



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

NO. 01 **ISSUE 1**
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EFFECTIVE: 07-01-10
Updated

SUBJECT:
Purchase Order for Medically Based Diets

APPROVED: 10-19-10

BY: Ron Griffin, Director

PURPOSE

To provide dietary substitution for children with food allergies/ chronic diseases and to ensure that individual needs are met.

POLICY

Special diets are accommodated for Early Head Start/ Head Start children with food allergies/ chronic diseases

REFERENCE

Head Start Performance Standards 1304.23(c)(6)

PROCEDURE

- Center staff sends medical statement signed from medical authority to Nutrition Specialist.
- Nutrition Specialist sends individual diet instructions to center staff.
- Center staff contact food vendor "Preferred Meals" to provide substitutions.
- If substitutions for special diets are not available from food vendor, center staff use purchase order to purchase meal substitution.
- For "Stater Bros." purchase, staff use **purchase order # Z4222**. For any other purchasing from other stores, staff must contact finance department for further direction.
- While at the store (Stater Bros.), and you are getting ready to complete the invoice please do the following:
 - In the name of organization box---write the name of your site.
 - In the billing address----write the address of your site.
 - Example: 503 E. Central Avenue San Bernardino CA 92408
 - Print and sign your name
 - In the phone number box---write in the phone number of your site.
 - In the bottom area of the invoice write---"Medically Based Diets".
- Attach the white receipt to the yellow copy of the invoice and send it to the Main office within five working days. Remember to make a copy and maintain it at your site.