



School District 49
10850 East Woodmen Road
Peyton, CO 80831

Process for Documenting Special Dietary Needs

D49 **will not make** school meal modifications for requests that do not rise to the level of a disability, including;

- Food sensitivity that can be accommodated through menu choices
- Dietary preferences for religious, ethical, or cultural reason, or general health concerns

A disability is considered a physical or mental impairment which substantially limits one or more major life activity.

1. Parent/Guardian or student notifies district staff of student's dietary needs.

Special Dietary Need for

- **Mechanical Modification:** texture, consistency, or adaptive equipment
 - **Nutrient Modification:** diabetes, PKU, renal (low sodium), etc.
 - **Ingredient Modification:** severe food allergy, celiac disease, etc.
2. Parent/Guardian will be put in contact with Administrative Dietitian to set meeting for parent/guardian and dietitian to discuss child's needs and create a plan.

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3. If modifications are to be made, a Medical Statement for Meal Modification form will be provided. Parent/Guardian completes and signs Parts A & C. Part B is completed and signed by an appropriate recognized medical authority.*

*A recognized medical authority is defined as a Licensed Physician, Advanced Practice Nurse with prescriptive authority, or Physician Assistant.

4. Completed Medical Statement for Meal Modification forms are to be returned to the Administrative Dietitian at the D49 Central Office.

Please Note: Delays may occur if incomplete forms are submitted. Nutrition Services staff are not allowed to start, change, or stop school meal modifications before Administrative Dietitian processes documentation and provides instructions to staff.

5. Administrative Dietitian develops specific plans for substitutions and/or accommodations, as applicable. Dietitian will contact parent/guardian to discuss and finalize meal modification plan.
6. A special dietary needs alert is entered into Point of Sale system.
7. Copies of the special dietary needs information and specific accommodation plans are sent to Kitchen Manager and School Nurse/Health Aide.

*Meal service starts after kitchen staff receives instructions from Administrative Dietitian.

This institution is an equal opportunity provider.