

## NUTRITION SERVICE PLAN

PERFORMANCE STANDARD	ACTION STEPS	PERSON/TEAM RESPONSIBLE	TIME FRAME	DOCUMENTATION AND RESOURCE INDICATORS	RESOURCES NEEDED	OUTCOME
<p>1304.23(a) (a) Identification of nutritional needs. Staff and families must work together to identify each child's nutritional needs, taking into account staff and family discussions concerning: height, weight and hemoglobin/.</p> <p>(1)Any relevant nutrition-related assessment data (height, weight, hemoglobin/ hematocrit) obtained under 45 CFR 1304.10</p>	<p>1. Child's height and weight will be documented from the physical or from classroom records. 2. Child's weight and height will be plotted on the growth chart either by computer or manually twice during the school year. 3. If the hemoglobin/ hematocrit from the physical, WIC records or classroom records is 11.0 and below, the</p>	<p>1. FSW</p> <p>2. FSW</p> <p>3. FSW NM</p>	<p>45 – 90 days after school starts</p> <p>August – March</p> <p>45 – 90 days after school starts</p>	<p>Nutrition Assessment form</p> <p>Physicals</p> <p>Growth chart</p> <p>Home visit forms</p>	<p>Copies of Nutrition Service Plan</p> <p>WIC pamphlets</p>	<p>Early Intervention/ Identification of Nutritional Needs</p>

	<p>child should be referred to WIC or a medical professional for Counseling.</p> <p>4. Discuss during home visits child's nutritional needs and eating behaviors.</p>	4. T	Sept. - April			
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NM=Nutrition Manager; FSW= Family Service Worker; T=Teachers;

PERFORMANCE STAMANDARD	ACTION STEPS	PERSON/TEAM RESPONSIBLE	TIME FRAME	DOCUMENTATION AND RESOURCE INDICATORS	RESOURCES NEEDED	OUTCOME
1304.23 (a)(2) (2) Information about family eating patterns, including cultural preferences, special dietary requirements for each child with nutrition-related health problems, and the feeding requirements of infants and toddlers and each child with disabilities (see 45 CFR 1308.20):	The dietary habits of the Nutrition Assessment in the Child Health record should be reviewed during time of enrollment and if there are any special dietary requirements or nutrition-related health problems, staff are to notify the Nutrition Manager and the cook and let them be aware of the special dietary requirements. Written documentation of any changes in the original menu (for a specific child) must be posted in the kitchen and a copy kept in the child's file. This documentation must be signed by a medical professional and not just the parent.	T NM FSW C P	Time of enrollment  Within 45 days after school starts	Nutrition Assessment form  Dr. Medical Statement  Child File	Copy of Nutrition Service Plan  Menus	Receiving information from families in regard to cultural and special dietary needs that affects nutrition related health problems.

NM=Nutrition Manager; FSW=Family Service Worker; T=Teacher; C=Cook; P=Parent

(a)(3) Not applicable (infants and toddlers)

PERFORMANCE STANDARD	ACTION STEPS	PERSON/TEAM RESPONSIBLE	TIME FRAME	DOCUMENTATION AND RESOURCE INDICATORS	RESOURCES NEEDED	OUTCOME
<p>1304.23 (a)(4)            Information about major community nutritional issues, as identified through the Community Assessment or by the Health Services Advisory Committee or the local health Department</p>	<p>Health Services Advisory Committee addresses any nutritional issues i.e.; lead, hemoglobin/hematocrit when the need arises.</p>	<p>NM            FSW            HM</p>	<p>July - July</p>	<p>Health Advisory minutes/notes            Nutrition Service Plan</p>	<p>Health Service Plan            Fliers from Health Dept.</p>	<p>Early Intervention            Identification of Nutritional needs</p>

