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| Heading: CHILD NUTRITION | P.S.# 1304.23 | Rev. 8/10/2004 |
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Purpose: SUU Head Start must use funds from USDA Food and Consumer Services Child Nutrition Programs as the primary source of payment for meal services. Head Start meals must conform to recommended service sizes and meal patterns in the USDA meal pattern. Head Start must post evidence of compliance with all applicable Federal, State, Tribal and local food safety and sanitation laws including those related to food service.

1) Monthly Meal Roll Counts

- a) Family Advocates will:
 - i) Take point of service count during each meal
 - ii) Email or fax the roll to the Health Assistant the last day of school each month.
 - (1) If faxed: Ensure that the roll is balanced across and down and signed by teacher and advocate
 - (2) If emailed: Attach the current month's roll to your email and send to the Health Assistant on the last day of school each
 - iii) Mail sign-in sheets, roll (if paper copy is used) and other USDA paperwork at the end of the month.

2) Menu and Meal Production Sheets

- a) Family Advocates and Cooks will:
 - i) State what was actually served and how many children and adults ate
 - ii) Record any menu changes directly on the monthly calendar and daily production sheets.
 - iii) Mail with the other USDA paperwork at the end of each month
 - iv) Provide monthly menus to parents
 - v) Post monthly menus in the classrooms and the kitchen.

3) USDA Paperwork

- a) Family Advocates will
 - i) Mail the USDA paperwork in its own folder addressed to the Health Team, included in the larger mailing envelope for all Head Start paperwork.
 - ii) Complete the USDA Paperwork Checklist, ensuring all applicable items are present.
 - iii) White delivery receipts are filled out - meals received, with an authorized signature.

4) Purchasing Foods

- a) Family Advocates and Cooks will:
 - i) Record all items that are purchased for food and non-food items on the Purchase Sheet
 - ii) If receipt does not list specific items purchased, a detailed list of items purchased must accompany the receipt
 - iii) Turn in the purchasing sheet with detailed receipts monthly with the USDA paperwork

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5) Field Trips

- a) Teaching Teams will:
 - i) Fill out a field trip request form and turn it into the central office 30 days before the trip is to be taken if a meal is indicated
 - ii) Notify their contractor/ cook and lunch aide no later than 15 days in advance of a field trip
 - iii) If a contract vendor is not available to supply meals (ex. when schools are out on days that Head Start is having school), complete a field trip request form 30 days before the vendor is not available.

6) Annual Training:

- a) Teaching teams will participate in annual nutrition training at preservice or inservice during the Head Start school year.

7) Food Handler's Permits

- a) Teaching teams, lunch aides and cooks will maintain a current food handler's permit. Staff will have their Food Handler's permits posted in their work environment.

8) Center Inspections

- a) The Health team or designee will conduct a Food Monitoring and Safety inspection three times annually. Teaching teams are responsible for completing follow-up as directed in the inspection.