

Action Planning Form

SAMPLE FOR INCREASING WHOLE GRAINS

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

This tool is intended to help child care programs take action to improve their nutrition and physical activity practices, as identified in the Connecticut State Department of Education's (CSDE) [Self-Assessment for Child Care Nutrition and Physical Activity Policies](#). The self-assessment tools are based on the policy recommendations of the CSDE's [Action Guide for Child Care Nutrition and Physical Activity Policies](#). The six policy components include Nutrition Standards; Eating Environment; Nutrition Education; Physical Activity; Communication and Promotion; and Evaluation. For more information, see the CSDE's [Child Care Nutrition and Physical Activity Policies](#) Web page.

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

Policy Component	Objective	Target Date
Nutrition Standards	Serve whole grains for at least half of the grains and breads servings at meals and snacks served in the Child and Adult Care Food Program (CACFP) each day.	September 1

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

Actions	Materials and Resources Needed	Person(s) Responsible	Target Date for Completion
Conduct training for menu planner and food service personnel on how to read labels to identify whole grain products and how to use whole grains in child care menus.	Nutrition education resources on whole grains; food labels and recipes with whole-grains.	Registered Dietitian consultant	May 30
Determine amount of grains and breads currently served in CACFP menus each day and identify how many are whole grains.	Current menus, production records and recipes; nutrition information for current menu items; lists of whole-grain foods; label reading resources.	Menu planner, cook and food service personnel	May 30
Identify substitutions of whole grains for at least half of the grains and breads currently served.	Lists of whole-grain foods and recipes; lists of whole-grain products available from vendors.	Menu planner, cook, food service personnel, Registered Dietitian consultant	June 10
Contact food distributors to determine the availability and cost of whole-grain products.	Food vendors; nutrition information for products; product lists and prices.	Menu planner, cook, finance officer	June 15
Identify recipes using whole grains.	USDA recipes and other standardized recipes for the CACFP.	Menu planner, cook	June 30
Identify nutrition education and taste-testing activities corresponding to new menu with whole grains.	Lesson plans; recipes with whole-grains.	Teachers, Registered Dietitian consultant	July 30
Conduct training for teachers on nutrition activities about whole grains.	Lesson plans and other nutrition education resources.	Registered Dietitian consultant	August 15
Create new cycle menu with whole grains for at least half of the CACFP grains and breads served each day.	Lists of whole-grain foods and recipes; lists of whole-grain products available from vendors.	Director, cook, Registered Dietitian consultant	August 15
Implement new menu and begin ongoing nutrition education activities for children.	New menu; lesson plans and other nutrition education resources.	Director, cook, teachers, food service personnel	September 1



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