

## Action Planning Form

### Sample Action Plan: Promoting Policy for Meal Modifications in the Child and Adult Day Food Program

*This sample is intended as a guide. Individual programs may require different actions, resources, or staff.*

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

Objective	Target date
To promote the center's policy and standard operating procedures (SOPs) for meal modifications to program staff, participants, and families.	August 31

**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. Develop communication strategies for various groups, including staff, participants, and families.	Team of representatives from various disciplines, such as food service, nurse, registered dietitian, Section 504 coordinator (if available), administration, and program policy committee.	Program administrator, food service director, nurse, registered dietitian, disability coordinator	March 30
2. Review existing webpages from state agencies, applicable health organizations, and other CACFP centers. Develop a webpage on the requirements and procedures for meal modifications in the CACFP.	Computer and web access: Computer technology staff for web posting.	Program administrator, food service director, nurse, registered dietitian	April 30

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Actions	Materials and resources needed	Staff responsible	Target date
<p>3. Identify resources for the center’s meal modifications webpage, including center policy, state and federal resources; and links to national health organizations for special diets, such as food allergies, diabetes, and celiac disease. Review the Connecticut State Department of Education’s (CSDE) <a href="#">Special Diets in CACFP Child Care Programs</a> webpage or <a href="#">Special Diets in CACFP Adult Day Care Centers</a> webpage for appropriate websites. Develop a list of common questions and answers (Q&amp;A) about meal modifications. Post the policy and resources on the center’s website.</p>	<ul style="list-style-type: none"> <li>• Policy document.</li> <li>• Federal and state regulations, e.g., USDA, ADA, ADA Amendments Act, Section 504, and IDEA.</li> <li>• Identified resources such as the Connecticut State Department of Education’s (CSDE) <a href="#">Guide to Meal Modifications in CACFP Child Care Programs</a> or <a href="#">Guide to Meal Modifications in CACFP Adult Day Care Centers</a>.</li> <li>• Q&amp;A on special diets in the CACFP.</li> <li>• Additional CSDE resources: Refer to “<a href="#">CSDE Resources for CACFP Child Care Programs</a>” and “<a href="#">CSDE Resources for CACFP Adult Day Care Centers</a>” in this document.</li> </ul>	<p>Program administrator, food service director, nurse, registered dietitian, disability coordinator</p>	<p>May 31</p>
<p>4. Include information on the center’s meal modifications policy, SOPs, and website in various communication channels, such as CACFP menus, parent and staff newsletters, parent handbooks, emails, and handouts.</p>	<ul style="list-style-type: none"> <li>• Access to CACFP menus, parent and staff newsletters, parent and student handbooks, emails, and handouts.</li> </ul>	<p>Program administrator, food service director</p>	<p>June 30</p>

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Actions	Materials and resources needed	Staff responsible	Target date
5. Develop PowerPoint presentation and training tools about the center's policy and SOPs, including supporting resources.	<ul style="list-style-type: none"> <li>• PowerPoint presentation and handouts.</li> </ul>	Program administrator, food service director, nurse, registered dietitian	June 30
6. Schedule and deliver presentations to inform participants, families, and staff about the center's policy, e.g., staff in-service days and center events.	<ul style="list-style-type: none"> <li>• Center schedule of in-service days and parent events.</li> <li>• Staff availability.</li> </ul>	Program administrator, computer technology personnel	August 31

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#### CSDE Resources for CACFP Child Care Programs

- [Allowable Fluid Milk Substitutes for Non-disability Reasons for Children in the Child and Adult Care Food Program](#)
- [Allowable Fluid Milk Substitutes for Non-Disability Reasons in the Child and Adult Day Food Program](#)
- [Developing Policies for Meal Modifications](#) (“What’s Next” section of CSDE’s Special Diets in CACFP Child Care Programs webpage)
- [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).
- [Meal Patterns for CACFP Child Care Programs](#) (CSDE webpage)
- [Overview of the Requirements for Meal Modifications for Children in the Child and Adult Care Food Program](#)
- [Resource List for Special Diets in the Child Nutrition Programs](#)
- [Sample Standard Operating Procedure \(SOP\) for Meal Modifications in Child Care Facilities in the Child and Adult Care Food Program](#)
- [Self-assessment of Child Care Practices for Meal Modifications in the Child and Adult Care Food Program](#)
- [Special Diets in CACFP Child Care Programs](#) (CSDE webpage)
- [Summary Charts of the Requirements for Meal Modifications for Children in the Child and Adult Care Food Program](#)

#### CSDE Resources for CACFP Adult Day Care Centers

- [Allowable Fluid Milk Substitutes for Non-disability Reasons for Adult Participants in the Child and Adult Care Food Program](#)
- [Allowable Milk Substitutes for Adult Participants without Disabilities in the CACFP](#)
- [Developing Policies for Meal Modifications](#) (“What’s Next” section of CSDE’s Special Diets in CACFP Adult Day Care Centers webpage)
- [Guide to Meal Modifications in CACFP Adult Day Care Centers](#)
- [Meal Modifications in Adult Day Care Centers in the Child and Adult Care Food Program](#)
- [Meal Patterns for CACFP Adult Day Care Centers](#) (CSDE webpage)
- [Overview of the Requirements for Meal Modifications for Adult Participants in the Child and Adult Care Food Program](#)
- [Resource List for Special Diets in the Child Nutrition Programs](#)
- [Sample Standard Operating Procedure \(SOP\) for Meal Modifications in Adult Day Care Centers in the Child and Adult Care Food Program](#)
- [Self-assessment of Adult Day Care Center Practices for Meal Modifications in the CACFP](#)
- [Special Diets in CACFP Adult Day Care Centers](#) (CSDE webpage)
- [Summary Charts of Requirements for Meal Modifications for Adult Participants in the CACFP](#)

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For more information, visit the CSDE's [Special Diets in CACFP Child Care Programs](#) webpage or [Special Diets in CACFP Adult Day Care Centers](#) webpage, 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\\_promote\\_meal\\_modifications\\_cacfp.pdf](https://portal.ct.gov/-/media/sde/nutrition/cacfp/specdiet/action_promote_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](mailto:program.intake@usda.gov)

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