

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: D- Health Program Services**

**Section: 1302.44 Child Nutrition**

**Subject: Food Shopping**

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**Policy:**

Grocery shopping (as opposed to vendor food purchases) shall be allowed one time per week and then ONLY when the following procedures are followed.

**Procedure:**

1. The Cook will list all food to be purchased at the store.
2. The Cook will then email/fax the list to the Nutrition Staff for approval no later than Wednesday of the week PRIOR to going to the store.
3. Once the Nutrition Staff has approved the Food Order form, the Cook will consult with the Center Director to determine if any other supplies are needed for the week. The Center Director will decide if she or the Cook will go to the store for food/supplies.
4. Whenever possible the grocery order will be placed online, and store pickup will be utilized.
5. If any changes to the approved list become necessary (e.g., food not available in approved form, prices for approved food excessively high, sale prices on seasonal fresh fruit not already approved) the Cook or Center Director will call the Nutrition Staff for verbal approval to change the Food Order.
6. After the purchases are made, the receipt will be sent to the administrative office in Westville. Ensure that all items on the receipt are identifiable. For example, a pack of paper plates might be identified on the receipt as 100 CT PPL, the cook or Center Director would write Paper Plates beside the item.
7. If food has been purchased without prior approval, the staff purchasing the food will receive a verbal warning for the first offense. Repeated offenses can result in disciplinary action up to and including termination.