

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: USDA/CCFP Regulations

Policy:

It is the policy of Tri-County Community Council, Inc. Head Start/Early Head Start to conduct our child nutrition program according to the guidelines in the USDA Child Care Food Program Procedures Manual.

Procedure:

1. The USDA/CCFP Procedures Manual will be kept in the Nutrition Staff's office to be used for reference when needed.
2. When children are enrolled in the Head Start/Early Head Start programs the Family Service Worker and/or the Center Director will have the parent complete the Florida Department of Health Child Care Application for Enrollment and the Nutrition History/Menu Survey.
3. The original of the Nutrition History/Menu Survey form is to be submitted to the Nutrition Staff within the first week of school attendance. This will be maintained in the Nutrition Staff office. The DCF Child Care Application for Enrollment and a copy of the Nutrition History/Menu Survey will be filed in the Child/Family File.
4. The Nutrition Staff will compile the monthly USDA/CCFP meal counts from all the centers and submit them to the Tri-County Community Council, Inc. bookkeeper, to be filed on-line with USDA/CCFP. A printout signed by the Head Start/Early Head Start Director, Health and Safety Coordinator, or the Compliance Coordinator will be kept on file to verify enrollment for that month.
5. Unannounced meal reviews will be conducted by the Nutrition Staff no less than three times during the USDA/CCFP fiscal year per site using the Site Review Form provided by USDA/CCFP. Each meal type (breakfast, lunch, and snack) will be observed during the fiscal year at each site. No more than six months may elapse between reviews of each site.
6. If necessary, a Meal Disallowance form will be completed to document any meals ineligible to be claimed for reimbursement. If deficiencies are found during the meal review, the Center Director must submit a corrective action plan, complete with timelines for corrections, to the Nutrition Staff or within one week of the review. The Nutrition

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

Staff must conduct a follow-up review to ensure that all corrections listed on the corrective action plan are completed in the time frame outlined in the plan.

7. Foods will be prepared using standardized recipes from USDA, CCFP or other approved recipes only.
8. Monthly USDA/CCFP reports will be submitted to the Nutrition Staff to be processed by the third working day of each month. These reports will include, in this order:
 - A. The Florida Department of Health Child Care Food Program Child Care Center Claim form completed and signed by the Cook.
 - B. CCFP Monthly Meal Count Record, and any notes the cook and/or classroom have used to record meal count at point of service.
 - C. Monthly Attendance Record, (completed and totaled daily by each classroom teacher/teacher assistant, then signed to verify accuracy.)
 - D. Meal Count Record by Name (5-day option) listing the children individually in alphabetical order.
 - E. Copy of the menu served for each meal that month.
 - F. Copy of approved Menu Change Request Forms, if applicable, and the Menu Planning Worksheet for Children.
 - G. Monthly Meal Temperature Log
 - H. The monthly refrigerator and freezer logs completed by the Cook for each refrigerator and freezer used to store food.

Note: All attendance and/or meal count forms must have the children listed in alphabetical order using their legal names – no nicknames or middle names in place of first names. Names of children enrolled during the current month will be placed at the bottom of the list, then those names will be inserted alphabetically at the beginning of the child's first full month of enrollment.

All forms must be filled out correctly when submitted to the Nutrition Staff. To ensure this, all forms will be subject to a second party review prior to submission. The employee who completes the forms and the employee who conducts the second party review will both sign the form. Any employee who submits incorrect forms will be subject to disciplinary action and required to submit a CAP.

9. All USDA/CCFP records for the program will be kept in the Nutrition Staff office for no less than three years.