



City of Chicago
Richard M. Daley, Mayor

Chicago Department of
Children and Youth Services

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Commissioner

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TO: Head Start/Early Head Start and Child Care Directors

FROM: Madeline Cancel-Hanieh, Director
Children Services Division *mcid*

DATE: December 10, 2007

RE: FOOD SERVICE REQUIREMENTS, **REVISED**
*** Please note highlighted item**

This memorandum and attachments serve as a reminder about policies and procedures regarding meals served in Chicago Department of Children and Youth Services (CYS) Head Start/Early Head Start and Child Care programs. It supersedes a previous memorandum entitled *Food Service Requirements*, dated August 23, 2007.

The Head Start Performance Standard 1304.52(d) (3) states that nutrition services must be supported by staff or consultants who are registered dietitians or licensed nutritionists. In addition, the City of Chicago licensing requirements, Appendix 1, Sections 1.16, IV, A, B states that the nutrition consultant provides expertise to center director and nutrition personnel in implementing and evaluating all aspects of the nutrition services and must have current registration with the American Dietetic Association or State of Illinois license.

It is the responsibility of each delegate to ensure that a registered or licensed dietitian/nutritionist is available to support the nutrition program. A cooperative agreement for Nutrition Services which was developed with input from the ECD/HSAC is attached in order to provide guidance in selecting and contracting/hiring a nutritionist or dietitian. Both memorandum and the cooperative agreement are posted on the COPA web site.

The Delegate Agency Consultant Nutritionist develops and/or reviews delegate/partner menus to ensure that the menus meet all standards and requirements. CYS Nutritionists will continue to provide training and technical assistance on menu planning and will assess menus during site visits for appropriateness

In order to assist your program in identifying a dietitian/nutritionist to review your menus and other aspects of your nutrition services, you may contact the American Dietetic Association at www.eatright.org.



Thank you for your continued support in providing quality child care programming to Chicago's children

If you have questions regarding food service policies and procedures in Chicago Head Start/Early Head Start or Child Care programs, please contact your CYS Nutritionists: Sofia Gayapa, R.D., L.D.N. at 312-743-1284 or sgayapa@cityofchicago.org or Jhatan Abdul Khaaliq at 312-743-2028 or jabdulkhaaliq@cityofchicago.org

Attachments
CYS/CSD:MH/sg/12/10/07

cc: Mary Ellen Caron
David Wells
Vanessa Rich
Loukisha Smart-Pennix
Paulette Mercurius
Luis Rios
Janet Williamson
Bea Nichols

FOOD SERVICE REQUIREMENTS OVERVIEW 2007 -2008

MENU PLANNING REQUIREMENTS

Attached is a summary of Federal, State and City menu requirements. To assist agencies in meeting daily vitamin C requirements, a list of fruits and juices containing vitamin C is attached. A list of recommended cereals (those in which sugar does not exceed 20 percent of calories) is also attached.

It is highly recommended that 2% milk be served to children two years and older for the following reasons:

1. To keep up with current scientific, medical and nutrition literature.
2. To promote health and well being.
3. High incidence of obesity in children.
4. Based on the 2005 Dietary Guidelines for Americans.
5. Healthy People 2010 - Disease Prevention and Health Promotion

Low fat milk is not recommended for infants and toddlers below the age of two years.

Finally, guidelines for inclusion of yogurt in snack menus are included in this memorandum.

MEAL SERVICE

- 1. Breakfast must be served at least 2 1/2 hours before lunch. A minimum of 15-20 minutes is allowed for breakfast and snacks and a minimum of 30 minutes is allowed for lunch.**
2. A sufficient amount of food must be placed on the table to meet minimum serving size requirements for each child present.
3. Fruit desserts must be placed on the table along with other meal items. (Desserts must still be served in a separate compartment of the plate or in a separate serving bowl as required by City licensing standards.)
4. Whenever milk is a part of the meal, sufficient milk must be purchased to provide six (6) ounces per child. Eight (8) ounces must be provided for the school age child.
5. Children should be encouraged to serve themselves each of the required meal components. If a child refuses a food, the food should be offered again at a later time, but not forced to eat.
6. Children should be encouraged to eat the minimum required portions.
7. Developmentally appropriate eating and serving utensils must be used. See guidelines provided to delegate agencies.

HOLIDAY MENUS

Enclosed are suggestions for holiday menus for centers who prepare lunch on-site. Please share these menus with your menu-planning committee.

