
Subject: **HEAD START & 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 Head Start (HS) and Early Head Start programs (EHS).

PROCEDURE

A. Student Meal Accountability

1. All Head Start/Early Head Start students, including infants, will have an M-DCPS student identification number.
2. 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).
3. Head Start students, who eat in the cafeteria, will go through the cafeteria line to receive breakfast and/or lunch. All Early Head Start students will consume meals in the classroom.
 - a. At the register, if the child cannot enter their lunch ID number, either the teacher or the cashier will assist the child in entering his/her number.
 - b. Teachers should place the child's lunch number on the child in some form (i.e., yarn around their neck with a card and number).
 - c. 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:
 - i. Special Program Breakfast Free 2062 (11 PIN)
 - ii. Special Program Lunch Free 2065 (11 PIN)
 - d. If **Early Head Start** children (**students less than 12 months 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:
 - i. Special Program Baby Breakfast 2950 (11 PIN)
 - ii. Special Program Baby Lunch 2951 (11 PIN)

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e. The Food Service Manager must have checked off and signed rosters with student names as back up accountability documentation for use of special program codes (for students not registered in the school), for each day this occurs.

4. Head Start/Early Head Start students eating in the classrooms.

a. 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.

b. The teachers in Head Start/Early Head Start classrooms with Net POS installed must account for all meals on the computer software.

c. 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.

d. 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.

e. 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.

f. The Food Service Manager must run a weekly report to verify that all students are being marked off in the Net POS system accurately.

g. 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 and lunch for each student, if consumed.

h. 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 and lunch, if consumed.

i. 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.

B. Meal Service Information:

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1. The Head Start and Early Head Start menus will be provided to the Food Service Managers 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 ½ pints of milk.
 - i. 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.
 - i. 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.
 - i. 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.
5. Head Start children are not to be served flavored 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 Whole Grain Cheerios, Honey Cheerios, Multi Grain Cheerios, Kix, Rice Chex, Corn Chex, and Reduced Sugar Cinnamon Toast Crunch.
8. 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 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.

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10. All students are to be offered a breakfast. If a student(s) arrives after Head Start & 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.

11. Under no circumstances are students allowed to bring food from outside or home.

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

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 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 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. 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.

Refer to Food and Nutrition Procedure [B8](#) and [B14](#).

2. Religious/Personal Preferences

- a. The Head Start Nutrition Coordinator will inform the Food Service Manager of a student requiring changes in 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.

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- 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 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.
 - 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 Head Start/Early Head Start teachers and volunteers approved by the principal 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 Head Start/Early Head Start teachers and volunteers do not receive breakfast and/or snack.
4. The Food Service Manager must include this count with the daily paperwork and enter into POS with Special Program 1603.
 - a. The special code for inputting Head Start and Early Head Start teacher lunches is 1603.
 - b. These meals are not reimbursable.
 - c. 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.

F. Snack Program

You will be serving the Head Start/Early Head Start students a reimbursable snack through the Department of Health Child Care Food Program. The accountability for the snack is as follows:

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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.

2. Request for After School Meals/Snacks form [FM-3932](#)
 - a. Every Friday, prior to the week of service, the Head Start/Early Head Start Center Director/Teacher should submit the completed Request for After School Meals/Snacks form to the Food Service Manager, which notes the approximate number of snacks requested for the following week.
 - b. The Food Service Manager maintains a signed copy on file, and the Head Start/Early Head Start Center Director/Teacher maintains the original.
 - c. Every day, before 1:00 P.M. or at an agreed upon time, the Head Start/Early Head Start Center Director/Teacher 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. Verification of Meals/Snacks Ordered, Received and Served form [FM-0943](#)
 - a. On a daily basis, upon receipt of the snacks, the Head Start/Early Head Start Center Director/Teacher must verify the number of requested/ordered snacks to the number of received snacks, and submit the signed Verification of Meals/Snacks Ordered, Received and Served form to the Food Service Manager.
 - b. Upon receipt of the submitted roster After School Meals/Snacks Roster [FM-6118](#) the following day, the Manager will confirm the amount of snacks served and

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leftover and enter the counts on the Verification of Meals/Snacks Ordered, Received and Served form.