NM= Nutrition Manager; FSW= Family Service Worker; HM=Health Manager

PERFORMANCE STANDARD	ACTION STEPS	PERSON/TEAM RESPONSIBLE	DOCUMENTATION AND RESOURCE INDICATORS	RESOURCES NEEDED	OUTCOME	
1304.23 (b) (1) Nutritional services. (1) Grantee agencies must design and implement a Nutrition program that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs and children with disabilities. Also the nutrition program must serve a variety of foods which consider cultural and ethnic preferences and which broaden the child's food experience.	By providing breakfast, lunch and an afternoon snack at least 1/3 – 2/3 of the child's daily nutritional needs and feeding requirements of each child, including those with special dietary needs and children with disabilities. Also the nutrition program must serve a variety of foods which consider cultural and ethnic preferences and which broaden the child's food experience.	NM C D DM CS	Nutrition Service Plan  Menus  Disability Service Plan  Minimum meal requirements  Medical Statement  Nutrition Assessment form	Menus  Minimum meal requirements  Medical Statement	Early Intervention  Appropriate Foods  Appropriate Servings	

NM=Nutrition Manager; C=Cooks; D=Dietitians; HM=Disability Manager; CS= Classroom Staff

PERFORMANCE STANDARD	ACTION STEPS	PERSON/TEAM RESPONSIBLE	TIME FRAME	DOCUMENTATION AND RESOURCE INDICATORS	RESOURCES NEEDED	OUTCOME
1304.23 (b) (1) (i) All Early Head Start and Head Start grantee and delegate agencies must use funds from USDA food and Consumer services Child Nutrition Programs as the primary source of payment for meal services. Early Head Start and Head Start funds may be used to cover those allowable costs not covered by the USDA.	Each center participates in the USDA Food Reimbursement Program and adheres to the guidelines and policies established by USDA. Head Start funds may only be used to cover costs not covered by the USDA.	NM FM C TS	Current school year	FSIA  USDA CACFP enrollment forms  Reimbursement Claim  USDA Contract  Menu Planning Book  CACFP paperwork  Checks	Family Size Income Application  USDA CACFP enrollment forms  Menu Planning Book  CACFP paperwork	Reimbursement for meals

NM=Nutrition Manager; FM=Fiscal Manager; C=Cooks; TS=Teaching staff; FSIA=Family Size and Income Applications; USDA= United States Department of Agricultural; CACFP=Child and Adult Care Food Program

PERFORMANCE STANDARD	ACTION STEPS	PERSON/TEAM RESPONSIBLE	TIME FRAME	DOCUMENTATION AND RESOURCE INDICATORS	RESOURCES NEEDED	OUTCOME
1304.23 (b) (1)(II) Each child in a part-day center-based setting must receive meals and snacks that provide at least 1/3 of the child's daily nutritional needs. Each child in a center-based full-day program must receive meals and snacks that provide 1/2 to 2/3 of the child's daily nutritional needs, depending upon the length of the program day.	Children attending school Part-day are served breakfast and lunch, meeting 1/3 of the child's daily nutritional needs. Children attending full-day will be served breakfast, lunch and an afternoon supplement, meeting 1/2-2/3 of the child's daily nutritional needs.	C  NM  T	During current school year	Menus  DHS License  Meal Count Worksheet  Menu Planning Book	Menus  DHS License  Meal Count Worksheet  Menu Planning Book	Prevention  Meeting children's nutritional needs

C=cooks; NM= Nutrition Manager; T=teacher

PERFORMANCE STANDARD	ACTION STEPS	PERSON/TEAM RESPONSIBLE	TIME FRAME	DOCUMENTATION AND RESOURCE INDICATORS	RESOURCES NEEDED	OUTCOME
1304.23(b)(1)(iii) All children in morning center-based settings who have not received breakfast at the time they arrive at the Head Start program must be served a nourishing breakfast.	All children arriving late have the opportunity to eat breakfast. Teacher will notify cook of any child arriving late that has not eaten and cook will ensure child has a nourishing breakfast.	T C NM	During current school year	Nutrition Service Plan Attendance Record Meal Count Menu Planning Book	Nutrition Service Plan Attendance Record Meal Count Menu Planning Book	Meeting children's nutritional needs

T=Teacher; C=Cook; NM=Nutrition Manager

1304.23 (b)(1)(iv)

