
Procedure - Student Health: Special Dietary Modifications at School

USDA Child Nutrition Programs support access to healthy meals to all children, including children with disabilities who have special dietary needs. Under the law, a disability is an impairment which substantially limits a major life activity, which can include allergies and digestive conditions, but does not include personal diet preferences.

- A. All new students will be screened for special dietary needs on the registration form and annually for all enrolled students.
- B. A Request for Special Dietary Accommodations form and parent/guardian letter will be provided by the nurse or delegate if the child's health history includes a medical need or parent/guardian documentation of special dietary needs.
- C. The school nurse will collect an authorization form properly signed by the parent/guardian and by the state-recognized medical authority as listed on the form, that includes instructions about:
 - o Food(s) to be omitted/avoided from the child's diet.
 - o How the ingestion of the food impacts the child.
 - o Food(s) to be substituted.
- D. Student's will be accommodated immediately upon notification of need. Families will have 30 days to return a completed Request for Special Dietary Accommodations form or make arrangements with the school nurse if unable to meet the deadline. If a completed form has not been received within 30 days, the family will be notified that their child will no longer receive special dietary meals at school.
- E. Families will be contacted by the nurse or delegate to determine how reasonable modifications to meals will be made. Meals will be provided at no extra charge to families.
- F. The kitchen manager will be informed of the special dietary accommodation immediately upon notification of need. The kitchen manager will document special dietary modifications to the meal in the daily production record.
- G. Student special dietary accommodations will be documented in the student health plan and point of sale notifications for school lunches.
- H. A copy of this policy, the Request for Special Dietary Accommodations form, and parent letter will be provided to the parent/guardian upon request for special dietary needs at schools.
- I. Concerns or disputes with providing special dietary modifications will follow the procedure as outlined in the Family Handbook. Additional resources for dispute resolution can be found in the USDA Non-Discrimination Statement below.
- J. USDA Non-Discrimination Statement
 - o In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.
 - o Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
 - o To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.