

Meal Modification Procedures

Requests

To request a meal modification, a child's parent, adult participant, or participant's guardian shall submit the below information to:

Cara Confer, MDN, RDN, LD, Resident Dietitian- Chartwells
cconfer@pike.k12.in.us; 317-347-8576

For a request related to a medical special dietary need, submit a medical statement to Cara Confer that includes:

- Description of the impairment
- Foods to be avoided/dietary restrictions
- Appropriate substitutes/needs

The medical statement must be signed by licensed physician, physician's assistant or nurse practitioner

For a request related to a special dietary need that is not medical, submit the following information to Cara Confer, signed by a parent:

- Description of the impairment
- Foods to be avoided/dietary restrictions
- Appropriate substitutes/needs

Updates to an existing accommodation require a new request.

Determinations

All requests for reasonable accommodations that relate to a disability will be approved as required by USDA regulation. Prior to denying any request related to a disability, the request will be reviewed by the Indiana Department of Education and United States Department of Agriculture's Regional Civil Rights Director.

While requests that are unrelated to a disability are not required to be accommodated, our institution will consider them on a case by case basis to provide accommodations to the best of our ability.

A prompt written final decision will be provided to the child's parent, adult participant, or participant's guardian

Grievances

A child's parent, adult participant, or participant's guardian may submit a written complaint with any supporting documentation for consideration to:

Cara Confer, MDN, RDN, LD; cconfer@pike.k12.in.us

A meeting will be scheduled with the complainant to discuss the complaint and possible resolutions. Following the meeting, a written decision will be rendered with an explanation of the position of our institution.

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-OASCR%20P-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.