Not applicable because of infants and toddlers

PERFORMANCE STANDARD	ACTION STEPS	PERSON/TEAM RESPONSIBLE	TIME FRAME	DOCUMENTATION AND RESOURCE INDICATORS	RESOURCES NEEDED	OUTCOME
1304.23 (b) (1)(v) For 3-5 year old in center-based settings, the quantities and kinds of food served must conform to recommended serving sizes and minimum standards for meal patterns recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210, 220 and 226.	Chickasaw Nation Head Start Program adheres to all Performance Standards and (CACFP) Child and Adult Care Food Program regulations and guidelines. The quantity of foods served and cooked meets USDA guidelines.	C  TS  NM  D	During current school year	Menus  Menu Planning Book  MOU	Menus  Menu Planning Book  MOU	Early Intervention  Appropriate Foods

C=Cook; TS=Teaching staff; NM=Nutrition Manager; D=Dietitian; MOU=Memorandum of Understanding

PERFORMANCE STANDARD	ACTION STEPS	PERSON/TEAM RESPONSIBLE	TIME FRAME	DOCUMENTATION AND RESOURCE INDICATORS	RESOURCES NEEDED	OUTCOME
1304.23 (b)(vi) For 3 – 5 year olds in center-based settings or other Head Start group experiences, foods served must be high in nutrients and low in fat, sugar and salt.	Menus are revised and approved by the WIC Dietitians for the nutrient value.	D NM T EM	During current school year	Menus  Memorandum of Understanding  Lesson Plans	Menus  Memorandum of Understanding  Lesson Plans	Early Intervention  Appropriate Foods  Nutrient foods low in fat, sugar and salt.

D=Dietitians; NM=Nutrition Manager; T=Teacher; EM=Education Manager

PERFORMANCE STANDARD	ACTION STEPS	PERSON/TEAM RESPONSIBLE	TIME FRAME	DOCUMENTATION AND RESOURCES INDICATORS	RESOURCES NEEDED	OUTCOME
1304.23 (b)(1)(vii) Meal and snack periods in center-based settings must be appropriately scheduled and adjusted, where necessary, to ensure that individual needs are met.	A three hour interval is scheduled between breakfast and lunch and two hours between lunch and an afternoon supplement.	NM C TS D	During current school year	Daily Schedule Nutrition Service Plan Menu Menu Planning Book CACFP monitoring form	Daily Schedule Nutrition Service Plan Menu Menu Planning Book CACFP monitoring form	Early Intervention Scheduled meal times

NM=Nutrition Manager; C=Cook; TS= Teaching Staff; D=Dietitian

1304.23 (b)(2)

Not applicable – not a home-based program

PERFORMANCE STANDARD	ACTION STEPS	PERSON/TEAM RESPONSIBLE	TIME FRAME	DOCUMENTATION AND RESOURCE INDICATORS	RESOURCES NEEDED	OUTCOME
1304.23 (b)(3) Staff must promote effective dental hygiene among children in conjunction with meals.	All children brush their teeth twice daily after each meal. Children will be shown the proper procedures how to brush their teeth by the classroom staff and the children will be supervised during tooth brushing. A Dental Hygienist applies fluoride varnish on all the children three times during school year. A Dental Hygienist trains staff during In-Service on dental hygiene. Parents are trained on dental hygiene during Parent meetings.	TS NM DH FSW PIM	Sept. - March	Health Tracking Nutrition Service Plan Classroom Schedule Parent Meeting Minutes Lesson Plans	Health Tracking Nutrition Service Plan Classroom Schedule Parent Meeting Minutes Lesson Plans	Preventive care Dental Hygiene

TS=Teaching staff; NM=Nutrition Manager; DH=Dental Hygienist; FSW=Family Service Worker; PI= Parent Involvement Manager

PERFORMANCE STANDARD	ACTION STEPS	PERSON/TEAM RESPONSIBLE	TIME FRAME	DOCUMENTATION AND RESOURCE INDICATORS	RESOURCES NEEDED	OUTCOME
1304.23(b)(4) Parents and appropriate community agencies must be involved in planning, implementing, and evaluating the agencies' nutritional services.	Menus are presented to the Policy Council for suggestions, comments and approval. OSU Extension offices and WIC department provides nutrition training to our staff upon request. The Dietitians with Carl Albert Indian Health Services also provide nutrition training to staff. Parents are involved in the Program Self Assessment.	NM P D PC	During current school year	Self Assessment  Training agendas  Minutes of Policy Council Meetings	Self-Assessment  Training agendas  Minutes of Policy Council Meetings	Involving parents, community agencies in nutritional services.

