

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) Special Diets in the Child and Adult Care Food Program webpage for appropriate websites. Develop a list of common questions and answers (Q&A) about meal modifications. Post the policy and resources on the center's website.</p> | <ul style="list-style-type: none"> • Policy document. • Federal and state regulations, e.g., USDA, ADA, ADA Amendments Act, Section 504, and IDEA. • Identified resources such as the Connecticut State Department of Education's (CSDE) Guide to Meal Modifications in CACFP Child Care Programs or Guide to Meal Modifications in CACFP Adult Day Care Centers. • Q&A on special diets in the CACFP. • Additional CSDE resources: Refer to "Resources" in this document. | <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"> • Access to CACFP menus, parent and staff newsletters, parent and student handbooks, emails, and handouts. | <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">PowerPoint presentation and handouts. | 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">Center schedule of in-service days and parent events.Staff availability. | Program administrator, computer technology personnel | August 31 |

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Resources

- [Allowable Fluid Milk Substitutes for Non-disability Reasons for Adult Participants in the Child and Adult Care Food Program](#)
- [Allowable Fluid Milk Substitutes for Non-disability Reasons for Children in the Child and Adult Care Food Program](#)
- [Guide to Meal Modifications in CACFP Adult Day Care Centers](#)
- [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 Modifications in Adult Day Care Centers in the Child and Adult Care Food Program](#)
- [Meal Patterns for the Child and Adult Care Food Program](#) (CSDE webpage)
- [Overview of the Requirements for Meal Modifications for Adult Participants in the Child and Adult Care Food Program](#)
- [Overview of the Requirements for Meal Modifications for Children in the Child and Adult Care Food Program](#)
- [Policy for Meal Modifications](#) (CSDE's Special Diets in the Child and Adult Care Food Program webpage)
- [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](#)
- [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](#)
- [Self-assessment of Child Care Practices for Meal Modifications in the Child and Adult Care Food Program](#)
- [Special Diets in the Child and Adult Care Food Program](#) (CSDE webpage)
- [Summary Charts of Requirements for Meal Modifications for Adult Participants in the CACFP](#)
- [Summary Charts of the Requirements for Meal Modifications for Children in the Child and Adult Care Food Program](#)

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For more information, visit the CSDE's [Special Diets in the Child and Adult Care Food Program](#) 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.

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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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