



Title:
Special Diet Request Guidelines
Poudre School District

Guideline No.:	CN-600
Effective Date:	06/01/2022
Supersedes No.:	08/01/2017
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Introduction

The purpose of these guidelines is to ensure children with disabilities or food preferences have the same opportunity to receive the benefit of a school meal.

USDA Guidelines

- USDA regulations require reasonable substitutions, as determined by Child Nutrition, or modifications in meals at no additional cost for children who are considered disabled under Section 504, ADA, and IDEA or whose disability restricts their diet when that need is certified by a licensed health care professional.
- A meal modification must be directly related to the disability or limitation caused by disability. Modifications must use food ingredients available and currently ordered by PSD Child Nutrition.
- Poudre School District uses a team approach that includes district health nurse, child nutrition staff, principals, teachers, parents/guardians, and the student (as age appropriate).
- Districts will provide notice and information to parents/guardians regarding how to request a reasonable meal modification.

District Guidelines

- A communication to parents at the beginning of the school year will be included with registration packets outlining the district's policy for school meal modifications.
- When a school office is notified of a student with a potential need for a modified diet, health services will give the parent/guardian a Medical Statement for Meal Modification or Dietary Preference form to be completed and signed by a licensed health care professional/parent.
- Completed medical statements are kept on file in health services office and a copy is given to the Child Nutrition Coordinator, Area Supervisor and Kitchen Manager for that student's school.
- Parents/Guardians, schools, and health services must communicate yearly (prior to the start of the new school year) to confirm that the meal modification on file reflects the current dietary needs of the child.

Child Nutrition Department Procedures

- Student allergies/intolerances will be identified on the POS system based on student's health information provided by parents/guardians.
- Reasonable substitutions are available with completion of meal modification form and must meet USDA meal pattern requirements unless a medical statement is obtained from the parent/guardian.
- Medical Statements and Dietary Preference forms received by school health officials or child nutrition staff will be sent to the Child Nutrition Coordinator.
- Schools will follow meal modification plans **only** as prescribed in the written medical statement. Any questions should be directed to the Child Nutrition Coordinator or the sites Area Supervisor.
- PSD Child Nutrition follows all USDA federal guidelines. Meal modification requests due to religious, ethical, or cultural reasons will be considered on a case-by-case basis and based on current department food availability. Parents/Guardians will be asked to complete a Dietary Preference form and work with the Child Nutrition Coordinator, Area Supervisor and Kitchen manager for that student's school.
- Processing Meal Modification forms may take up to 10 business days.

Guideline Maintenance

The director of child nutrition, or designee, shall maintain these guidelines.