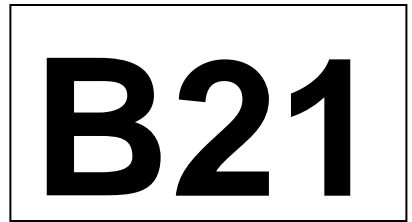


FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **UNITED WAY EARLY HEAD START MEAL ACCOUNTABILITY**

PURPOSE

The purpose of this procedure is to ensure meal accountability is done efficiently and correctly for all meals for the United Way Early Head Start programs.

PROCEDURE

The United Way Early Head Start program is under contract with the Department of Food and Nutrition for meal service (breakfast, lunch, and snack).

The United Way program is billed for all meals provided; no meals are reimbursable.

A. Student Meal Accountability

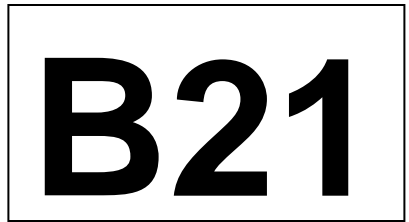
1. All United Way Early Head Start students will receive breakfast, lunch, and snack.
2. All Early Head Start students will consume meals in the classroom.
 - a. The Nutrition Coordinator will provide the United Way Early Head Start sites (Center Directors and/or office staff) with the [Early Head Start Meal Rosters](#) template so that each classroom can add their students' names on the rosters.
 - b. The Early Head Start Meal Rosters is the roster that must be used to account for breakfast, lunch, and snack for each student.
 - c. The Early Head Start Meal Rosters form must be signed by the teacher and must be returned to the Food Service Manager for entry in the computer, prior to the Food Service Manager doing End of Day procedure.
3. Student breakfast and lunch meals
 - a. Quantity of breakfasts served must be entered with special program code HSUWBØ (0263).
 - b. Quantity of lunches served must be entered with special program code HSUWLØ (0264).
 - c. At the end of the day, the Food Service Manager will complete the Verification of Meals/Snack Ordered, Received, and Served form [FM-0943](#) and indicate total number of meals by category served to United Way Early Head Start. The agency representative must sign the form.

B. Meal Service Information:

1. The United Way Early Head Start menus will be provided to the Food Service Managers by the Head Start Nutrition Coordinator on a recurring basis.

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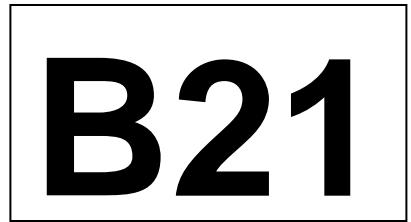
Subject: **UNITED WAY EARLY HEAD START MEAL ACCOUNTABILITY**

2. United Way Early Head Start students receive a smaller portion than elementary students. Teachers will pour 4 ounces of whole milk, low fat, or skim milk into cups for Early Head Start students.
 - a. United Way Early Head Start students two years old and older are to be provided milk options of either unflavored low fat (1%) milk or unflavored fat free (0%) milk during breakfast and lunch.
3. When an infant turns one year old, he/she is to be provided whole milk. Once the student turns two years old, he/she is only to receive low fat/skim milk.
 - a. Once a student can drink low fat or fat free milk (after their second birthday), he/she is to be provide milk options of either low fat (1%) milk or fat free (0%) milk during breakfast and lunch.
4. United Way Early Head Start children are not to be served flavored milk with breakfast or lunch.
5. United Way Early Head Start is to be provided meals that are high in nutrients and low in fat, salt, and sugar.
6. Breakfast cereals must contain no more than six grams of sugar per dry ounce. The allowable cereals are Whole Grain Cheerios, Honey Cheerios, Multi Grain Cheerios, Kix, Rice Chex, Corn Chex, and Reduced Sugar Cinnamon Toast Crunch.
7. Grain-based desserts do not count towards the grain component.
 - a. Chocolate chip cookies, cinnamon grahams, chocolate grahams, chocolate Chex, vanilla goldfish, or granola bars cannot be served as a snack component to United Way EHS
 - b. Graham crackers (plain) and animal crackers **are** allowed
8. If a student is requesting a second serving, the only allowable additional serving that can be provided is either a fruit or vegetable. Include a comment of the additional serving provided in your production records.
9. All students are to be offered a breakfast. If a student(s) arrives after United Way Early Head Start's assigned breakfast time, they are to be offered cereal, fruit, and a milk. Late students do not have to be offered a hot breakfast.
10. Under no circumstances are students allowed to bring food from outside or home.

Refer to [Food and Nutrition Procedure B-1](#). For the Early Head Start meal patterns.

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Subject: **UNITED WAY EARLY HEAD START MEAL ACCOUNTABILITY**

C. Food Allergies, Intolerances, and Personal Preferences

1. Food Allergies

- a. The Head Start Nutrition Coordinator will inform the Food Service Manager of a student with a food allergy(ies).
- b. The Nutrition Coordinator will provide the Food Service Manager and the United Way program staff with a special menu on a recurring basis.
- c. The Diet Prescription for Meals at School [FM-5425](#) must be completed and signed by a licensed physician/medical professional for each student who requires special meals. A copy will be provided to the Food Service Manager by the Nutrition Coordinator and/or United Way Early Head Start school staff.
- d. The Diet Prescription for Meals at school is valid for up to one (1) year from the physician's evaluation date and should be updated as often as determined by the physician.
- e. Food Service Managers are to contact the Head Start Nutrition Coordinator regarding menu substitutions for special menus.
 - i. If unable to contact the Head Start Nutrition Coordinator, the Food Service Manager has the authority to replace/make a substitution on a special menu only with other food items on the specific special menu.