SANITATION REQUIREMENTS

All Head Start and Child Care centers licensed by the City of Chicago are required to comply with the food sanitation and safety requirements set forth in Chapter 4-344 of the City of Chicago Municipal Code. A summary of the sanitation requirements is attached. Please review these requirements with appropriate staff.

FOOD SERVICE SANITATION CERTIFICATION

Chapter 4-344 requires that all food dispensing establishments have, on the premises at all times that food is being handled, a person who holds a valid Department of Health Food Sanitation Certificate. Certificates expire every five years and must be renewed through taking a re-certification class and examination. Information regarding the certification process may be obtained by calling Harold Washington College at 312-553-5802 or 5803.

**CITY OF CHICAGO
DEPARTMENT OF CHILDREN AND YOUTH SERVICES
HEAD START and CHILD CARE PROGRAMS**

**CYCLE MENU SCHEDULE
2007 -2008**

CYCLE 1

Week 1: October 1, October 29, November 26, December 24
Week 2: October 8, November 5, December 3
Week 3: October 15, November 12, December 10
Week 4: October 22, November 19, December 17

CYCLE 2

Week 1: December 31, January 28, February 25, March 24
Week 2: January 7, February 4, March 3
Week 3: January 14, February 11, March 10
Week 4: January 21, February 18, March 17

CYCLE 3

Week 1: March 31, April 28, May 26, June 23
Week 2: April 7, May 5, June 2
Week 3: April 14, May 12, June 9
Week 4: April 21, May19, June 16

CYCLE 4

Week 1: June 30, July 28, August 25, September 22
Week 2: July 7, August 4, September 1
Week 3: July 14, August 11, September 8
Week 4: July 21, August 18, September 15

MENU REQUIREMENTS 2007 -2008

The following guidelines represent menu requirements established by the Chicago Department of Children and Youth Services, Chicago Department of Public Health, Head Start Performance Standards and Illinois Department of Children and Family Services. They must be adhered to when purchasing foods to be served in Chicago Head Start and Child Care programs.

1. All breakfasts must include milk, fruit or juice, and bread or bread alternate. This is the minimum meal pattern to be followed for breakfast.
2. Lunches must consist of meat or meat alternate, two servings of vegetables, bread or bread alternate milk and dessert. Bag lunches must also meet these requirements.
3. Snacks must consist of foods from two different food groups. Therefore, a snack of celery and orange juice (for example) does not meet requirements. However, a snack consisting of celery, orange juice and peanut butter does.
4. Potato chips, fruit chips, popcorn and dessert pie crust may not be included on center menus. Soft pretzels, hard pretzels, bagel chips, pretzel chips, and wheat and corn tortilla chips may be served.
5. Cake and ice cream may be included once monthly for dessert to celebrate holidays or birthdays provided cakes are prepared in a licensed kitchen or commercially prepared and arrive at the center in the manufacturer's unopened packaging. Centers have the responsibility for providing cake and ice cream. Parents are not to bring cake and ice cream into the center. Fruit toppings are recommended, not required. Pies and cobblers may be served on holiday menus only.
6. Animal crackers, cheese crackers, rice cakes and other light weight snacks, Chex cereal and puffed cereals must be served in sufficient quantity to meet the gram weight requirements of the bread component. See the Grains/Breads Chart for specific serving sizes.
7. All lunches must include two vegetables daily to meet City of Chicago Nutrition Standards. Vegetables rich in Vitamin A must be served three times a week. Some choices to consider are sweet potatoes, carrots, spinach, collard greens, kale, squash, turnip greens, Swiss chard, mustard greens, pumpkin and broccoli. Purple plums, cantaloup and apricots are also excellent sources of vitamin A. **Soups may not take the place of vegetables or fruits.** Salsa, ketchup, tomato sauce, spaghetti sauce cannot be counted as a serving of vegetable. The quantity provided is not enough to meet the serving size requirement for vegetable.
8. Vitamin C rich food must be served once a day. Full strength fruit or vegetable juices are acceptable for purchasing if they are 100 percent fruit juice, "unsweetened," and contain 30 mg. of vitamin C per four ounce serving. Juice drinks or cocktail juices do not contain 100 percent fruit juice and should not be purchased. Nectars, because they are sweetened, may not be served. Attached is a list of juices acceptable for service in Chicago Child Care and Head Start programs.
9. The following cookies only are acceptable for purchasing by CYS and meet all food regulations: oatmeal (plain or with raisins or nuts), peanut butter, graham crackers, bran, granola bars (except

chocolate), and fruit-filled cookies such as fig bars. Cookies may be served a maximum of twice weekly for snack only.

