

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: Mealtimes – Head Start/Early Head Start

Policy:

Any changes to USDA mealtimes must be pre-approved by the Nutrition Staff.

Procedure:

1. Mealtimes must be approved each year by USDA/CCFP. Adherence to approved mealtimes is a component of the USDA/CCFP meal review. Failure to comply with approved mealtimes can result in meals being disallowed.
2. Any children coming into the Head Start center needing to be fed will be fed, no matter what time. If the meal is served outside the approved USDA/CCFP times, it will not be credited. A meal served outside the approved times is not required to meet USDA Meal Pattern Requirements.
3. Mealtimes are currently approved as follows: Breakfast - 8:30am (A.M.); Lunch - 11:00am (A.M.); Snack - 1:30pm (P.M.). Note: Some centers do have approved mealtimes slightly different than those listed above to better meet the needs of their center. Center mealtimes can be found on their CCFP Site Form.
4. If these times need to be altered for any reason, the Center Director must submit a Mealtime Change Request form to the Nutrition Staff. For non-emergency situations, the form should be submitted at least one week before the date of the requested change. Mealtimes cannot be changed to a time outside of their approved CCFP mealtime window.
5. Mealtimes are not to be changed until approved by the Nutrition Staff.
6. If mealtimes need to be changed to accommodate a field trip the requested change will be noted on the Field Trip Request Form as well as the Mealtime Change Request Form.
7. Infants and young toddlers will always be fed on demand, feed on demand continues to one year of age.