

Action Planning Form for Child Care Nutrition and Physical Activity Policies

Sample Action Plan for Increasing Whole Grains in Child Care Menus

This sample is only a guide. Your program may require different actions, resources, or personnel.

This tool is intended to help child care programs take action to improve their nutrition and physical activity practices, as identified in the Connecticut State Department of Education's (CSDE) [Self-Assessment for Child Care Nutrition and Physical Activity Policies](#). The self-assessment tools are based on the policy recommendations of the CSDE's [Action Guide for Child Care Nutrition and Physical Activity Policies](#). The six policy components include Nutrition Standards, Eating Environment, Nutrition Education, Physical Activity, Communication and Promotion, and Evaluation. For more information, visit the CSDE's [Child Care Nutrition and Physical Activity Policies](#) webpage.

Step 1. Complete a separate action planning form for each objective. Identify the policy component, objective, and target date for completion.

Policy component	Objective	Target date
Nutrition Standards	Serve whole grains for at least half of all grains served each day in meals and snacks in the Child and Adult Care Food Program (CACFP).	September 1

Step 2. Identify the actions needed to meet the objective above. For each action, identify the materials/resources needed, staff responsible, and target date for completion.

Actions	Materials and resources needed	Staff responsible	Target date
Conduct training for the menu planner and food service personnel on how to read labels to identify whole-grain products and how to use whole grains in child care menus.	<ul style="list-style-type: none"> Nutrition education resources on whole grains Food labels and recipes with whole grains 	Registered Dietitian consultant	May 30
Determine the amount of grains currently served in CACFP menus each day and identify how many are whole grains.	<ul style="list-style-type: none"> Current menus, production records and recipes Nutrition information for current menu items Lists of whole-grain foods Label reading resources 	Menu planner, cook and food service personnel	May 30
Identify substitutions of whole grains for at least half of the grains and breads currently served.	<ul style="list-style-type: none"> Lists of whole-grain foods and recipes Lists of whole-grain products available from vendors 	Menu planner, cook, food service personnel, Registered Dietitian consultant	June 10

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Actions	Materials and resources needed	Staff responsible	Target date
Contact food distributors to determine the availability and cost of whole-grain products.	<ul style="list-style-type: none"> • Food vendors • Nutrition information for products • Product lists and prices 	Menu planner, cook, finance officer	June 15
Identify recipes using whole grains.	<ul style="list-style-type: none"> • USDA recipes and other standardized recipes for the CACFP 	Menu planner, cook	June 30
Identify nutrition education and taste-testing activities corresponding to new menu with whole grains.	<ul style="list-style-type: none"> • Lesson plans • Recipes with whole grains 	Teachers, Registered Dietitian consultant	July 30
Conduct training for teachers on nutrition activities about whole grains.	<ul style="list-style-type: none"> • Lesson plans and other nutrition education resources 	Registered Dietitian consultant	August 15
Create new cycle menu with whole grains for at least half of the CACFP grains and breads served each day.	<ul style="list-style-type: none"> • Lists of whole-grain foods and recipes • Lists of whole-grain products available from vendors 	Director, cook, Registered Dietitian consultant	August 15
Implement new menu and begin ongoing nutrition education activities for children.	<ul style="list-style-type: none"> • New menu • Lesson plans and other nutrition education resources 	Director, cook, teachers, food service personnel	September 1

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For more information, visit the CSDE's [Child Care Nutrition and Physical Activity Policies](#) webpage or contact the [CACFP staff](#) in the CSDE's Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/CCPolicy/Action_Planng_Form_Child_Care_Policies_Completed_Sample.pdf.

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