



Child and Adult Care Food Program Requirements Training, Food Service and Mealtime

Head Start Performance Standard

§ 1302.31 (e) (2)

§ 1302.44 (a)

§ 1302.47

Policy

Training Requirements

The Child and Adult Care Food Program (CACFP) Supervisor, and Food Services Specialist will provide required training. Documentation of trainings will include the date, agenda, presenter, training materials used, names, positions, and signatures of staff in attendance. The person conducting the training must submit documentation of trainings to the CACFP Supervisor, who will keep it on file.

USDA-CACFP Required training will be provided to all staff by the CACFP Supervisor and/or Food Services Specialist during Fall Pre-Service, with ongoing training provided as needed, and as new staff members are hired. New hire training will be conducted within the first month of hire. The CACFP Supervisor is responsible for maintaining training documentation.

Trainings will include:

- CACFP Child Enrollment Form
- Attendance Records
- Point of Service meal count
- Meal Patterns
- Family-style meal service and integrating mealtime into the curriculum
- Daily Vendor receipts and menus
- Food safety and sanitation
- Food Substitution Forms and documentation, Infant menus, feeding, and documentation (for applicable staff only)

All trainings will be provided at Fall Pre-Service, with ongoing training provided as needed. New employees will be oriented to all CACFP topics by the CACFP Supervisor and/or Food Services Specialist within 1 month of hire. The CACFP Supervisor will be responsible for auditing all training attendance to ensure compliance. Trainings will be given through Presentations and P&P review; knowledge quizzes will be given post training.

Form Referenced:

[Working Menu Food Substitution Addendum,
Vendor Receipt, Daily Meal Count, Food Service Supply Order

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Civil Rights Training Requirements

The USDA-Civil Rights (CR) Required training will be provided at Fall Pre-Service, with ongoing training provided as needed, and as new staff members are hired.

Each site will be issued a Civil Rights binder containing the following documents:

- CR Complaint Procedure.
- CR Complaint Log for the current school year.
- CR Complaint Forms in English, Spanish, and other languages as needed.
- A copy of civil rights information from chapter 11 of the USDA CACFP Child Care Center Manual.
- CAO Civil Rights Policy and Procedure

Virtual Training

Virtual trainings will be provided by the CACFP Supervisor and/or Food Services Specialist. Staff attendance will be collected using zoom attendance. The name of the training, the person conducting the training, the date, length of the training, participant names, and participant emails will be recorded. Participants who arrive 10 minutes late or more to the live training will be required to re-take the training. Live virtual trainings will be recorded and posted on Microsoft Streams for viewing, in which a post training survey will be required. The CACFP Supervisor will be responsible for auditing all virtual trainings and notifying participants who may need to take or re-take the training.

Menu, Child Nutrition Labels, Product Specification Sheets, and Recipes

All menus used in Head Start will be developed, evaluated, and approved by the CACFP Supervisor prior to service.

For vended meals:

The CACFP Supervisor will work closely with school district personnel to develop the menu. At least one month prior to service, school district personnel will provide the CACFP Supervisor with the school district cycle menu for that semester. The CACFP Supervisor will choose entrée items compliant with CACFP requirements. School Districts will be made aware of any Head Start children in need of a Food Substitution.

For center meals:

The CACFP Supervisor will work closely with the Food Services Specialist, Early Childhood Program Manager, and the Food Service Assistants to develop each cycle menu prior to service. The CACFP Supervisor will take into consideration cost, nutrients, and kitchen capabilities when developing the menu. The Food Services Specialist and Early Childhood Program Manager will double check each menu. The menu will be shared with the Food Service Assistants after reviewing. Substitutions will be made for children with severe food allergies and those requiring alternative entrees.

CACFP guidelines require that Child Nutrition Labels, Product Specification Sheets, and/or recipes must be on file for commercially prepared food items included in Head Start menus. School district Nutrition Services departments provide this documentation for vended meals provided by the school districts. The Food Services Specialist collects and files the documentation for meals and snacks provided by the Head Start Central Kitchen at the Hillsboro Multi Service Center. The CACFP Supervisor and/or Food Services Specialist will audit this documentation quarterly.

