

## Special Diets Procedure

1. At the start of each school year the Columbia School District will notify all families of the availability of special dietary accommodations. This notice will include the procedure for requesting an accommodation.
2. Any reports of a child with a food allergy or other impairment that affects their diet must be reported to the head cook and the food service office assistant.
3. If the office is informed of a special dietary need, or if a parent submits a Health History form identifying a food allergy or any other impairment that may affect their child's diet the office assistant will notify the family that in order to facilitate the special dietary need, the school must receive a completed Special Dietary Needs Form signed by a recognized medical authority. Families will also be informed of the offer vs serve policy in school meals for children without a medical impairment.
4. Once Columbia School staff become aware of a student with a special dietary need, the kitchen will immediately provide reasonable modification to the student's meals to keep the child safe while waiting for the medical statement signed by a State Recognized Medical Authority to support the meal modification.
5. If families would like to have a special dietary accommodation for their child, the office assistant will send them a copy of the Special Dietary Needs Request Form.
6. When a family returns the Special Dietary Needs Request Form, the child's dietary needs will be accommodated immediately.
7. Kitchen staff, including cashiers, will be informed of the new accommodation and either introduced to the child or given a copy of the child's picture. The special dietary accommodation will also be entered into Skyward.
8. If a family returns an incomplete form, the family is notified that more information is needed and is given 60 days to return a completed form. The child's special dietary need is accommodated during that time. If the completed form is not returned after 60 days, the family is notified that the child's dietary needs will not be accommodated until a completed form is received by the school. If the family does not return the initial form after 30 days, they are notified and given 30 days to return the form.
9. All Special Dietary Accommodation Forms will be kept in the dietary accommodations binder on a shelf in the kitchen. (Copies will be kept by the nurse in student health files.)