

Procedures for Management of USDA/Child and Adult Care Food Program

- 1) Develop monthly menus for centers in compliance with CACFP, Head Start and UMCHS regulations.
- 2) Distribute menus to staff by the 20th of the month prior to the one the menus are written for. Ensure distribution of menus to families by staff before the 1st of each month.
- 3) Check Menu Planning Sheets from each cook for accuracy. After review by the Fiscal Office, review Shopping Lists and Receipts for compliance. Send a Monthly Paperwork Feedback form detailing any problems to each cook.
- 4) Submit the USDA/CACFP claim for reimbursement to the Oregon Department of Education by the 10th of each month.
- 5) Complete a one month study report for the month of October and submit it to the Oregon Department of Education by the 10th of November. Complete a new one month study report for each month that enrollment changes by 10 or more infants/children per site.
- 6) Monitor food service operations at each Head Start/Early Head Start site at least three times per year. One monitor must be in the first six weeks of operation.
- 7) Make pre-approval visits and train staff at new centers before they are opened to ensure compliance with CACFP regulations.
- 8) Train cooks on CACFP rules and regulations that pertain to them and on how to accurately complete USDA/CACFP paperwork.
- 9) Complete four-month, six-month and yearly evaluations with the team leader for each cook.
- 10) Submit a nutrition article/recipe for publication in the agency newsletter each month.
- 11) Provide nutrition education to staff and families on an ongoing basis.
- 12) Conduct a preservice training covering CACFP issues yearly.
- 13) Ensure that all families above Head Start low income guidelines complete an income statement. These statements will be filed and maintained for 3 years.
- 14) Attend a least one CACFP workshop sponsored by the Oregon Department of Education each year and communicate information to all UMCHS employees involved with the CACFP.
- 15) Submit a month end report to the executive director.