

Menu Planning

Procedure/Approach

Southern Oregon Head Start, as a sponsor of the Child and Adult Care Food Program (CACFP), will ensure that all menus and their supporting documentation comply with all ODE and CACFP requirements for our Nutrition Program.

Head Start Program Performance Standards:

1302.44 Child Nutrition

ODE CACFP Policy and Procedure Manual Chapter 9 and 10

Procedure

1. Roles and Responsibilities

- a. **Nutrition Supervisors:** Prepare menus and conduct the the first review of supporting documentation for compliance.
- b. **Nutrition Manager:** Finalize menus and ensure regulatory compliance.
- c. **Dietician:** Conduct a secondary review of finalized menus for accuracy and CACFP requirements.

2. Menu Development and Approval of Menus

- a. Will be prepared by Nutrition Supervisors trained in the ODE CACFP meal pattern requirements.
- b. The Nutrition Manager and Supervisors will use CACFP approved recipes, following USDA MyPlate and child nutrition guidelines. The Nutrition Department will collaboratively ensure all meals and recipes are creditable, all components are correct and all Whole Grain requirements are met daily.
- c. CACFP recipes will be reviewed using the Recipe Analysis Workbook in the USDA Food Buying Guide. Recipes will be cataloged and replaced accordingly.
- d. Menus will meet the needs of each program child taking into consideration age development, cultural, ethnic and religious preferences, special medical dietary or physical disability needs.
- e. Menus are planned to include a variety of foods, emphasizing fresh fruits, vegetable and protein in order to broaden a child's food experiences.

- f. Finalized menus will be sent to the Registered Dietician for a secondary review of compliance & accuracy.
- g. All monthly menus will be made available to parents, will be displayed in each center and will be provided in dual language as per center need as able.

3. Review of Supporting Menu Documentation

- a. Ensure all commercial combination foods have supporting crediting documentation - Child Nutrition labels or Product Formulation Statements.
- b. Verify homemade recipes to include crediting details and compliance. All recipes confirmed in Recipe Analysis Workbook in Food Buying Guide.
- c. All changes to working menu are communicated via email before the implementation of the change. The changes must be approved before service by a Nutrition Supervisor or the Nutrition Manager in order to confirm all components met and that all items are creditable.
- d. All working menus must be submitted the last day of the month from the kitchen centers to the Nutrition Department. All documentation will be reviewed for accuracy prior to claims submission.

4. Accuracy Verification

- a. The Nutrition Supervisor complete the initial review of all menus to verify compliance with CACFP meal pattern requirements and ensure all components are met. Then menus given to Nutrition Manager for approval. Menus will be sent to Center Cooks at least 10 days before the first of the month.
- b. Finalized menus will be stored electronically in Agency One Drive under "Menu Documentation" folder, organized by year and month. Hard copies of working menus will also be kept in separate center files for program year and month. All records kept and maintained for a minimum of 3 past years plus the current program year

5. Menu Suggestions

- a. Parents will be afforded opportunity to submit input on menus used in our Head Start/Early Head Start program. A menu suggestion area will be available at all centers in an accessible place for parents (e.g. parent bulletin board, parent room, entry area). Suggestions are forwarded to the Nutrition Department. Menu ideas will be incorporated into the menu if they meet CACFP recipe regulations and if operationally appropriate.