

Hidalgo County Head Start Program

Policy Council Agenda

DATE: May 19, 2010

SUBJECT: Discussion/Approval of Child Nutrition Services 2010-2011 Program Plan

RATIONALE/NEED: The program plan must be approved annually to comply with Federal Performance Standards.

RECOMMENDATION: Administration recommends approval.

COST: N/A

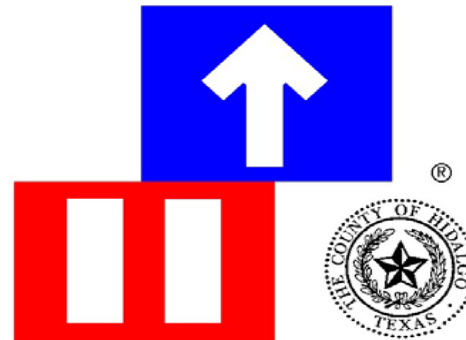
RELATED INFORMATION INCLUDES: Child Nutrition Services Program Plan

INITIATED BY: SanJuanita Rangel, Child Nutrition Services Director *SR*

REVIEWED BY: Edmundo Garcia, Assistant Program Director *EG*

EXECUTIVE DIRECTOR'S APPROVAL: *Jesus Flores*

Hidalgo County Head Start Program



CHILD NUTRITION SERVICES PROGRAM PLAN 2010-2011

Health Advisory Committee Approval: 04.29.10
Policy Council Approval: 05.19.10
Commissioners' Court Approval:

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
2010 - 2011

PERFORMANCE STANDARD: 1304.23 (a)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work with the children’s family to identify possible nutritional needs through discussions during enrollment and home visits.

OBJECTIVE: To discuss with the child’s parent/guardian any concerns related to possible nutritional needs during enrollment, periodic home visits, and or when any concerns arise.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. The staff will interview parent/guardian upon enrollment of children and document any pertinent information relating to possible nutritional needs of the child.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Child Nutrition Director -Child Nutrition Coordinators -Executive Team Member assigned to monitor center -Yearly Self-Assessment -On-going monitoring 	<ul style="list-style-type: none"> -At time of enrollment -As needed -Yearly Self-Assessment -On-going monitoring 	<ul style="list-style-type: none"> -Child’s Folder -Child Nutrition Assessment -Inter-Agency Referral Form as applicable

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
2010 - 2011

PERFORMANCE STANDARD: 1304.23 (a) (1)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work together with families to identify any relevant nutrition-related assessment data (height, weight, hemoglobin/hematocrit) obtained under 45 CFR 1304.20 (a).

OBJECTIVE: To work together with parent/guardian on any health assessment information such as height, weight, hemoglobin/hematocrit that requires a referral.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will refer any child with health/nutrition related abnormality to a Dietitian or any other agency as deemed necessary (for example: overweight, acanthosis nigricans, or low Hgb/HCT).</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Education Area Directors -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Health Services Director -Nurses - Education Area Directors -Center Managers -Facilitators -Support Service Assistants -Executive Team Member assigned to monitor the center 	<ul style="list-style-type: none"> -At time of enrollment -At time of initial screening -Yearly Self-Assessment -On-going monitoring 	<ul style="list-style-type: none"> -Referral -Screenings and other exams -Follow Up documentation
<p>2. Staff will also discuss with parent/guardian the results and reason for a referral. Consent shall be obtained from a parent/guardian.</p>	<p>-All of the Above</p>	<p>-All of the Above</p>	<p>-All of the Above</p>	<p>-All of the Above</p>

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
2010 - 2011

PERFORMANCE STANDARD: 1304.23 (a) (1) (Cont'd)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work together with families to identify any relevant nutrition-related assessment data (height, weight, hemoglobin/hematocrit) obtained under 45 CFR 1304.20 (a).

OBJECTIVE: To work together with parent/guardian on any health assessment information such as height, weight, hemoglobin/hematocrit that requires a referral.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
3. Parent/guardian will be encouraged to take free nutrition classes offered by The Expanded Nutrition Program throughout the school year. It is important for the parents to understand the importance of a well-balanced meal.	-All of the Above	-All of the Above	-All of the Above	-Partnership Agreement
4. Parent/guardian will be encouraged to participate in the Supplemental Nutrition Program for Women, Infant and Children (WIC) as needed.	--All of the Above	-All of the Above	-All of the Above	-Acknowledgement Form -Partnership Agreement

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
2010 - 2011

PERFORMANCE STANDARD: 1304.23 (a) (2)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will obtain pertinent information, through discussion, concerning family eating patterns relating to cultural preferences, special dietary requirements for each child with nutrition-related health problems and each child with disabilities (see 45 CFR 1308.20).

OBJECTIVE: To interview each parent/guardian at the time of enrollment to determine areas of concern.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. The program will meet the total nutritional need(s) of each child utilizing the child nutrition assessment form as a source of data gathering.</p>	<ul style="list-style-type: none"> -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -At time of enrollment -At time of initial screening -Yearly Self-Assessment -On-going monitoring 	<ul style="list-style-type: none"> -Child's Folder -Child Nutrition Assessment Form -Inter-Agency Referral Form as applicable -Follow-up documentation
<p>2. Bring parent/guardian and staff to a level of understanding and involvement in the area of nutrition to enable them to meet their appropriate responsibilities through counseling and training. Including data on special dietary requirements concerning child's nutrition-related health problems, including children with disabilities.</p>	<ul style="list-style-type: none"> -All of the Above and -Child Nutrition Director -Special Services Director -Health Services Director 	<ul style="list-style-type: none"> -All of the Above and -Special Services Director -Special Services Coordinator -Disability Aides -Health Services Director -Nurses 	<p>-All of the Above</p>	<p>-All of the Above</p>

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
2010 - 2011**

PERFORMANCE STANDARD: 1304.23 (a) (3)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START currently does not serve infants or toddlers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Currently Hidalgo County Head Start does not serve infants or toddlers.</p>				

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
2010 - 2011**

PERFORMANCE STANDARD: 1304.23 (a) (4)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will inform parent/guardian about major community nutritional issues, as identified through the Community Assessment or by the Health Services Advisory Committee or local Health Department.

OBJECTIVE: To provide the parent/guardian the programs, Agriculture Extension Service, Expanded Nutrition Program, and local Health Department data to address major community nutritional issues.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. A newsletter along with literature and brochures will be disseminated to parent/guardians.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers 	<p>-Quarterly</p>	<p>-Resource Files</p>
<p>2. Interaction with local nutrition programs such as WIC, Expanded Nutrition Program, Agriculture Extension Service and local Health Department will aid in accessing data. Problems will then be identified and community interaction and support will be fostered to engage the community's involvement in efforts to change factors related to the identified problems.</p>	<p>- All of the above</p>	<p>-All of the above</p>	<p>-On-going monitoring</p>	<p>-Yearly Calendar (Parent Fair, Fatherhood Conference)</p>

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
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PERFORMANCE STANDARD: 1304.23 (b) (1)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will 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. The program will also serve a variety of foods, which consider cultural and ethnic preferences and which will broaden the child's food experience.

OBJECTIVE: To reflect culture and ethnic preferences taking into consideration special dietary needs of children.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>Menus developed will reflect:</p> <ol style="list-style-type: none"> 1. Culture and ethnic preferences, which will broaden the child's nutritional experience. Menus shall include foods that are familiar to children and also introduce new foods on on-going bases. 2. A nutrition care plan for children with disabilities shall include menu changes, special feeding equipment and food modification. 	<ul style="list-style-type: none"> -Child Nutrition Director -Education Area Directors -Health Services Director -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers <ul style="list-style-type: none"> -All of the Above and -Special Services Director 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistants -Teachers <ul style="list-style-type: none"> -All of the Above and -Special Services Director -Special Services Coordinator -Disability Aides 	<ul style="list-style-type: none"> -On-going monitoring <ul style="list-style-type: none"> -As needed -Yearly Self Assessment -On-going monitoring 	<ul style="list-style-type: none"> -Menus <ul style="list-style-type: none"> -Therapeutic Diet Menus

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
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PERFORMANCE STANDARD: 1304.23 (b) (1) (i)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will utilize funds from USDA food and consumer services child nutrition program as the primary source of payment for meal services. Head Start and Early Head Start funds may be used to cover those allowable costs not covered by the USDA.

