

## **MENU CHANGES POLICY**

If it is necessary to change the menu for a meal, please contact the Nutrition Services Director prior to serving the meal to ensure that the changes comply with USDA/CACFP and UMCHS guidelines. If the substituted item is very similar to the menu item, it is not necessary to contact the Nutrition Services Director (i.e. substituting toast for bagels or mozzarella cheese for cheddar cheese). When substituting fruits and vegetables, refer to the vitamin A and C lists to find a fruit/vegetable with similar vitamin content. **Frequent substitutions are not acceptable.** Every item is on the menu for a reason. Substitutions, however minor, need to be reflected on the monthly menus and turned in with the Menu Planning Sheets at the end of each month.