

WATERTOWN CITY SCHOOL DISTRICT

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Dear Community:

The Watertown City School District is committed to the daily management of students in our district with allergies. The increasing prevalence of allergies poses unique challenges for students and staff in the school setting. Federal regulations require schools to serve meals at no extra charge to students whose disability restricts their diet in such a way that they cannot fully participate in the food service program with some modification to the foods offered on the scheduled menu.

In order for this to occur families must request special meals from the school and provide the school with medical certification from a medical doctor. The medical certification must contain the following:

- Verification from a medical doctor that special foods are needed due to the student's disability
- A completed Diet Prescription for Meals form

Please return completed forms to your school nurse or to the foodservice department via mail, email or fax.

If you have further questions please contact your school nurse or the Food Service.

Thank you,

Mary C Hughes

mhughes@watertowncsd.org
Food Service Director
Watertown City School District
1351 Washington Street
Watertown, NY 13601

(P) 315-785-3717

(F) 315-785-6855

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCRP-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider