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<b>Ref #:</b> 1302.42(b)(4); 1302.44(a)(1); DCL 1240-04-01-13(5)(e)	<b>Policy Council Approval Date:</b> <b>01/22/19</b>

**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 in an effort to complete the *Special Diet Form*.

**Family Advocates will inform the Lead Cook. 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 in the classroom, which is easily located without identifying the child; if there is a contact allergy the 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.