

Action Planning Form

Sample Action Plan: Developing Policy for Meal Modifications in the Child and Adult Day Food Program (CACFP)

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

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

Objective	Target date
To develop a center policy and standard operating procedures (SOPs) for meal modifications in the CACFP.	April 30

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

Actions	Materials and resources needed	Staff responsible	Target date
1. Identify the center's procedures and timeline for approving policies and SOPs. Schedule time on the agenda for any required policy review and approval meetings.	<ul style="list-style-type: none">Center's policy requirements and applicable committee meeting schedules (e.g., governing board or administrative team).	Program administrator	November 30

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Actions	Materials and resources needed	Staff responsible	Target date
<p>2. Review the federal and state requirements for meal modifications for participants with and without disabilities in the CACFP.</p>	<ul style="list-style-type: none"> • Federal and state regulations, including: <ul style="list-style-type: none"> ○ Section 504 of the Rehabilitation Act of 1973 (Section 504); ○ the Individuals with Disabilities Education Act (IDEA) (applies only to children); ○ the Americans with Disabilities Act (ADA) of 1990, including changes made by the ADA Amendments Act of 2008; ○ USDA nondiscrimination regulations (7 CFR 15b); ○ USDA regulations for the CACFP (7 CFR 226), and ○ Connecticut General Statutes (C.G.S.) Section 10-212c: School District Plan for Life-threatening Food Allergies (applies only to child care centers in public schools). Additional Connecticut State Department of Education (CSDE) resources for child care programs • Guide to Meal Modifications in CACFP Child Care Programs • Allowable Milk Substitutes for Children without Disabilities in the CACFP • Feeding Infants in CACFP Child Care Programs (webpage) • Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools (applies only to child care centers in public schools) • Meal Patterns for CACFP Child Care Programs (webpage) • Requirements for Meal Modifications in CACFP Child Care Programs (presentation) • Special Diets in CACFP Child Care Programs (webpage) • Summary of Requirements for Meal Modifications for Children in the CACFP Additional CSDE resources for adult day care centers • Guide to Meal Modifications in CACFP Adult Day Care Centers • Allowable Milk Substitutes for Adult Participants without Disabilities in the CACFP • Meal Patterns for CACFP Adult Day Care Centers (webpage) • Requirements for Meal Modifications in CACFP Adult Day Care Centers (presentation) • Special Diets in CACFP Adult Day Care Centers (webpage) • Summary of Requirements for Meal Modifications for Adult Participants in the CACFP 	<p>Program administrator, food service director, nurse, registered dietitian</p>	<p>November 30</p>

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Actions	Materials and resources needed	Staff responsible	Target date
3. Conduct a self-assessment of the center's current practices and procedures for meal modifications in the CACFP.	<ul style="list-style-type: none"> Input from various disciplines, such as food service, health services, medical advisor, registered dietitian, and program administration. <p>Additional CSDE resources for child care programs</p> <ul style="list-style-type: none"> Self-assessment of Child Care Practices for Meal Modifications in the CACFP <p>Additional CSDE resources for adult day care centers</p> <ul style="list-style-type: none"> Self-assessment of Adult Day Care Center Practices for Meal Modifications in the CACFP 	Program administrator, food service director, nurse, registered dietitian	October 30
4. Identify existing policies and SOPs for meal modifications in the CACFP (federal, state, and local) through web searches and contacting other CACFP centers and organizations. If using other policy language as a template, review for consistency with federal and state requirements.	<ul style="list-style-type: none"> Sample policies, SOPs, guides, handouts, and webpages. For guidance and resources on SOPs for child care programs, refer to section 5 of the CSDE's Guide to Meal Modifications in CACFP Child Care Programs. For guidance and resources on SOPs for adult day care centers, refer to section 5 of the CSDE's Guide to Meal Modifications in CACFP Adult Day Care Centers. Federal and state requirements (refer to step 2). 	Food service director, nurse, registered dietitian, disability coordinator	November 30

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Actions	Materials and resources needed	Staff responsible	Target date
5. Identify topics for inclusion in the policy and SOPs, such as federal and state requirements; requesting meal modifications; making nutrition information available for CACFP meals and snacks; cleaning and handwashing procedures to prevent cross-contact of possible food allergens; ensuring staff communication and collaboration regarding meal modifications for participants whose disability restricts their diet; and training for staff (including substitutes) involved with planning, preparing, and serving CACFP meals and snacks. Write draft of policy and SOPs.	<ul style="list-style-type: none"> Federal and state requirements (refer to step 2). Sample policies and SOPs. <p>Additional CSDE resources for child care programs</p> <ul style="list-style-type: none"> Guide to Meal Modifications in CACFP Child Care Programs. Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools (applies only to child care centers in public schools) <p>Additional CSDE resources for adult day care centers</p> <ul style="list-style-type: none"> Guide to Meal Modifications in CACFP Adult Day Care Centers 	Program administrator, food service director, nurse, registered dietitian, disability coordinator	January 31
6. Get feedback on the draft policy and SOPs from the center's administration and other appropriate staff. Assemble review committee and submit draft policy for review.	<ul style="list-style-type: none"> Review committee of representatives from various disciplines, such as food service, nurse, registered dietitian, disability coordinator, administration, and program policy committee. 	Program administrator, food service director	March 1
7. Make edits and submit draft policy and SOPs for final review and approval.	<ul style="list-style-type: none"> Program team responsible for final policy approval, e.g., policy committee, governing board, and administrator. 	Program administrator, food service director	April 3
8. Convert final policy and SOPs to PDF documents for distribution and posting on center's website.	<ul style="list-style-type: none"> Policy document and SOPs. Access to computer technology staff for web posting. 	Program administrator, computer technology staff	April 30

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For more information, visit the CSDE's webpages, [Special Diets in CACFP Child Care Programs](#) webpage or [Special Diets in CACFP Adult Day Care Centers](#), or contact the [CACFP staff](#) at the Connecticut State Department of Education, 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/SpecDiet/Action_Policy_Meal_Modifications_CACFP.pdf

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1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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