OBJECTIVE: To develop a system to ensure USDA funds are used primarily for meal service.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. The Finance Department Assistant Bookkeeper will produce a monthly-computerized listing of all TDA expenditures reflecting vendors and dollar amounts to the Child Nutrition Director for verification.</p>	<ul style="list-style-type: none"> -Executive Program Director -Assistant Program Director -Child Nutrition Director -Finance Director -Assistant Bookkeeper -Procurement Director 	<ul style="list-style-type: none"> -Child Nutrition Director -Finance Director -Procurement Director 	<ul style="list-style-type: none"> -Monthly -October thru September fiscal year -On-going monitoring 	<ul style="list-style-type: none"> -Requisitions -Purchase Orders -Budget -TDA Form 4502 (Claim For Reimbursement Worksheet)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
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PERFORMANCE STANDARD: 1304.23 (b) (1) (ii)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will provide meals to each enrolled child to meet 1/2 to 2/3 of the child's daily nutritional needs.

OBJECTIVE: To provide foods which will assist in meeting the child's daily nutritional needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will prepare and provide breakfast, lunch and PM snack utilizing USDA meal pattern amounts and sizes, thus ensuring the children will receive the recommended 1/2 to 2/3 of their daily nutritional needs.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Food Production Staff -Center Mangers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians 	<p>-August thru May (Daily)</p>	<ul style="list-style-type: none"> -USDA Meal Patterns (3-5 years old) -Menus -TDA Form 1530 (Daily Meal Production Record)
<p>2. Menus will reflect one vitamin C source daily and one vitamin A source three times per week along with the Texas Department of Agriculture recommended modifications (August 14, 2009) initiative "Promoting Healthy Eating and Physical Activity for a Healthier Lifestyle". Parent/guardian will be encouraged to follow the child's daily nutritional needs during off school days.</p>	<p>-All of the above</p>	<p>-All of the above</p>	<p>-August thru May (Daily)</p>	<ul style="list-style-type: none"> -Menus -TDA Form 1530 (Daily Meal Production Record)

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
2010 - 2011**

PERFORMANCE STANDARD: 1304.23 (b) (1) (iii)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will serve a nourishing breakfast to all children who have not received breakfast at arrival time at the center.

OBJECTIVE: Will provide a nourishing breakfast to all children at schedule time, whether the child has received breakfast or not.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will serve a complete and nourishing breakfast every day. In addition, center will stock a few grain/bread item, juice and milk to provide to all late comers breakfast as well.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinator -Head Cooks -Center Managers -Facilitator -Support Services Assistants -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers 	<p>-August thru May (Daily)</p>	<p>-TDA Form H1606 (Monitor Review)</p>

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
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PERFORMANCE STANDARD: 1304.23 (b) (1) (iv)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START currently does not serve infants or toddlers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Currently Hidalgo County Head Start does not serve infants or toddlers.				

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PERFORMANCE STANDARD: 1304.23 (b) (1) (v)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will serve quantities and kinds of food which 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.

OBJECTIVE: To provide nutritionally balanced meals and snacks that conform to the Head Start guidance meal pattern and requirements as set forth by USDA Child Care Food Program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will ensure that serving size and quantity of foods be served. Menus will reflect as follows:</p> <p>Breakfast: milk 6 oz., vegetable or fruit ½ c., grains/bread ½ serving.</p> <p>Lunch: milk 6 oz., vegetable or fruit ½ c., grains/bread ½ serving, meat/meat alternate 1 ½ oz.</p> <p>PM Snack: select 2 of 4 components (milk, vegetable or fruit, grains/bread, meat/meat alternate)</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Custodians 	<p>-August thru May (Daily)</p>	<ul style="list-style-type: none"> -USDA Meal Patterns (3-5 years old) -Menus -TDA Form 1530 (Daily Meal Production Record) -TDA Form H1606 (Monitor Review)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
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PERFORMANCE STANDARD: 1304.23 (b) (1) (vi)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START must serve foods high in nutrients and low in fat, sugar and salt.

