

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Nutrition Assessment and Referral

POLICY:

Staff and parents will work together to identify and address each child's nutritional needs.

- *This policy relates to Head Start Performance Standards 45 CFR Part 1302.41, 1302.42, & 1302.44*

PROCEDURE:

1. Parents will be interviewed to complete a nutrition questionnaire (COPA Health History) for their child during the intake/enrollment process. (see Child Health Record policy)
2. A hemoglobin/hematocrit determination is obtained or completed within 90 days of the child's entry into the program. (see Hematocrit/Hemoglobin Determination policy)
3. Height and weight measurements are taken during the first 45 days of the child's enrollment. Results are entered into COPA, which completes various growth charts for each child. A copy of the BMI-for-age (2-20 years) and stature-for-age (2-20 years in inches) chart will be placed in the child's folder. (see Growth Assessment policy)
4. All nutrition assessment data (hemoglobin/hematocrit, height & weight, and other related data) will be reviewed by designated delegate staff to determine the need for further review by the Nutrition Services Manager/RD.
5. Nutrition contacts/follow-ups are made if the following occurs:
 - a. Growth assessment is at or above the 95th percentile or at or below the 5th percentile for BMI-for-age
 - b. Stature-for-age is below the 5th percentile. A copy of the information sent to parents is kept in the child health folder, and follow-up information is recorded on COPA family case notes. The date that the Growth Assessment Form is signed is the date that is recorded on Family Case Notes.

- c. Hemoglobin or hematocrit determination is below 10.0 gm/dl or 33%, respectively. (A hemoglobin result that is 15 gm/dl or above will be monitored.)
 - d. Appetite, eating habits, eating skills, and energy level are observed to be poor by either the parent or staff.
 - e. A physician/health provider has indicated on the child's physical exam a nutrition problem, food allergy, or other special dietary need.
- 6. Nutrition review is initiated by the Nutrition Services Manager/RD after a referral has been received.
 - 7. Nutrition recommendations are discussed with the child's parent/guardian to jointly decide upon and develop a plan of action for referral, follow-up, etc.
 - 8. Nutrition recommendations will be sent to the Family Advocates. They will work to support the efforts of the family in meeting the nutrition recommendations.
 - 9. The Family Advocate will observe and recommend families who appear to need nutrition assistance.
 - 10. The Family Advocate will schedule appointments with the family for personal assistance. Parents will be given the Nutrition Services Manager's name and work telephone number so that the parent can call to make a direct contact if preferred.
 - 11. Nutrition data, recommendations and any follow-up documentation will be filed in the child's individual health folder and entered on to the COPA data base under family case notes.

Approved by the Policy Council, March 2025