

NUTRITION SERVICES DIRECTOR TIMELINE

AUGUST

- Ensure that Head Start nutrition assessments are being completed.
- Submit month end report to Executive Director.
- Write center menus and nutrition education activity.
- Submit article/recipe for newsletter.
- Perform high risk referral consultations.
- Coordinate and conduct pre-service nutrition training for staff.
- Monitor sites as needed to ensure compliance with USDA/CACFP, Head Start and UMCHS nutrition policies.
- Complete all tasks as required for management of USDA/Child and Adult Care Food Program (see USDA CACFP Center Management manual).

SEPTEMBER

- Ensure that Head Start nutrition assessments are being completed.
- Submit month end report to Executive Director
- Write center menus and nutrition education activity.
- Submit article/recipe for newsletter.
- Perform high risk referral consultations
- Monitor sites as needed to ensure compliance with USDA/CACFP, Head Start and UMCHS nutrition policies.
- Complete all tasks as required for management of USDA/Child and Adult Care Food Program (see USDA CACFP Center Management manual).
- Co-Chair Health Advisory Committee meeting.

NUTRITION SERVICES DIRECTOR TIMELINE

OCTOBER

- Ensure that Head Start nutrition assessments are being completed.
- Submit month end report to Executive Director
- Write center menus and nutrition education activity.
- Submit article/recipe for newsletter.
- Perform high risk referral consultations
- Teach nutrition education classes.
- Monitor sites as needed to ensure compliance with USDA/CACFP, Head Start and UMCHS nutrition policies.
- Complete all tasks as required for management of USDA/Child and Adult Care Food Program (see USDA CACFP Center Management manual).

NOVEMBER

- Ensure that Head Start nutrition assessments are being completed.
- Submit month end report to Executive Director.
- Write center menus and nutrition education activity.
- Submit article/recipe for newsletter.
- Perform high risk referral consultations.
- Monitor sites as needed to ensure compliance with USDA/CACFP, Head Start and UMCHS nutrition policies.
- Complete all tasks as required for management of USDA/Child and Adult Care Food Program (see USDA CACFP Center Management manual).
- Conduct parent input survey.

NUTRITION SERVICES DIRECTOR TIMELINE

DECEMBER

- Ensure that Head Start nutrition assessments are being completed.
- Submit month end report to Executive Director
- Write center menus and nutrition education activity.
- Submit article/recipe for newsletter.
- Perform high risk referral consultations
- Monitor sites as needed to ensure compliance with USDA/CACFP, Head Start and UMCHS nutrition policies.
- Complete all tasks as required for management of USDA/Child and Adult Care Food Program (see USDA CACFP Center Management manual).
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- Coordinate WIC staff nutrition training.
- Co-Chair Health Advisory Committee meeting.

JANUARY

- Ensure that Head Start nutrition assessments are being completed.
- Submit month end report to Executive Director
- Write center menus and nutrition education activity.
- Submit article/recipe for newsletter.
- Perform high risk referral consultations
- Monitor sites as needed to ensure compliance with USDA/CACFP, Head Start and UMCHS nutrition policies.
- Complete all tasks as required for management of USDA/Child and Adult Care Food Program (see USDA CACFP Center Management manual).

NUTRITION SERVICES DIRECTOR TIMELINE

FEBRUARY

- Ensure that Head Start nutrition assessments are being completed.
- Submit month end report to Executive Director
- Write center menus and nutrition education activity.
- Submit article/recipe for newsletter.
- Perform high risk referral consultations
- Monitor sites as needed to ensure compliance with USDA/CACFP, Head Start and UMCHS nutrition policies.
- Complete all tasks as required for management of USDA/Child and Adult Care Food Program (see USDA CACFP Center Management manual).
- Perform self assessment

MARCH

- Ensure that Head Start nutrition assessments are being completed.
- Submit month end report to Executive Director
- Write center menus and nutrition education activity.
- Submit article/recipe for newsletter.
- Perform high risk referral consultations
- Monitor sites as needed to ensure compliance with USDA/CACFP, Head Start and UMCHS nutrition policies.
- Complete all tasks as required for management of USDA/Child and Adult Care Food Program (see USDA CACFP Center Management manual).
- Coordinate WIC staff nutrition training.
- Co-Chair Health Advisory Committee meeting.

NUTRITION SERVICES DIRECTOR TIMELINE

APRIL

- Ensure that Head Start nutrition assessments are being completed.
- Submit month end report to Executive Director
- Write center menus and nutrition education activity.
- Submit article/recipe for newsletter.
- Teach nutrition education classes.
- Monitor sites as needed to ensure compliance with USDA/CACFP, Head Start and UMCHS nutrition policies.
- Complete all tasks as required for management of USDA/Child and Adult Care Food Program (see USDA CACFP Center Management manual).
- Complete WIC Nutrition Education Plan.

MAY

- Ensure that Head Start nutrition assessments are being completed.
- Submit month end report to Executive Director
- Write center menus and nutrition education activity.
- Submit article/recipe for newsletter.
- Perform high risk referral consultations
- Monitor sites as needed to ensure compliance with USDA/CACFP, Head Start and UMCHS nutrition policies.
- Complete all tasks as required for management of USDA/Child and Adult Care Food Program (see USDA CACFP Center Management manual).
- Revise forms, work plan, written plan and policies and procedures as necessary.
- Co-Chair Health Advisory Committee meeting.

NUTRITION SERVICES DIRECTOR TIMELINE

JUNE

- Ensure that Head Start nutrition assessments are being completed.
- Submit month end report to Executive Director
- Write center menus and nutrition education activity.
- Submit article/recipe for newsletter.
- Perform high risk referral consultations
- Monitor sites as needed to ensure compliance with USDA/CACFP, Head Start and UMCHS nutrition policies.
- Complete all tasks as required for management of USDA/Child and Adult Care Food Program (see USDA CACFP Center Management manual).
- Revise forms, work plan, written plan and policies and procedures as necessary.
- Coordinate WIC staff nutrition training.

JULY

- Ensure that Head Start nutrition assessments are being completed.
- Submit month end report to Executive Director
- Write center menus and nutrition education activity.
- Submit article/recipe for newsletter.
- Perform high risk referral consultations.
- Monitor sites as needed to ensure compliance with USDA/CACFP, Head Start and UMCHS nutrition policies.
- Complete all tasks as required for management of USDA/Child and Adult Care Food Program ((see USDA CACFP Center Management manual).
- Revise forms, work plan, written plan and policies and procedures as necessary.