2. Religious/Personal Preferences

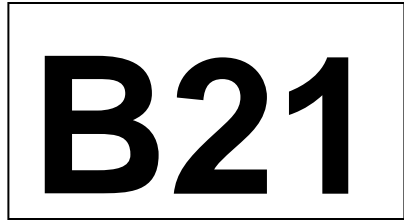
- a. The Head Start Nutrition Coordinator will inform the Food Service Manager of a student requiring changes to the menu due to religious/personal preferences.
- b. The Nutrition Coordinator will provide the Food Service Manager with a special menu for the student on a recurring basis.
- c. Documentation (i.e., parent letter, dietary history form) requesting changes to meals due to religious/personal preferences will be provided to the Food Service Manager by the Nutrition Coordinator and/or United Way Early Head Start staff.

D. Menu Substitutions

1. Food Service Managers are to contact the Head Start Nutrition Coordinator regarding menu substitutions for the regular menu and special menus.
 - a. The Food Service Manager has the authority to substitute a vegetable and/or fruit with another vegetable and/or fruit in the same subgroup.

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- b. If unable to contact the Head Start Nutrition Coordinator, the Food Service Manager has the authority to replace/make a substitution on a special menu only with other available food items on the specific special menu.

E. Teacher Meal Accountability

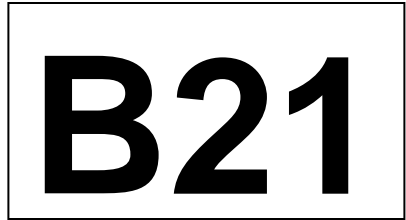
1. The United Way Early Head Start teachers and/or volunteers approved by the United Way Center Director are to receive a lunch every day at no charge.
2. The meal items served **must be the same** as those served to the students as per Head Start regulation guidelines (only exceptions—with proper documentation—being religious beliefs or food allergy).
3. The serving should be the same as that of an adult lunch. The United Way Early Head Start teachers and volunteers do not receive breakfast and/or snack.
4. The lunches served to adults and volunteers must be entered with special program code HSUWAØ (1121) every day.
5. Lunches served to adults are also entered on the Verification of Meal/Snacks Ordered, Received, and Served form.
6. These meals are not reimbursable.
7. Food Service Managers must run a monthly report for Special Program 1121 and send it to Food Service Accounting for monthly billing of adult meals served.

F. Snacks

1. The snack menu is scheduled and provided by the Head Start Nutrition Coordinator. If you are unable to serve the scheduled menu, you must make a substitution. Please ensure the menu you serve contains two of the four components below:
 - a. Meat or meat alternate – 1/2 oz.
 - i. *Yogurt 4 oz. may be used as a meat/meat alternate
 - b. Juice, fruit or vegetable – 4 oz. or 1/2 cup
 - i. Juice may not be served with milk as the only 2 components
 - ii. *A fruit may be substituted with a different vegetable. Two fruits CANNOT be served.
 - c. Bread and/or alternate – 1 slice or 1/2 cup
 - d. Milk, fluid – 4 oz.
 - i. The portion for milk served at snack is 4 oz. Therefore, send ½ pints, but each one will be opened by the teacher and two students' portions can be obtained from each one.

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2. Every morning after breakfast service, the Food Service Manager will enter the snack counts in the POS using the counts from the Verification of Meals/Snack Ordered, Received, and Served form:
 - a. Enter the number of snacks served the day before in the POS as follows:
 1. Enter Office Time
 2. Click Supl. Session
 3. Click on Snack Serving ON/OFF
 4. Enter serving date (should be previous date)
 5. Click OK
 6. Click Graphic POS
 7. Click 9 Pin
 8. Enter the total number of snacks provided to United Way (yellow keys); this is the quantity of snacks given to the United Way program as recorded on the Verification of Meals/Snack Ordered, Received, and Served form.
 9. On the graphic POS click the key labeled HSUWSØ (1194) for the total number of snacks provided to the United Way program.
 10. Click Bulk
 11. Click Subtotal
 12. Click Total
 13. Click Next
 14. Click Close
 15. Click Supl. Session
 16. Click Day End for Supl. Session
 17. Click O.K.
 18. Click File Transfer
 19. Click Start Download
 20. Click O.K.
 - b. Each afternoon, the Food Service Manager must have the United Way Early Head Start Center Director or approved staff sign the Verification of Meals/Snacks Ordered, Received, and Served form to document the number of snacks provided and received.

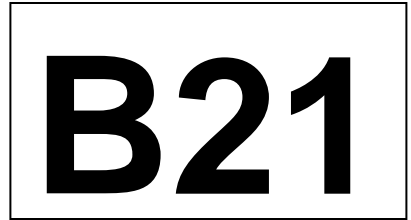
Note: The Department of Food and Nutrition will not accept the return of unused snacks. Once the requested number of snacks are provided, they belong to the United Way Early Head Start program.

For Action By: Principals, Teachers, Food Service Managers and Satellite Assistants

Refer Questions to: Department of Food and Nutrition

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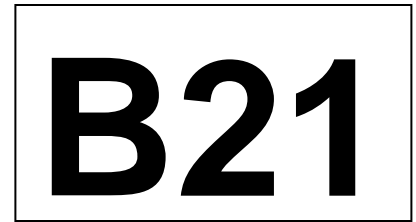
Created: July 2016

Revised: June 2018, July 2019, July 2020, July 2022, July 2023

Reviewed: July 2024

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Subject: **UNITED WAY EARLY HEAD START MEAL ACCOUNTABILITY**

United Way Early Head Start Sites

2024-2025

4441 Ethel F. Beckford/Richmond Elementary

0681 Carol City Elementary

1681 Lillie Evans K-8 Center