Form Referenced:

[Working Menu Food Substitution Addendum,
Vendor Receipt, Daily Meal Count, Food Service Supply Order]

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Menu Substitutions

Menu substitutions will be documented on the **Working Menu Food Substitution Addendum** unless a separate menu has been developed for that child. If a separate menu is being used, the child's name will be written at the top, and any changes will be indicated on that menu.

Point of Service Meal Count Using ChildPlus Attendance App

Point of service meal count will be conducted using the actual count method and will be documented using the ChildPlus Attendance App. During mealtime, the classroom staff login to the Attendance App, select "meals" under their classroom page, and select the specific meal they are documenting. The classroom staff will use the check mark function within the app to conduct an actual count of the reimbursable meals being served. Meals are required to be documented during point of service, meaning when the meal is served, and all reimbursable components are present on the table. The Attendance App software prevents the classroom staff from "checking" a meal under a child who is not in attendance, in addition to preventing classroom staff from documenting meals before or after the meal took place.

In situations where the Attendance App does not operate properly (i.e due to connectivity issues) the lead teacher will be responsible for documenting meals on the **Daily Meal Count** sheet. Meals are required to be documented during point of service, meaning when the meal is served, and all reimbursable components are present on the table. The lead teacher will input all missing meal information into ChildPlus Entry Express at the end of the day, using the information from the Daily Meal Count sheet. The Daily Meal Count sheet is then scanned to attendanceapp@caowash.org to be kept on file. Non-participant meals will also be documented using the Attendance App. The classroom staff utilize the "notes" function within the "meals" page of the Attendance App to document the names of classroom staff and other adults that participated in the meal. Non-participant meals will not be included for reimbursement.

The Food Services Specialist will audit daily meal counts and non-participant meals weekly to ensure accuracy. The CACFP Supervisor and/or Early Childhood Program Manager will act as the second auditor who will double check all ChildPlus attendance and meal counts before submitting the monthly claim.

Foods Brought from Home

Head Start and Early Head Start children *shall not bring outside food or drink* to be consumed during school hours unless there is a medical reason as determined by the CACFP Supervisor and/or Medical Provider, or there is a classroom celebration. Infants are included in this policy per Head Start requirements. For breastfed infants, their breast milk should be stored properly in accordance with the Centers for Disease Control and Prevention's guidelines and the **Infant and Toddler Feeding Policy and Procedure**.

All food and beverage containers brought from home shall be labeled with the child's name.

Foods provided by parents/guardians for all children for snacks or celebrations shall be commercially prepared.

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Procedures

Menu planning

- 1) The CACFP Supervisor plans meals and snacks that meet or exceed the CACFP requirements.
- 2) The CACFP Supervisor will review and approve all menu selections.
- 3) Once the menus have been approved, the CACFP Supervisor will forward monthly menu selections to contracted vendors and site kitchens.
- 4) The menus are translated into Spanish.
- 5) The Food Services Specialist distributes copies of monthly menus to each classroom via interoffice mail.
- 6) Classroom staff will distribute hard copies of the monthly menu to all parents and guardians. Classroom staff may also distribute the menu via email, ChildPlus, or Remind depending on what works best for the family.
- 7) Classroom staff will post a master copy of the menu in the classroom.
- 8) Classroom staff will document the vegetables and fruits provided by the site kitchen on the master copy of the menu posted in the classroom.
- 9) Creditable food substitutions to the menus will be made only by the kitchen staff and must be reflected on the master copy of the menu and daily vendor receipt (if a school site). If a substitution is made, classroom staff will cross out the planned menu item and write the substitution on the master copy posted in the classroom.
- 10) At the end of each month, staff will mail the posted master copy of the menu in the classroom to the CACFP Supervisor at the Hillsboro Main Service Center (HMSC) to be kept on file.

Daily Vendor Receipts

CACFP requires that a complete and accurate Daily Vendor Receipt must accompany each meal provided by the vendor (school district). Head Start staff will review the Daily Vendor Receipt for complete and accurate documentation prior to submittal.