OBJECTIVE: To provide meals with adequate carbohydrate, protein, fat, sugar and sodium content as recommended.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Meat: Lean (90/10 ground beef, 90/10 top boneless sirloin, boneless / skinless chicken breast). Milk: Unflavored, fluid, 1% fat. Vegetable: Frozen or fresh (no canned vegetables). Fruit: Canned fruit is packed in its natural juice or is fresh. Grains/Bread: Must be whole grain, enriched or fortified.</p>	<p>-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Procurement Director</p>	<p>-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Procurement Director</p>	<p>-August thru May (Daily) -On-going monitoring</p>	<p>-Menus -Food orders -Requisitions -Purchase orders -Invoices -Food labels -TDA Form 1530 (Daily Production Record)</p>

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
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PERFORMANCE STANDARD: 1304.23 (b) (1) (vii)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will schedule meals and snacks appropriately and adjusted, where necessary, to ensure individual needs are met.

OBJECTIVE: To post the meal schedule on each menu to reflect meal times. Adjustments will be noted on all respective menus where necessary.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will implement the following meal/snack schedule:</p> <p>Breakfast 8:00 AM Lunch 12:00 PM PM Snack 3:00 PM</p> <p>Changes/modifications in meal times accommodated for children with disabilities where necessary.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers -Custodians 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians 	<ul style="list-style-type: none"> -August thru May (Daily) -On-going monitoring 	<ul style="list-style-type: none"> -TDA Form H1606 (Monitor Review) -Menus -Teachers Observation Notes

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
2010 - 2011

PERFORMANCE STANDARD: 1304.23 (b) (2)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START is not currently operating a Home-Based Program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Currently Hidalgo County Head Start does not operate a Home-Based Program.				

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
2010 - 2011

PERFORMANCE STANDARD: 1304.23 (b) (3)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START must promote effective dental hygiene among children in conjunction with meals.

OBJECTIVE: To ensure that every child will receive effective dental hygiene in conjunction with meals.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will supervise children brushing their teeth as follows:</p> <p>AM – the children brush their teeth after breakfast with water only</p> <p>PM – the children brush their teeth with fluoride tooth-paste</p>	<ul style="list-style-type: none"> -Health Services Director -Education Area Directors -Child Nutrition Director -Center Managers -Facilitators -Support Service Assistant -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Health Services Director -Nurses -Child Nutrition Director -Child Nutrition Coordinator -Education Area Directors -Teachers -Assistant Teachers -Center Managers -Facilitators -Support Service Assistant 	<ul style="list-style-type: none"> -August thru May (Daily) -Yearly Self-Assessment -On-going monitoring 	<ul style="list-style-type: none"> -Daily Schedule -Health Services Procedure (Daily Health Check)
<p>2. The dental curriculum will also reinforce the importance of brushing their teeth after meals.</p>	<p>-All of the Above</p>	<p>-All of the Above</p>	<p>-All of the Above</p>	<p>-All of the Above</p>
<p>3. Parents and staff are educated about proper ways to prevent baby-bottle tooth decay and other early childhood cavities.</p>	<p>-All of the Above</p>	<p>-All of the Above</p>	<p>-All of the Above</p>	<p>-All of the Above</p>

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
2010 - 2011

PERFORMANCE STANDARD: 1304.23 (b) (4)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START must involve parent/guardian and appropriate community agencies in planning, implementing and evaluating the agencies' nutritional services.

OBJECTIVE: To involve the parent/guardian and community agencies in evaluating the program's nutritional services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Child Nutrition Department will implement an advisory committee comprised of members representing the Expanded Nutrition Program, WIC Program, University of Texas Pan American Dietetics Professor / Coordinator and Parent/Guardian to evaluate and ensure quality service delivery.</p> <p>2. Meetings will be held during the school year to present and discuss the on-going service of the nutrition services.</p>	<p>-Child Nutrition Director -Child Nutrition Coordinator -Health Services Director</p>	<p>-Child Nutrition Director -Child Nutrition Coordinator -Health Services Director</p>	<p>-August thru May (Daily) -On-going monitoring</p>	<p>-Meal Comment Form -Approved Program Plan -TDA Handbook</p>

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
2010 - 2011

PERFORMANCE STANDARD: 1304.23 (c) (1) (2) (3) (4) (5) (6) (7)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will contribute to the development and socialization of enrolled children by providing that: a variety of food is served which broadens each child's food experiences; food is not used as punishment or reward and that each child is encouraged but not forced, to eat or taste his or her food; sufficient time is allowed for each child to eat; children and assigned classroom staff, including volunteers, eat together family style and share the same menu to the extent possible; medically-based diets or other dietary requirements are accommodated; and as developmentally appropriate, opportunity is provided for the involvement of children in food-related activities.