NM=Nutrition Manager; P=Parent; D=Dietitians; PC=Policy Council

PERFORMANCE STANDARD	ACTION STEPS	PERSON/TEAM RESPONSIBLE	TIME FRAME	DOCUMENTATION AND RESOURCE INDICATORS	RESOURCES NEEDED	OUTCOME
1304.23(c) Grantee must ensure that nutritional services in center-based settings contribute to the development and socialization of enrolled children by providing that:	<p>1. A variety of food is served which broadens each child's food experiences.</p> <p>2. Food is not used as a punishment or reward and that each child is encouraged, but not forced, to eat or taste his/her food.</p> <p>3. Sufficient time is allowed for each child to eat.</p> <p>4. All children and staff, including volunteers, eat together family style and share the same menu to the extent possible, staff and volunteers will eat and drink the same as the children. At no time are adults to be drinking soda pop, coffee, tea, etc., in view of the children.</p> <p>5. No applicable – no infants.</p> <p>6. Medically-based diets or other dietary requirements are accommodated. Any child having food allergies will need a medical statement. If any adult has an allergic reaction to milk, he/she will need a medical Statement and will be served water with their meals.</p> <p>7. As developmentally appropriate, opportunity is provided for the involvement of children in food related activities; e.g. setting tables, serving themselves and clean-up.</p>	C CS NM D	Aug - June	Menus  Cooks Manual  Medical Statements  Lesson Plans	Menus  Cooks Manual  Medical Statements  Lesson Plans	Family style meals  Nutritional services contribute to the development and socialization of the children.

C=Cook; CS=Classroom staff; NM=Nutrition Manager; D=Dietitians

PERFORMANCE STANDARD	ACTION STEPS	PERSON/TEAM RESPONSIBLE	TIME FRAME	DOCUMENTATION AND RESOURCE INDICATORS	RESOURCES NEEDED	OUTCOME
1304.23 (d) Family assistance with nutrition. Parent education activities must include opportunities to assist individual families with food preparation and nutritional skills.	Get Fresh attends Parent meetings and shares recipes, assist with food preparation and nutritional skills. Parent meetings are scheduled during the month of January on nutrition education.	NM GFP P TS PIM CS	Sept. March Jan.	Parent Meeting Agenda Parent Meeting Minutes Parent Meeting Sign-in Nutrition Service Plan	Parent Meeting Agenda Parent Meeting Minutes Parent Meeting Sign-in Nutrition Service Plan	Parents learning nutrition education and skills to assist in their home life

NM=Nutrition Manager; GFP=Get Fresh personnel; P=parents; TS=Teaching staff; PIM=Parent Involvement Manager; CS=Center Supervisor

PERFORMANCE STANDARD	ACTION STEPS	PERSON/TEAM RESPONSIBLE	TIME FRAME	DOCUMENTATION AND RESOURCE INDICATORS	RESOURCES NEEDED	OUTCOME
<p>1304.23 (e) Food and safety and sanitation. (1) Grantee agencies must post evidence of compliance with all applicable Federal, State, Tribal and local food safety and sanitation laws, including those related to the storage, preparation and service of food and the health of food handlers. In addition, agencies must contract only with food service vendors that are licensed in accordance with State, Tribal or local laws.</p> <p>(e)(2) Not applicable – infants and toddlers.</p>	<p>Inspections done by DHS, Health Dept., and Office Of Environment Health will be posted in the building and all staff are required to have a TB skin test, yearly, and posted. Food that require CN labels are purchased through commercial food service vendors. Office of Environment Health will do Food handlers training as needed.</p>	<p>NM C FM CS OEH</p>	<p>During current school year</p>	<p>DHS License Inspection Reports TB skin test results Food service vendors receipts Training agenda and sign-in</p>	<p>DHS License Inspection Reports TB skin test results Food service vendors receipts Training agenda and sign-in</p>	<p>Compliance with food and sanitation standards Cooks trained in health of food handlers Knowledge of food storage, preparation and service by cooks Annual TB skin test</p>

NM=Nutrition Manager; C=Cook; FM=Facilities Manager; CS=Center Supervisors; OEH=Office of Environment Health