Request for Special Dietary Accommodations

Student / Participant Name	Date of Birth
Parent / Guardian Name	Phone
Mailing Address	City/State/Zip
School / Center / Site	Grade / Classroom
Signature of Parent/Guardian	Date

Diet Order

Federal law and USDA regulation require nutrition programs to make reasonable modifications to accommodate children with disabilities. Under the law, a disability is an impairment which substantially limits a major life activity or bodily function, which can include allergies and digestive conditions, but does not include personal diet preferences.

1. **Describe how the impairment affects the child** (i.e, how the ingestion/contact with the food impacts the child):

2. **Explain what must be done to accommodate the child's diet** (i.e, specific food(s) to be omitted/avoided from the child's diet):

3. **List food(s) and/or beverages to be substituted, provided, or modified:**

Signature of State-Recognized Medical Authority* Date

Clinic Name

**State-Recognized Medical Authority is a licensed health care professional authorized to write medical prescriptions in Washington: Medical Doctor (MD), Doctor of Osteopathy (DO), Physician's Assistant (PA) with prescriptive authority, Naturopathic Physician, or Advanced Registered Nurse Practitioner (ARNP).*

This institution is an equal opportunity provider.

Special Dietary Needs

USDA Child Nutrition Programs support access to healthy meals to all children, including children with disabilities who have special dietary needs. A disability is defined as an impairment that substantially limits a major life activity. This can include allergies and digestive conditions. However, it does not include personal diet preferences.

In some cases, a student with special dietary needs may need a Section 504 plan. Contact your district's Section 504 Coordinator for more information.

Regardless of whether a student needs a 504 plan, sponsors of USDA Child Nutrition Programs must follow certain guidelines when accommodating a student with allergies and digestive conditions. For more information regarding these requirements, please review our Special Dietary Needs Reference Sheet for school districts.

How do I get Special Dietary accommodations for my child?

- ✓ Contact your School District's School Nutrition/Food Service Director for the process to submit a request.
  - The request must include:
    - Food(s) to be omitted/avoided from the child's diet.
    - How the ingestion of the food impacts the child.
    - Food(s) to be substituted.
    - A signature of a **State-recognized medical authority** (a licensed health care professional authorized to write medical prescriptions in Washington) for example:
      - Medical Doctor (MD)
      - Doctor of Osteopathy (DO)
      - Physician's Assistant (PA) with prescriptive authority
      - Naturopathic Physician
      - Advanced Registered Nurse Practitioner (ARNP)
  - The school **MAY** use a Request for Special Dietary Accommodations form, but it is not required.

Continuing to work with your school:

- ✓ Continued communication is necessary for the most up-to-date care. Times to communicate with your school may include:
  - New special dietary needs.
  - Updated restrictions (for example: your child was not able to eat tomatoes, but now they can).
  - Questions or concerns about your child's care.

Concerns and Complaints

The Office for Civil Rights (OCR) at the United States Department of Agriculture (USDA) enforces civil rights laws for federally funded programs, and prohibits discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days (6 months) of the date of the alleged discrimination.

- Contact your school district's Section 504 Coordinator if you believe discrimination has taken place.
- Visit OSPI's Office of Equity and Civil Rights webpage for more information.
- Use the USDA Office of the Assistant Secretary for Civil Rights Program Discrimination Complaint Form to file a complaint.

Resources:

- ✓ 504 Coordinator Contact Information
- ✓ 504 General Information
- ✓ Questions and Answers on the ADA Amendments Act of 2008 for Students with Disabilities

Reference:

- ✓ Section 504 of the Rehabilitation Act
- ✓ Title II and Title III of the Americans with Disabilities Act (ADA)
- ✓ SP40-2017 2017 Edition of Accommodating Children with Disabilities in the School Meal Programs
- ✓ SP26-2017 Accommodating Disabilities in the School Meal Programs: Guidance and Q&As
- ✓ SP59-2016 Modifications to Accommodate Disabilities in the School Meal Programs