OBJECTIVE: To provide a meal service that supports the development and socialization of children and introduces children to a variety of food that broadens their food experience considering their culture and ethnic preferences.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will introduce children to a variety of foods to broaden their food experience considering their cultural and ethnic preferences. Food is not used as a punishment or reward, and each child is encouraged but not forced to eat or taste his or her food. Sufficient time is allowed for each child to eat, including those with disabilities. All children and assigned classroom staff including volunteers eat together family style and share the same menu to the extent possible. Children with medically-based diets or other dietary requirements are accommodated. Medical prescriptions are referred to Child Nutrition Department for the development of a therapeutic diet, modification of menu items and nutrition education to family as needed.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Education Area Directors -Health Services Director -Special Services Director Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistant -Custodians -Teachers -Assistant Teachers -Disability Aides 	<ul style="list-style-type: none"> -August thru May (Daily) -Annual Self-Assessment -On-going monitoring 	<ul style="list-style-type: none"> - Cycle Menu -TDA Form 1606 (Monitor Review) -Therapeutic Diet Menus as applicable

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
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PERFORMANCE STANDARD: 1304.23 (c) (1) (2) (3) (4) (5) (6) (7) (cont'd)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will contribute to the development and socialization of enrolled children by providing that: a variety of food is served which broadens each child's food experiences; food is not used as punishment or reward and that each child is encouraged but not forced, to eat or taste his or her food; sufficient time is allowed for each child to eat; children and assigned classroom staff, including volunteers, eat together family style and share the same menu to the extent possible; medically-based diets or other dietary requirements are accommodated; as developmentally appropriate, opportunity is provided for the involvement of children in food-related activities.

OBJECTIVE: To provide a meal service that supports the development and socialization of children and introduces children to a variety of food that broadens their food experience considering their culture and ethnic preferences.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>2. Classroom staff will implement Nutrition Education including , Smart Snack, My Pyramid (Food Groups) and others. Staff will encourage children to participate in nutrition activities implementing fruits and vegetables and will be explain the importance of proper nutrition. Parents will be provided the opportunity to participate with the children during these activities. Lessons will be incorporated into the education calendar.</p> <p>3. Currently Hidalgo County Head Start does not serve infants or toddlers.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Education Area Directors -Center Managers -Facilitators -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> - Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -August thru May (Daily) -On-going monitoring 	<ul style="list-style-type: none"> -Education Calendar -Nutrition Lessons Plans -Menus

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
2010 - 2011**

PERFORMANCE STANDARD: 1304.23 (d)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will include family assistance with nutrition. Parent education activities must include opportunities to assist individual families with food preparation and nutritional skills.

OBJECTIVE: To provide opportunities to parent/guardian to participate in a basic nutrition course.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will develop and implement an inter-agency collaboration agreement with the Expanded Nutrition Program to enroll parent/guardian in their basic food preparation course. This course will also offer consumer education. Parent/guardian successfully completing the course will be awarded certificate of accomplishment. The Expanded Nutrition Program also includes courses on money management, self-esteem, parenting, feeding children, storing of foods properly, food safety and label reading.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Family Services Director -Education Directors -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Family Services Director -Education Area Directors -Center Managers -Facilitators -Support Services Assistants 	<ul style="list-style-type: none"> -August thru May (Daily) -On-going monitoring 	<ul style="list-style-type: none"> -Community Partnership Agreement

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2010 - 2011

PERFORMANCE STANDARD: 1304.23 (e) (1)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START must post evidence of compliance with all applicable Federal, State and Tribal and local food safety and sanitation laws, including those related to 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.

