Head Start and Early Head Start
Cooperative Agreement for Nutrition Services

This agreement, dated ____________________________

between ____________________________________________________________________________

(name of Head Start / Early head Start program)

located at ____________________________________________________________________________

(address of program)

and _________________________________________________________________________________

(name of nutrition consultant)

located at ____________________________________________________________________________

(address of nutrition consultant)

(phone number) (fax number) (e-mail address)

Hereinafter called Head Start/Early Head Start provider, agree to the following:

I  Purpose

To provide nutrition expertise, ongoing guidance, consultation, in-service training and evaluation in implementing the Delegate Agency nutrition program.

II  Responsibilities

A. Provide training and technical assistance to staff responsible for the implementation of nutrition services in assessing the nutritional status of children. This includes completion of action plans by nutrition consultant for children whose BMI is between the 85th and 95th percentile, review of action plans by nutrition consultant for children whose BMI is below the 5th percentile, above the 95th percentile, or whose height for age is below the 5th percentile.

Head Start Performance Standard 1304.23(a) (1), (2)

B. Assist in the development of the Community Nutrition Needs Assessment.

Head Start Performance Standard 1304.23(a) (4)

C. Review and approve menus to ensure that menus meet Head Start Performance Standards, Child and Adult Care Food Standards, and State of Illinois and City of Chicago licensing requirements.

Head Start Performance Standard 1304.23 (b)(1),(b)(2)(ii),(v),(v),(vi), (c)(1), (6)

D. Provide training for staff in health/nutrition related topics.

Head Start Performance Standards 1304(b) (1) (vii), 1304.52(k) (1) (2) (3)

E. Provide training for parents in food preparation, shopping for food on a budget and other nutrition related topics.

Head Start Performance Standards 1304.23(d)
F. Review and assist in updating the nutrition management plan.  

   Head Start Performance Standards 1304.51(a) (2)

G. Review site nutrition program for Head Start compliance in nutrition services and participate in the self-assessment process.  

   Head Start Performance Standards 1304.23(b) (4)

H. Consult with Head Start staff and parents of children with severe disabilities regarding recommendations to assist children with problems of chewing, swallowing and feeding themselves.  

   Head Start Performance Standard 1308.20(b)

I. Collaborate with social services in addressing, developing and working with site in regards to nutrition which must address prevention of disabilities in the plan for services for children with disabilities.  

   Head Start Performance Standard 1308.20(d)

III Qualifications

   Nutrition Services must be supported by staff or consultants who have proof they are currently registered dietitians or nutritionists as follows:  

   Head Start Performance Standards 1304.52(d) (3)

   □ Possess a current registration with the Commission on Dietetic Registration of the Academy of Nutritionists and Dietetics (RDN). Or,

   □ Be eligible to take the examination to become a Registered Dietitian. Or,

   □ State of Illinois Licensed Dietitian Nutritionist (LDN). Or,

   □ A Master’s degree (MPH or MS) from an approved program in public health nutrition. Or,

IV Other Terms

   □ Under this agreement, *(indicate the number of hours here)* hours of nutrition services will be provided to the Head Start/Early Head Start Program.

   □ The Head Start/Early Head Start program has provided a copy of the Head Start Performance Standards, USDA Child and Adult Care Food Program requirements, the State and City Licensing requirements.

This agreement begins on the date of ___________________________ and shall remain in effect, except for annual changes in the fee schedule, revisions in the Head Start/Early Head Start Performance Standards, City and/or State Licensing Standards.

Nutrition consultant ______________________  Head Start / Early Head Start director ______________________

Date ______________________  Date ______________________