10. Cereal that contains more than 20 percent calories from sugar should not be purchased. A list of acceptable cereals is attached for your use.
11. Doughnuts, sweet rolls, and coffee cake, because of their high sugar and fat content, are not acceptable foods for service in CYS programs. Lemonade, coffee, tea, soda pop, Hi-C, Hawaiian punch and kool aid are not acceptable beverages because they do not meet CYS or Head Start Performance Standards requirements.
12. Enough milk must be purchased and poured into the child's glass to provide the required serving for each child. Failure to purchase and serve enough milk will result in loss of reimbursement if detected during a monitoring visit or audit.
13. Bread pudding or rice pudding may be used to meet meal pattern requirements for a snack only if they contain at least 1/4 cup cooked rice or 1/2 slice of bread per 1/2 cup serving for children 3 to 5 years of age, and 1/2 cup cooked rice and one slice of bread per 3/4 cup serving for school age children. Bread or rice pudding does not meet dessert requirements for lunch.
14. Plain, milk-based puddings such as chocolate, vanilla, banana, and butterscotch may be served for dessert at lunch or supper. These puddings may not, however, be served for supplement since they do not meet meal pattern requirements for the milk group.
15. Jello (fruited or otherwise) does not meet meal pattern requirements for a snack. Fruited jello may be served for dessert at lunch.
16. Family style meal service must be utilized at every meal. Enough food must be placed on each table to provide minimum portion sizes for each child. Each child must be offered some amount of each required meal component.
17. Centers are required to make substitutions in the meal patterns for children with special needs and for those children with dietary restrictions, when such substitutions are indicated in writing by a physician.
18. Bread alternates include: cornbread, rolls, muffins, biscuits, bagels, tortillas, enriched rice, macaroni, noodles, pasta, stuffing, crackers, bread sticks, dumplings, pancakes, waffles, and hot and cold cereal.
19. Macaroni, noodles, pasta and rice are considered bread alternates.

ACCEPTABLE JUICES FOR SERVICE IN CYS PROGRAMS 2007 -2008

The following brand juices are full strength, unsweetened and contain sufficient Vitamin C to meet City standards:

Apple Juice

- Musselman Apple Juice (Canned Only)
- Heritage House (Frozen Only)
- Speas Farm (Apple and Apple Mix Fruit)
- Seneca (Frozen or Bottled - except Granny Smith)
- Glenlake With Vitamin C
- Jewel (Frozen Only)
- President's Choice Cox's Orange Pippins
- Mott's from concentrate (add water) 11.5 oz.
- Dominick's (64 oz .bottle and 46 oz. can)
- Libby's (64 oz. can only)
- Langers (64 oz. bottle)
- Old Orchard (64 oz. Bottle)
- Natures Nectar

Citrus Juice

- Any variety canned, bottled, or frozen, 100% pure unsweetened grapefruit or orange juice
- Minute Maid Frozen Tangerine Juice
- Teksun Pink Grapefruit Juice with Vitamin C
- Dominick's grapefruit, pink grapefruit

Mixed Fruit Juices

- Dole Country Raspberry, Orchard Peach, Mountain Cherry (except Pure & Light), Tropical Fruit, Pineapple, Passion, Banana
- Dole Pineapple - Pink Grapefruit Juice
- Dole Pineapple - Orange Banana
- Dole Pineapple - Grapefruit, Sun Ripe Grapefruit
- Tree Top Fruit 'N Citrus
- Dole Pineapple - Orange Juice
- Del Monte Fruit Blends: Pineapple-Orange, Pineapple-Mandarin, Country-Strawberry
- Libby's Juicy Juice - Grape, Tropical Punch, Cherry, Berry, Apple Grape, cranberry apple, orange tangerine
- Tropicana - Cranberry Medley, Grape, Ruby Red, Orange grapefruit, Orange Peach Mango, Orange Strawberry Banana
- Chiquita - Calipso Breeze (Strawberry Kiwi), Tropical Paradise (Orange, Strawberry, Banana), Caribbean Splash (Pineapple, Guava, Mango)
- President's Choice - Cox's Orange Pippins - Apple Orange
- Welch's (11.5 oz. can) - grape, apple, strawberry raspberry grape

Pineapple Juice

- Dole Pineapple (Frozen or Canned)
- Jewel Pineapple
- Dominick's Pineapple (Canned)

