

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Menus

POLICY:

Current breakfast, lunch, and snack menus are posted in the classroom **or just outside the classroom for easy review.**

- *This policy relates to Head Start Performance Standards 45 CFR 1302.44, CACFP, School Breakfast, and National School Lunch*

PROCEDURE:

1. Breakfast and lunch menus can be posted on a weekly or monthly form.
2. School Food Service must use the weekly snack menu form created by the CACFP State Agency. It must always reflect the current week when being posted.

Additional instructions for completing the weekly snack menu are as follows:

- a. Enter name of classroom;
- b. Enter the calendar date showing month and year
- c. Each weekday must have a date listed.
- d. If the classroom is having an a.m. snack, then the snack must be listed in the a.m. supplement slot. If the classroom is having a p.m. snack, the snack must be listed in the p.m. supplement slot.
- e. At least two creditable components have to be listed (and served) on the menu. In the morning, on a daily basis, teaching staff will ask food service about changes to the snack menu. If there are changes, snack menus will be updated immediately to reflect meal components served.
- f. All snack menus compiled in a month will be submitted to the Grantee Nutrition Services Manager for review to determine the CACFP claim for reimbursement.

Approved by the Policy Council, April 2017