



## **Miller County School Nutrition Program Special Dietary Needs Procedure**

1. At the beginning of each school year, the updated Medical Statement to Request Accommodations For Disabilities in the School Meal Programs form is sent out with each child to be completed if special dietary needs need to be met.
2. This form is also available on the Miller County School Nutrition website, also in English and Spanish.
3. The Medical Statement form should be completed in its entirety and signed by a licensed physician, if applicable.
4. The parent returns the form to the child's school, the front office then turns this form into the lunchroom manager. If meal accommodations need to be made, the form will then be turned into the School Nutrition Director to handle the request. Each request will be handled within five (5) working days of receiving the form.
5. Regulations require that this documentation be on file for each student who receives a special meal. If an accommodation can be made within the meal pattern, the Medical Statement does not have to be signed by a physician. This documentation must be on file in:
  - a. The school lunchroom manager's office
  - b. Nurses / clinic worker's office
  - c. And with the Nutrition Director at the district office.
  - d. 504 Coordinator

\*Manager should make a copy for the nurse, the 504 coordinator, and for the SNP office & send to them.
6. Review the completed form for clarity and communicate with the parent regarding menu modifications or substitutions if needed.
7. If the student does not already have an Individual Education Plan (IEP) or 504 Plan it may be recommended that the special dietary need be included in a plan or added if a plan already exists.
8. Contact the school nurse and Principal immediately if a student has a life-threatening food allergy reaction.

9. Discuss the special dietary need parent recommendations with the lunchroom manager to insure that everyone is on the same page relating to what the child can and cannot eat.
10. Lunchroom manager will enter allergy information in the Point of Sale system for each student affected.
11. If a student has a previously signed Medical Statement, IEP or 504 Plan, follow-up with parents to verify that the prior year procedures should also be followed for the current school year.
12. Each case concerning special dietary needs will be handled on an individual basis based on the needs of each particular student.
13. All meal components in the required quantities will be offered unless stated otherwise in the medical request. Offer Vs. Serve will not be used to make meal accommodations.
14. The parent of the child requesting the meal accommodation will be kept in contact with throughout the entire process.
15. Miller County School Nutrition will make every reasonable effort to accommodate special dietary needs or religious preferences for students without disabilities. Determination will be made on a case by case basis and must be supported by the same Medical Statement form.