

Head Start & Early Head Start Meal Accountability 2019-2020 School Year

Listed below are the procedures needed to ensure meal accountability is done efficiently and correctly for all meals for the Head Start and Early Head Start programs:

- A. All Head Start/Early Head Start students, including infants, will have an M-DCPS student identification number.
- B. The Head Start/Early Head Start student is enrolled at the school they attend, or if not at a school, they are enrolled at the school they are linked with (i.e. Melrose at Bethune children are enrolled at Melrose but they are physically at Bethune).
- C. Head Start students, who eat in the cafeteria, will go through the cafeteria line to receive breakfast and/or lunch. At the register, if the child cannot enter their lunch ID number, either the teacher or the cashier will assist the child in entering the number. We recommend that teachers place the child's lunch number on the child in some form (i.e. yarn around their neck with a card and number). All Early Head Start students will consume meals in the classroom.
 1. If Head Start/Early Head Start children are not registered in your school, which means they are not appearing in your database so that you can enter their individual breakfast and lunch consumed; please enter meals using Special Program as follows:
 - a. Special Program Breakfast Free 2062 (11 PIN)
 - b. Special Program Lunch Free 2065 (11 PIN)
 2. If **Early Head Start** children (**students less than one year old**) are not registered in your school, which means they are not appearing in your database so that you can enter their individual breakfast and lunch consumed; please enter meals using Special Program as follows:
 - a. Special Program Baby Breakfast 2950 (11 PIN)
 - b. Special Program Baby Lunch 2951 (11 PIN)
 3. The food service manager/satellite assistant must have checked off and signed rosters with student names as back up accountability documentation, for each day this occurs.
- D. For Head Start/Early Head Start students eating in the classrooms, Food Service Managers **must print classroom worksheets and send with the meals every day or verify meals are being accounted for accurately on the Net POS system.**
 1. The teachers in Head Start/Early Head Start classrooms with Net POS installed must account for all meals on the computer software. The teacher in each EHS/HS classroom will need to check off the name of each child on the computer as they are served the meal. The food service manager must indicate to the EHS/HS teachers the cut off time in Net POS for each meal. In case of internet not working, teachers must use worksheets to account for student meals.
 2. For infants, the teachers with Net POS installed need to check off the name of each student on the computer once the baby formula and/or baby food is provided to the baby for all meals.

3. The food service manager must run a weekly report to verify that all students are being marked off in the Net POS system accurately.
4. For classrooms not using Net POS, the teacher in each Head Start/Early Head Start class will need to check off the name of each child as they are served the meal on the classroom worksheet provided by the Food Service Manager. Make sure the worksheets clearly indicate a check mark for breakfast, lunch, and snack for each student, if consumed.
5. For classrooms not using Net POS, the roster for infants needs to be checked off once the formula and/or baby food is provided to the baby for breakfast, lunch, and snack, if consumed.
6. Head Start and Early Head Start worksheets (including infant worksheets) must be signed by the teacher, and must be returned to the food service manager for entry in the computer, prior to the manager doing End of Day report. The snack worksheet must be returned to the food service manager the following morning.
7. Under no circumstances are students allowed to bring food from outside or home.

E. Meal Service Information:

1. The Head Start and Early Head Start menus will be provided to the food service manager by the Head Start Nutrition Coordinator on a recurring basis.
2. Head Start students receive the same serving size as an elementary student. They are to be provided entire $\frac{1}{2}$ pints of milk.
 - a. Head Start students are to be provided milk options of either unflavored low fat (1%) milk or unflavored fat free (0%) milk during breakfast and lunch.
3. Early Head Start students receive a smaller portion than Head Start students. Teachers will pour 4 ounces of whole milk, low fat, or skim milk into cups for Early Head Start students.
 - a. 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.
4. 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 is able to 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.
5. Head Start children are not to be served chocolate milk with breakfast or lunch.
6. Head Start is to be provided meals that are high in nutrients and low in fat, salt, and sugar.
7. Breakfast cereals must contain no more than six grams of sugar per dry ounce. The allowable cereals are Cheerios, Kix, and Reduced Sugar Cinnamon Toast Crunch.
8. Grain-based desserts no longer 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 HS/EHS
 - b. Graham crackers (plain) and animal crackers **are** allowed
9. 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.

Refer to [Food and Nutrition Procedure B1](#). For the HS/EHS meal patterns.

10. 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/satellite assistant 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/satellite assistant by the nutrition coordinator and/or 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. Refer to Food and Nutrition Procedure [B8](#) and [B14](#).