OBJECTIVE: To comply with all local, State and Federal regulations for food services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Child Nutrition department and any other staff with some type of involvement with meal service will receive pre-service and on-going training relating to food service and sanitation. The program will ensure that inspections by local and State sanitation departments are conducted and posted for review.	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Child Nutrition employees -Education Area Directors -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians -Volunteers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Education Area Directors -Center Managers -Facilitators -Support Services Assistants 	<ul style="list-style-type: none"> -August thru May (Daily) -Yearly Self-Assessment -On-going monitoring 	<ul style="list-style-type: none"> -Food Program Required Trainings -Training Agendas
2. The program will ensure that inspections by local and state sanitation departments are conducted and posted for review.	-All of the Above	-All of the Above	-All of the Above	<ul style="list-style-type: none"> -Health Inspection Documents -Food and Refrigeration Temperature Logs

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
2010 - 2011**

PERFORMANCE STANDARD: 1304.23 (e) (1) (Cont'd)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START must post evidence of compliance with all applicable Federal, State and Tribal and local food safety and sanitation laws, including those related to 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.

OBJECTIVE: To comply with all local, State and Federal regulations for food services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>3. Child Nutrition department staff and parent/guardian/volunteers directly involved in the preparation of food will possess a health card and food handler's certificate as applicable.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Child Nutrition employees -Education Area Directors -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians -Volunteers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Education Area Directors -Center Managers -Facilitators -Support Services Assistants 	<ul style="list-style-type: none"> -August thru May (Daily) -On-going monitoring 	<ul style="list-style-type: none"> -Training Agendas -Certified Food Handler's Certificate -State, County or Local City Certificate

**HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan
2010 - 2011**

PERFORMANCE STANDARD: 1304.23 (e) (2)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START currently does not serve infants or toddlers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Currently Hidalgo County Head Start Program does not serve infants or toddlers.</p>				

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PERFORMANCE STANDARD: C.F. Regulation: 1304.51 (i) (2) Ongoing Monitoring

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will ensure effective implementation of Federal regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Child Nutrition.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff and Parent Child Nutrition Interview – All children nutritional needs will be address through a staff and parent interview which will address the basic data collection of nutritional parameters. This interview is conducted prior to each child’s first day of Head Start.</p>	<ul style="list-style-type: none"> -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Executive Team Member assigned to monitor center -Yearly Self-Assessment -On-going monitoring 	<ul style="list-style-type: none"> -At time of enrollment -As needed -Yearly Self-Assessment -On-going monitoring 	<ul style="list-style-type: none"> -Child’s Folder -Child Nutrition Assessment Form -Inter-Agency Referral Form as applicable -Follow-up documentation
<p>2. Referral Tracking Log – A referral tracking log will be maintained in the Mental Health Department. The tracking will be updated as the referrals are received.</p>	<ul style="list-style-type: none"> -Mental Health Secretary -Child Nutrition Coordinators 	<ul style="list-style-type: none"> -Child Nutrition Director 	<ul style="list-style-type: none"> -On-going 	<ul style="list-style-type: none"> -Master Tracking Log

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PERFORMANCE STANDARD: C.F. Regulation: 1304.51 (i) (2) (Cont'd)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will ensure effective implementation of Federal regulations.

OBJECTIVE: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Child Nutrition.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>3. Staffing Meetings – Staffing meetings will be held for children with significant disabilities. All areas of need will be discussed (ie – special diets, special equipment / materials, medical plan of action, etc.) so that the best possible services may be provided to the child upon enrollment.</p>	<ul style="list-style-type: none"> -Special Services Director -Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Parent 	<ul style="list-style-type: none"> -Special Services Director -Child Nutrition Director -Child Nutrition Coordinators 	<ul style="list-style-type: none"> -Prior to first day of enrollment -As needed -Yearly Self-Assessment -On-going monitoring 	<ul style="list-style-type: none"> -Staffing Notice -Staffing Notes
<p>4. Monitor Review Visits – Unannounced monitor review visits will be conducted by Child Nutrition Coordinators as required by Texas Department of Agriculture. This is a comprehensive required monitoring conducted to all Head Start centers three times a fiscal year.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinators 	<ul style="list-style-type: none"> -Child Nutrition Director -Child Nutrition Coordinator -Executive Team Member assigned to facility 	<ul style="list-style-type: none"> -August thru May -On-going 	<ul style="list-style-type: none"> -TDA Form H1606 (Monitor Review)

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