Vegetable Juice

- V-8 (100% Vit. C), Regular (64 oz, 32 oz.), Light and Tangy, Picante Mild
- Tomato Juice
- President's Choice Vegetable Juice Cocktail
- Dominick's tomato juice (100% Vit. C)

You may serve any brand juice, for example, Sysco, Dominick's or Jewel if the juice meets the three program requirements of:

- 1. No added sugar**
- 2. Full Strength**
- 3. Contains 30 mg. vitamin C per 4 ounce serving**

FRUITS CONTAINING VITAMIN C

The following fruits may be substituted for juice in meeting the vitamin C requirement. One serving of fruit as indicated contains at least 30 mg. of vitamin C.

½ Grapefruit	½ Cup Honeydew	½ Cup Strawberries
½ Cup Cantaloupe	½ Orange	½ Tangerine
1 Kiwi	½ Cup Papaya	½ Mango

CYS/CSD:sg/Reviewed 8/13/07

LOW SUGAR READY-TO-EAT CEREALS 2007 -2008

The following cereals may be purchased for use in Department of Children and Youth Services Child Care Centers:

LOW SUGAR READY TO EAT CEREALS

% Calories from Sugar

Dominick's Frosted Shredded Wheat	20 %
General Mills Naboom	20 %
General Mills Harmony	20 %
General Mills Multi Grain Cheeriest	20 %
General Mills para su familia Cinnamon Stars	20 %
Millville Honey Bunch N Oats	20 %
Millville Frosted Shredded Wheat	20 %
Millville Bran Flakes	20 %
Kellogg's All Bran Original	20 %
Kellogg's Complete Oat Bran Flakes	20 %
Kellogg's Mini-Wheats Frosted Bite Size	20 %
Kellogg's Mini-Wheats Frosted Original	20 %
Kashi Serving Good Friends	20 %
Kashi Honey Puffed 7 Whole Grains	20 %
Natures Path Organic Flax Plus	20 %
Post Honey Bunches of Oats	20 %
Quaker 100% Natural	20 %
Quaker Oats Squares	20 %
Post Honey Bunches of Oats with Almonds	19%
Quaker All Bran	19 %
Quaker Life Whole Grain	19 %
Quaker Life Oat Cereal	19 %
Dominick's Oats and Almonds	19 %
Kellogg's Mini-Wheats Strawberry	18 %
Cub's Hearty Start	17 %
Kashi Go Lean	17 %
Kellogg's Complete Wheat Bran Flakes	17 %
Post Bran Flakes	17 %
General Mills Total	17 %
Post Bran Flakes	17 %
Quaker Squares with Hint of Brown Sugar	16 %
Dominick's Bran Flakes	16 %
Quaker Raisin and Date	16 %
Quaker Oat Bran	16 %
Post Grape Nut Flakes	14 %
Kashi Organic Promise Autumn Wheat	13 %
General Mills Total Cornflakes	13 %
Kellogg's Product 19	13 %
Kellogg's Special K	13 %
General Mills Wheaties	12 %

**LOW SUGAR
READY-TO-EAT CEREALS**

CEREALS	%CALORIES FROM SUGAR
Millville Crisp Rice	11 %
General Mills Wheat Chex	10 %
General Mills Corn Chex	10 %
General Mills Kix	10 %
Kellogg's Crispix	10 %
Kellogg's Rice Krispies	9 %
Dominick's Crispy Rice Cereal	9 %
Post Grape Nuts	9 %
Millville Cornflakes	7 %
Post Toasties Cornflakes	7 %
General Mills Country Cornflakes	7 %
Cubs Cornflakes	7 %
Dominick's Cornflakes	7 %
Dominick's Crunch Nugget	6 %
General Mills Rice Chex	6 %
Dominick's Rice Pockets	6 %
Kashi Seven in the Morning	5 %
Dominick's Regular Instant Oatmeal Regular Flavor	4 %
Dominick's Special K Red Berries	3 %
Cub's Whole Grain Toasted Oats	3 %
Milville Crispy Oats	3 %
Milville Quick Oats	3 %
Dominick's Toasted Oats	3 %
Dominick's Bitesize Shredded Wheat	2 %
Quaker Life Oat Cereal	1 %
Quaker Puffed Rice	1 %
General Mills Fiber one	0 %
Kellogg's All Bran Extra Fiber	0 %
Kashi Puffed 7 Whole Grains	0 %

