religious Preferences**

INCA will consider ethnic and religious food preferences when requested by parents.

- Food items substituted must be a credible item from the same food component.
- Variation on the experimental or continual basis in the food components must have written approval from USDA.

### **Documentation**

- The Food Production Records/Menu as Served must be completed on a daily basis.
- Records must be kept on site at all times.

### **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](http://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.