11. Religious/Personal Preferences

- a. The Head Start Nutrition Coordinator will inform the food service manager/satellite assistant of a student requiring changes in the menu due to religious/personal preferences.
 - b. The nutrition coordinator will provide the food service manager/satellite assistant 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/satellite assistant by the nutrition coordinator and/or Head Start staff.
- F. The Head Start/Early Head Start teachers and volunteers approved by the Principal are to receive a lunch every day at no charge. 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). The serving should be the same as that of an adult lunch. The Head Start/Early Start teachers and volunteers do not receive breakfast and/or snack. The food service manager must include this count with the daily paperwork and enter into POS with Special Program 1603.
1. Food service managers must run a monthly report for Special Program 1603 and send it to Food Service Accounting for monthly billing of adult meals served.
- G. **Head Start/Early Head Start students will be served a reimbursable snack in the afternoon.** The accountability for the snack is as follows:

1. Every Friday, prior to the week of service, the Head Start/Early Head Start center director/teacher will complete the number of snacks to be served using Request for Snacks/After School Meals form [FM3932](#) and return to the manager.
2. Every day, before 1:00 P.M. or at an agreed upon time, the teacher/volunteer will let the food service manager know the exact number of snacks needed. The food service manager will adjust the number of snacks accordingly.
3. Each afternoon, when the food service manager provides the snacks to Head Start/Early Head Start, the center director/teacher must sign the Verification of Snacks/Meals Ordered form [FM0943](#) that will document the number of snacks served. The center director/teacher and manager must keep a copy for their files.
4. Every day, utilizing the Snacks/After School Meals Roster form [FM6118](#) in addition to recording attendance, the teacher/volunteer will indicate with a separate check mark under the "S" column, if the child was served a snack.
 - a. If Net POS is in the classroom, the teacher will check off the student's name on the computer if the child was served a snack.
 - b. The food service manager will inform the teacher of the cut off time for snack in Net POS.
 - c. The food service manager must run a weekly report to verify that all students are being marked off in the Net POS system accurately.
 - d. In case of internet not working, teachers will account for snack consumption with above mentioned form (form [FM6118](#)).
5. Each child must receive all components of the snack at the same time, and the child's name is checked as he/she receives the snack.
6. Snacks must be served in an organized and orderly manner.
7. 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.
8. Head Start/Early Head Start staff will be responsible for distribution of snacks and clean-up.
9. Each day after snacks are served, the Head Start/Early Head Start center director/teacher must provide the manager a copy of the Snacks/After School Meals Roster form with check marks indicating the children that were served snacks.
10. Every morning after breakfast service, the food service manager will enter the snacks served the day before as follows:
 - a. Enter Office Time
 - b. Click Snack/Milk
 - c. Click on Snack Serving ON/OFF
 - d. Enter serving date: (This will always be for the previous date)
 - e. Click O.K.
 - f. Click Graphic POS

- g. Click Acct #9
- h. Click # snacks served (on yellow key)
- i. *Click HSØ (5038)
- j. **Click HSSNPD (5049)
- k. Click Bulk
- l. Click Subtotal
- m. Click Total
- n. Click Next
- o. Click Close
- p. Click Snack/Milk
- q. Click Day End for Snack/Milk
- r. Click Skip printing
- s. Click O.K.
- t. Click O.K.

*1. Under HSØ (5038), you will enter the number of snacks actually served to students – you must have “checks” by their names.

**2. Under HSSNPD (5049) you will enter the difference of the snacks provided and those actually served and checked off on the form.

H. The Verification of Snacks/Meals Ordered form [FM0943](#) that document the number of Head Start snacks served on a daily basis must be submitted to Accounting weekly. You can submit the forms via school mail to location #9999, room 652 or fax it to 305-995-2650.

I. Head Start’s field trip meal requirements (Refer to Food & Nutrition’s Procedure Manual B-15):

- Sandwich (2 oz. protein)
- 1 Fruit (4 oz. juice or commodity fruit cup)
- 1 Vegetable (small salad – recipe #3554)
- 1% milk

**Head Start/Early Head Start Centers
2019-2020**

0101 Arcola Lake Elementary
4651 Ethel F. Beckford/Richmond Elementary
 Bethune Early Childhood Center (3181 Melrose Elementary)*
0321 Biscayne Beach Elementary
0641 Bunche Park Elementary
0681 Carol City Elementary
0771 Dr. William Chapman Elementary
0331 Chapman Partnership North* (5931 Phillis Wheatley Elementary)
0351 Chapman Partnership South* (0073 Mandarin Lakes K-8 Academy)
2531 Thena Crowder SPED Center
1401 Charles R. Drew K-8
1441 Paul Laurence Dunbar K-8 Center
1481 John G. Dupuis Elementary
1681 Lillie Evans K-8 Center
0761 Fienberg/Fisher K-8 Center
5061 Dr. Carlos Finlay Elementary
2511 Zora Neale Hurston Elementary
2761 MLK Jr. Childhood Center (Liberty City Elementary)
2901 Leisure City K-8 Center*
4491 Henry Reeves PLC (formerly 3301 Miami Park Elementary)
3431 Phyllis Ruth Miller Elementary
4021 Oak Grove Elementary
4171 Orchard Villa Elementary
4071 Agenoria S. Paschal/Olinda Elementary
4501 Poinciana Park Elementary
4801 Gertrude K. Edelman/Sabal Palm Elementary
5201 South Hialeah Elementary
5091 South Pointe Elementary
5481 Treasure Island Elementary
5521 Tropical Elementary
5901 Carrie P. Meek/Westview K-8
5981 Dr. Edward Whigham PLC*
 Isaac A. Withers Early Childhood Center (4461 Pine Villa Elementary)*
5971 Nathan B. Young Elementary

*Early Head Start Centers