HOLIDAY MENU SUGGESTIONS

<p style="text-align: center;"><u>MARTIN LUTHER KING'S BIRTHDAY</u></p> <p style="text-align: center;">Smothered Chicken / Gravy Whole White Potatoes String Beans / Onions Tossed Salad / Dressing Cornbread Milk Peach Cobbler</p>	<p style="text-align: center;"><u>PRESIDENT'S DAY</u></p> <p style="text-align: center;">Yankee Pot Roast Oven-Browned Potatoes Cole Slaw with Pineapple Salad Buttermilk Biscuit Milk Cherry Crisp</p>
<p style="text-align: center;"><u>VALENTINE'S DAY</u></p> <p style="text-align: center;">Meat Loaf Macaroni and Cheese Fresh Sliced Tomatoes/Italian Dressing Sweet Peas Dinner Rolls Milk Vanilla Pudding / Cherry Parfait</p>	<p style="text-align: center;"><u>ST. PATRICK'S DAY</u></p> <p style="text-align: center;">Corned Beef / Cabbage Boiled Irish Potatoes Scones Milk Lime gelatin with fruit cocktail</p>
<p style="text-align: center;"><u>EASTER</u></p> <p style="text-align: center;">Glazed Baked Ham Scalloped Potatoes Carrot Sticks and Raw Broccoli Sticks / Spinach Dip Cornbread Muffins Milk Banana Cream Pie</p>	<p style="text-align: center;"><u>MEMORIAL DAY</u></p> <p style="text-align: center;">BBQ Chicken Broccoli, Carrot, Cauliflower Medley Maple Baked Beans Dinner Rolls Milk Carrot Bars</p>
<p style="text-align: center;"><u>INDEPENDENCE DAY</u></p> <p style="text-align: center;">BBQ Riblet / Bun Pasta Salad with Corn-on-the-Cob Milk Watermelon Ice</p>	<p style="text-align: center;"><u>COLUMBUS DAY</u></p> <p style="text-align: center;">Baked Lemon Chicken / Rice Cucumber Salad Tomato, Squash and Onion Casserole Garlic Bread Milk Italian Fruit Ice</p>

<u>THANKSGIVING</u>	<u>CHRISTMAS</u>
Roast Turkey / Cornbread Dressing Cranberry Sauce Collard Greens Candied Sweet Potatoes Dinner Rolls Milk Pumpkin Pie	Roast Duck Rice Pilaf Tossed Salad / Dressing French Style Green Beans Cracked Wheat Dinner Rolls Milk Fruited Gelatin Salad

SANITATION REQUIREMENTS 2007 - 2008

1. An exposed lavatory must be provided in the kitchen for hand washing. Hand washing signs must be posted above the lavatory.
2. Refrigerators must be installed with thermometers. A temperature of 40° or below must be maintained in all units.
3. Thermometers must be provided for freezer units. A temperature of 0° or below must be maintained.
4. Thermometers must be available for determining temperatures in dry food storage areas (pantries.) A temperature of 70° or below must be maintained.
5. The procedure for manual dishwashing is as follows: Dishes must be washed with hot soapy water, followed by a clean, hot rinse. If the rinse water is cooler than 180° F, a sanitizing solution must be applied during a second rinse. An effective but inexpensive sanitizing solution may be made by adding three tablespoons of chlorine bleach to one gallon of water.
6. Hot foods shall be maintained at a temperature of 140° F or above, and cold foods at a temperature of 45° F or below, until serving of such foods. Ground beef should be cooked to a minimum of 165° F.
7. The center shall be maintained free from insect or rodent infestation.
8. Clothing used for food preparation must be clean and washable and put on at the center. Aprons may be worn in addition.
9. All garbage is to be kept in covered metal or plastic containers with removable plastic liners pending removal. Garbage must be removed daily.
10. Milk served for drinking is to be poured directly from the individual, original container received from the dairy into the child's glass at mealtime.
11. All cleaning compounds and other toxic materials must be stored separately from food items to avoid contamination, and must be stored in a locked cabinet.

12. Equipment, trays, tableware and utensils must be air-dried to prevent contamination by food service personnel.
13. Centers must have on the premises at all times that food is being handled a person who possesses a valid Department of Health Certificate of Registration in food handling and sanitation.
14. Dishwashing machines must supply wash water at a temperature of 120°- 140° rinse water must be at least 180° F. When rinse water is less than 180°, a booster heater shall be provided.