

## HEAD START NUTRITION SCOPE OF SERVICES

Head Start rules and regulations require that the work described below be performed or completed by licensed and registered nutritionists and/or dietitians.

The anticipated scope of work desired includes:

- Providing consultation to the department on nutrition standards.
- Assisting Head Start (HS) staff to ensure accountability that standards are met especially addressing nutrition policies/practices.

To meet this objective, the contractor will provide the following services:

- Interpret federal, state and local nutrition regulations and standards
- Participate/Represent the department in nutrition related organizations and meetings, etc.
- Participate in the Head Start/Early Head Start annual self assessment
- Make recommendations for the annual Head Start community assessment
- Serve on the quarterly Health Services Advisory Committee
- Assess and review the cycle menus/catered sites/summer food
- Train catering vendors who provide food to Head Start programs on Head Start guidelines, regulations and nutrition standards
- Provide technical assistance to the pregnant moms nutrition program
- Develop a nutrition training plan for citywide implementation (including catered sites and regulatory requirements)
- Develop a newsletter for citywide distribution
- Produce Reports

Additionally, the contractor will engage in the following formalized Head Start mandated activities:

- Nutrition Risk Assessment
- Menu Analysis: Menu analysis includes a variety of services to assure meals offered to children at HS sites comply with the federal, state and city regulations and HS guidelines. Make quarterly classroom visits to observe and assess meal service and consult with program staff.
- Community Nutrition Assessment: Identifies community nutritional issues and resources included in an annual community assessment compiled in collaboration with department staff and other Head Start consultants
- Nutrition Education for children: Classroom Food Experiences; make recommendations for classroom education plan for children, including food experiences.
- Program Review: Participate in the Agency's annual Self Assessment/Review
- Meetings: Attend meetings with delegate
- Parent Committee: Participate in the Agency's Parent Committee and Health Services Advisory Committee
- Staff Training: Conduct staff training