



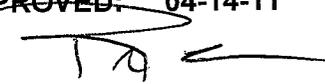
**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 1
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EFFECTIVE: 04-04-11
Updated

SUBJECT:

Meal Counts for Early Head Start Home Base Policy and Procedure

APPROVED: 04-14-11


BY: Ron Griffin, Director

PURPOSE

USDA's Child Adult Care Food Program (CACFP) is the primary source of reimbursement for Head Start meals. Meal counts are the documentation required by the State of California in order to receive monetary reimbursement. Compliance with these procedures are mandatory.

POLICY

The Preschool Services Department (PSD) offers several program options including Early Head Start Home Base. Grantees operating the home-based option must provide appropriate snacks and meals to each child during group socialization activities.

REFERENCE

Head Start Performance Standards 1304.23 (b)(2) and CACFP Policy 665.

PROCEDURE

One of the CACFP meal reporting requirements for the home-based program option requires that children are under the supervision of the center staff during their socialization time at the center. Based on staff feedback from the Early Head Start Program Option, PSD recognizes that infants under the age of 12 months usually remain in the supervision of the parent or guardian during socialization and therefore would **not be** eligible for meal claiming. Even though infants under the age of 12 months **will not** be claimed, formula and baby food will still be available for socialization.

Effective April 2011, Early Head Start Home Base Teachers will only use the standard Meal Count Form during socialization and will claim only those children 12 months and older. Please review the existing Meal Count Procedure for guidelines on completing reimbursable meal counts.