Follow these steps to ensure the complete and accurate documentation and submittal of Daily Vendor Receipts.

- 1) Daily Vendor Receipt completion responsibilities are as follows:
 - a) The *vendor* is responsible for completing the form with the following information:
 - i) The site and date of the food delivery listed on the Daily Vendor Receipt
 - ii) List of all food items provided
 - iii) Quantity of food provided
 - iv) Portion size provided for each serving
 - v) Vendor signature and date
 - b) **Head Start Classroom Aides** are responsible for completing:
 - i) Times and temperatures of potentially hazardous cold and hot foods at time of pickup and time of service
 - ii) Initials verifying data recorded and provided by vendor

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- iii) Head Start signature and date
- 2) If a food item listed on the Daily Vendor Receipt is not provided, not enough per CACFP requirements, or of poor quality, the Classroom Aide will request the additional or replacement item from the school kitchen immediately.
- 3) At the end of each week, Head Start staff will mail all Daily Vendor Receipts to the CACFP Supervisor at HMSC.
- 4) The CACFP Supervisor maintains a spreadsheet to track the delivery of Daily Vendor Receipts and follow up notes if Daily Vendor Receipts are not received.
- 5) The CACFP Supervisor and/or the Food Services Specialist reviews Daily Vendor Receipts for accuracy and completeness and keeps them on file per CACFP requirements.

Food Service and Mealtime Guidelines

- Classroom staff will incorporate family-style dining into the classroom and cafeteria when appropriate, according to the **Family Style Meal Service** policy and procedures.
- A minimum of 2 ½ hours between breakfast and lunch or 1½ hours between lunch and afternoon snack, not to exceed 3 ½ hours between meals in accordance with licensing guidelines.
Exception: Infants are fed on demand.
- *Note:* All staff and persons preparing and serving food for Head Start meals and snacks must have a current Health Department Food Handler's Certificate. Staff providing direct food services must adhere to specific regulations specified by the Oregon Department of Education Early Learning Division and the Washington County Health Department. The CACFP Supervisor will ensure that each site has a Food Safety Training Manual in English and Spanish. The most critical guidelines to be followed are:
 - Wash hands before putting food service gloves on, preparing, serving, and eating food.
 - Clean and sanitize food-contact surfaces and utensils after each use and/or whenever there is a change in processing from raw to ready-to-eat foods.
 - Use utensils (tongs, scoops, spoons, etc.) to serve food. Keep extras on hand. Replace utensils that have been dropped or dirtied.
 - Keep hot foods hot (140 degrees or above) and cold foods cold (40 degrees or below). Use a metal stem thermometer to measure temperatures. Foods that do not maintain proper temperature prior to service should be returned to the designated kitchen for a replacement item.
 - Classroom staff will be responsible for taking food temperature prior to service and documenting all temperatures on the **Vendor Receipt** for all School District based sites
 - Food Services Staff will be responsible for taking food temperatures prior to service at the Hillsboro Child Development Center, the Beaverton Child Development Center, and Garden Home.
- Meals that do not meet all CACFP requirements and do not have a valid **Food Substitution Statement** cannot be counted in the child meal count. Refer to **Food Allergies and Food Substitution** Policy and Procedure for more information.
- Children arriving after the breakfast meal has ended who have not received breakfast will be served a nutritious breakfast.

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- Potable water (water that is safe to drink) will be available to children throughout the Head Start school day. Disposable cups will be used. Cups are ordered on the **Food Service Supply Order** form. Water must be served when the snack does not include 100 % fruit juice or milk. Water may not replace fluid milk at the breakfast and lunch meal but can be served upon request.
- Staff and children will wash their hands with soap and warm running water before and after a meal or snack.
- All leftover foods must be discarded. No leftover foods may be sent home with children, staff, or parents.
- When a sack lunch is provided, it must include milk for the meal to be creditable for CACFP reimbursement. If water or juice is substituted for milk, the lunch is not CACFP reimbursable and should not be counted.

**Training, Food Service and Mealtime Procedure with Pandemic Public
Health Concerns**