**Rock and Walworth Comprehensive Family Services, Inc.**

Head Start/Early Head Start

1221 Henry Avenue, Beloit WI 53511 P**hone:** (608) 299-1500 • **Fax:** (608) 299-1629

**Food Request**

This form should be completed and sent to the correct kitchen/cooks at least **two weeks prior** to event where food will be served. A copy should be made and sent (via inter-office mail) to the CDHTL so that snack and/or meal menus can be monitored.

**Date of request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location of event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date food is needed:** \_\_\_\_\_\_\_\_\_\_\_\_ **Type of event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CC: \_\_\_\_ # of people expected to attend:** adults \_\_\_ children \_\_\_

**Kitchen that food is requested from:** (circle) St. Peters’s Good Shepherd Beloit Center

**Food Requested:** (Food should be healthy. When requesting anything high in sugar, salt or preservatives, call the Child Development and Health Team Leader or the Child and Family Health Assistant for approval.)

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**Drinks Requested**: (Drinks should be healthy. When requesting anything high in surgar, salt or preservatives, call the Child Development and Health Team Leader or the Child and Family Health Assistant for approval.)

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**Remember:** **Cooks need to be aware of children with allergies.** They will make efforts to send substitute foods as needed. It is very important to **avoid cross-contamination** when preparing food for children who have allergies. If you are the ones preparing food, please ask your assigned cook for support with avoiding cross contamination as needed.

**(1/11)**