

## Food Request Form Procedure

<b>PURPOSE</b>	To provide cooks with ample time and documentation to provide food for special events.
<b>WHO/WHEN COMPLETED:</b>	To be completed by Supervisors, family workers, home visitors, and cooks; as needed, at least one week prior to event.
<b>HOW TO FILL IT OUT:</b>	Filled out as needed for specific events and given to cook, one week prior to event.
<b>CHILD PLUS DATA ENTRY:</b>	N/A
<b>WHERE TO FILE:</b>	Completed form turned into Cook for review and approval. The cook will file with their records.
<b>IMPORTANT NOTES:</b>	Breakfast, lunch or snack will be what is being served that day or from previous day, unless other accommodation's are requested and approved. Be specific of the food that is being requested. All foods purchased must meet Head Start performance guidelines. If ice, water or equipment is need remember to add that to the special request.