

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

Monitoring Nutrition Services

POLICY:

The Nutrition Services Manager and Team Managers will monitor the program's nutrition services as established by Head Start Performance Standards and **USDA**/CACFP Regulations.

- *This policy relates to Head Start Performance Standards 45 CFR Part 1302.44 & 1302.46*

PROCEDURE:

1. The CACFP monitoring form will be completed three times a year for each funding site **that participates in snack**. Two of the three must be unannounced.
2. Regular on-site visits by the grantee Nutrition Services Manager and Team Managers will be made to review menus, observe meal service, and observe classroom nutrition activities.
3. Team Managers will monitor Parent Training Plans and Parent Committee Minutes for nutrition workshops.
4. Cycle menus reviewed by a Registered/Licensed Dietitian will be maintained on file in the grantee office.
5. Growth assessment and follow-up information will be monitored by the Nutrition Services Manager.
6. Hemoglobin/Hematocrit results and follow-up information will be monitored by the Nutrition Services Manager and the Health Services Manager.

Approved by the Policy Council, April 2017