

**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:** Special Dietary Needs

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**Policy:**

Tri-County Community Head Start/Early Head Start will provide appropriate, nutritionally adequate meals to children with special dietary needs.

**Procedure:**

1. Special dietary needs will be discussed with the child's parent/guardian at the time of enrollment.
2. If a child has a medical special dietary need the parent will be advised that we must have a completed Child Care Food Program Medical Statement for Children with Disabilities and Special Dietary Conditions from the child's medical provider stating the nature of the condition, foods that must be restricted or altered and appropriate food substitutions. The parent/guardian must also sign a Modified Meal Form.
3. If a child is on a special diet for non-medical reasons (i.e. vegetarian, religious), Tri-County Head Start/Early Head Start will accommodate the child's diet as much as possible upon receipt of a signed Modified Meal Form from the parent outlining which foods are to be restricted/altered/substituted.
4. Under no circumstances will a child be served a meal that does not contain all required USDA components or medically determined substitute unless doing so would cause potential harm to the child (i.e., a newly enrolled child with an allergy, but the medical documentation hasn't been submitted yet).
5. The originals of all information pertaining to special diets for children must be forwarded to the Nutrition/ Program Assistant for review including, but not limited to, notes indicating that a special diet is no longer needed. Afterwards the information will then be forwarded to the Licensed Dietician (LD) that Tri-County Head Start/Early Head Start has contracted.
6. The originals of these forms will be filed in the child's Family File, copies of this information will also be shared with the center cook and the child's teacher, these copies will be posted in the classroom and the kitchen, under a cover sheet, this information is to be treated as confidential medical knowledge.
7. The Family Service Worker and/or Center Director will complete the Modified Meal Form. When the form has been completed and signed by the parent, cook, teacher and Center Director the

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original form and accompanying documentation (CCFPMSCD) will be forwarded to the Nutrition/Program Assistant and the contracted Licensed Dietician (LD).

8. The Nutrition Staff and the center cook will review the menu, noting any necessary changes to ensure that the child's special dietary needs will be met at each meal.
  
9. The Cook will keep a regularly updated file of food labels for vendor items whose ingredient list is located on the box rather than on the item as stored. This file will be used as a reference for potential allergens before a student with reported allergies is fed. (They are to keep this file so there will be an ingredient list available should they need to check items in the case of a new student with allergies enrolling.)