- c. The Food Service Manager/Satellite Assistant must maintain a copy on file. The Head Start/Early Head Start Center Director/Teacher must maintain the original.

4. Proper Distribution of Snacks - After School Meals/Snacks Roster:

- a. All Head Start and Early Head Start students must be served both menu components as a unit. Snacks must be served in an organized and orderly manner.
- b. Head Start and Early Head Start Teachers are to utilize the After School Meals/Snacks Roster to account for snacks. This form must be completed daily. The "A" column and the "S" column must be recorded manually (not electronically). The following instructions appear on this form:
- i. Student attendance is to be noted in the "A" column with an "X" for present or an "A" for absent.
 - ii. As the student receives the snack, the student's name is marked off in the "S" column with a "1" if a snack was received, or a "0" if a snack was not received.
- c. The person distributing the snacks must be sure that the student receiving the snack is being marked on the roster.
- d. Each child must receive both components of the snack at the same time, and the child's name is checked as he/she receives the snack.
- e. Head Start/Early Head Start staff will be responsible for distribution of snacks and clean-up.
- f. Daily, after all students have been served their snack, the Head Start and Early Head Start Teachers must add up the totals from the roster and record these totals in sections E, A, & S in the bottom portion of the roster. **A completed and signed copy of the After School Meals/Snacks Roster must be submitted to the Food Service Manager daily.**

Note: Any revisions made by the Head Start and Early Head Start Teachers must be communicated to the Food Service Manager. Any changes must appear on revised Verification of Meals/Snacks Ordered, Received and Served

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form and After School Meals/Snacks Roster form as applicable and provided to the Food Service Manager.

- g. The following day upon receipt of the submitted After School Meals/Snacks Roster, the Manager will verify the number of snacks served and leftover. The Manager must count the number of snacks served to each student (number of "1"s) and check totals recorded in sections E, A, & S. The number of leftover snacks is determined by subtracting the number of snacks served from the number of snacks received by the program. The Manager must sign on the "Verified By" line.
 - h. The Manager must record the counts on the Verification of Meals/Snacks Ordered, Received and Served form.
 - i. The Food Service Manager/Satellite Assistant will not accept the return of snacks not served.
5. 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/Snacks 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 number of snacks served to students (yellow keys); this is the quantity of snacks served as recorded on the Verification of Meals/Snacks Ordered, Received and Served form.
 9. On the graphic POS click the key labeled **HSØ (5038)** for snacks served to the Head Start students.
 10. Enter the number of snacks not served to students (yellow keys) this is the quantity of leftover snacks as recorded on the Verification of Meals/Snacks Ordered, Received and Served form.
 11. On the graphic POS click the key labeled **HSSNPD (5049)** for snacks that cannot be claimed.
 12. Click Bulk
 13. Click Subtotal
 14. Click Total

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15. Click Next
 16. Click Close
 17. Click Supl. Session
 18. Click Day End for Supl. Session
 19. Click Ok
 20. Click File Transfer
 21. Click Start Download
 22. Click Ok
6. The Food Service Manager and Head Start/Early Head Start Center Director/Teacher should each complete **the Acknowledgment of Procedures for After School Reimbursable Meals/Snacks Program** form. Once the form is completed and signed, the Food Service Manager must scan and email it to the assigned region food service supervisor.
7. The Verification of Meals/Snacks Ordered, Received, and Served form 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.

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 Head Start and Early Head Start program.

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**Head Start/Early Head Start Sites
2023-2024**

0101 Arcola Lake Elementary
4441 Ethel F. Beckford/Richmond Elementary
Bethune Early Childhood Center (3181 Melrose Elementary) *
0321 Biscayne Beach 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
4501 Poinciana Park Elementary
4801 Gertrude K. Edelman/Sabal Palm Elementary
5201 South Hialeah 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

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

Refer Questions to: Department of Food and Nutrition

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