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Ref #: 1302.42(b)(4); 1302.44(a)(1); DCL 1240-04-01-13(5)(e)	Policy Council Approval Date: 06/21/2022

COMPONENT: CHILD NUTRITION

SUBJECT: IDENTIFICATION OF NUTRITIONAL NEEDS

PERFORMANCE OBJECTIVE: To ensure that Head Start staff and families work together to identify each child’s nutritional needs, taking into account any relevant health information, nutrition-related data, information about family eating patterns, and information about major community nutritional issues.

POLICY AND PROCEDURE:

Family Advocates will discuss and complete a Health/Nutrition/Psychological History Form during enrollment. This questionnaire will provide information regarding the child’s nutritional needs, family eating habits, special dietary needs/accommodations, feeding problems, etc.

Family Advocates will review and identify any special dietary needs/accommodations as determined during enrollment and/or as indicated by the parent/guardian and as changes occur. Referrals and follow-up will be established as concerns are identified.

If there is any special diet needs and/or accommodations appropriate forms will be used for documentation purposes:

- For cultural, religious, or ethnic preferences the parent/guardian must indicate so on the Health/Nutrition/Psychological History Form;
- Food allergies and/or diagnosed health issues requiring a modified diet, Family Advocates will work in collaboration with the child’s medical provider to complete the *Special Diet Form*.

Family Advocates will inform the Lead Cook and **Safety/Nutrition Manager**. The Lead Cook will notify all appropriate staff.

Cooks will note any allergies, children or staff, and/or special dietary accommodations on a brightly colored sheet of paper labeled **ALLERGIES on the emergency board**, which is easily located without identifying the child; if there is a contact allergy **an ALLERGY sheet** must be located on the entrance door outside of the classroom.

Cooking staff must post allergies and/or special diet needs in the kitchen on a brightly colored piece of paper labeled **ALLERGIES**, which is easily located. *Nearest cabinet to the stove.