

**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: Menu Changes**

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**Policy:**

Menus will be followed as written to ensure children receive meals which comply with USDA/CCFP guidelines.

**Procedure:**

1. Menus are developed by the Nutrition Staff according to USDA/CCFP guidelines. The menus are then approved by the USDA/CCFP consultant, Policy Council, and the Health Advisory Committee.
2. Menus will not be changed without prior written permission from the Nutrition Staff, the cook will submit a TCHS Menu Change Request Form to the Nutrition Staff.
3. If food items are unavailable or a situation arises necessitating a menu change, the cook (or Center Director or other designated person if the Cook is absent) is to submit a Menu Change Request Form to the Nutrition Staff prior to making the change. If a change needs to be made at short notice verbal approval from the Nutrition Staff or Program Director is acceptable.
4. If approval for such a change is given the cook will then document the change on the menu. The cook will also inform the Center Director and all teachers of the change and ensure classroom menus are updated.
5. If menus are changed without prior approval, the staff person responsible will receive a verbal warning for the first offense. Repeated offenses can result in unpaid days off and possible dismissal.