

CACFP PROCEDURES  
NESD Head Start Program

**Point of Service Meal Counts**-These are taken while children are seated at the table and all food for the meal/snack is on the table.

**Edit Checks**-Only two meals and one snack per child per day is reimbursable. The Cook and Teacher or Home Visitor and a second employee will confirm accuracy of meal counts and attendance.

**Meal Counting and Consolidation**-Two employees will verify that meal counts and attendance are accurate. These are sent to the office by the 5<sup>th</sup> of each month. The Office Manager can only enter two meals and one snack per day for a child into the Child Plus computer system. If there are any questions about the records, the site will be contacted for verification.

**Enrollment reported to State Agency**-Enrollment numbers are reported to the CANS (Child and Adult Nutrition Services) office monthly with the reimbursement claim.

**Documentation Records**-Maintain three years plus the current year for CACFP Reviews: Enrollment, menus and recipes, production sheets, invoices and payments, food management contracts and delivery slips, meal and attendance sheets, and food monitors.

**Justice for All Posters**-Post where families can view it.

**Water Availability**-Water is available for children all day. It does not need to be on the table at meal/snack time, but can be available after milk is provided.

**Annual Trainings**-All CACFP staff will receive training annually through SDBrightTrack.com plus a review of foodservice policies/procedures.

**Food Allergies**-A doctor order or Diet Prescription form is required to eliminate a food item. Intolerances require a parent signature on the Health History/Nutrition Assessment Form or a signed note from the parent/guardian for the child's health record. Head Start requires the Allergy Log be posted in plain view for staff access for the safety of the child. A picture of the child can be posted with their information.

**End of Year Activities**-See policy on website.

**LEP-Limited English Proficiency**-See policy on website.

**Food Monitoring**-See policy on website. State food service inspections and fire safety inspections will be completed annually. Head Start is billed after state food service inspections are completed.