

## Special Diet Accommodation Determination Procedure

Source: Coupeville School District Connected Food Program  
Distribution: School Nursing Staff, Food Program Staff, Special Services Director  
Subject: Accommodating Special Dietary Needs

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Purpose: To instruct nursing and Food Program staff on procedures for Special Dietary Need Accommodation

Background: This procedure is needed to ensure a standard protocol for accommodating special dietary needs to ensure compliance with USDA requirements

### Procedure:

- 1) Each year, parents/guardians complete the Annual Health History and submit to the school nursing staff.
- 2) If students or parents/guardians notify Food Program Staff or other school staff of allergies or diet concerns, school nursing staff are to be notified of the student and related diet concern.
- 3) School nursing staff will review, update, and maintain a list of known food-related allergies and concerns. This list and subsequent updates will be supplied to the Assistant Food Service Director.
- 4) The Assistant Food Service Director, in coordination with school nursing staff, will determine if the dietary needs of the student can be met by current menu selections. If not, they will provide the parent/guardian with the OSPI approved form "Request for Special Dietary Accommodations", including Attachment A "Foods to be Omitted and Substituted", to the family with instructions to take the forms to a State Recognized Medical Authority (RMA). The RMA will determine if there is a confirmed medical need that requires a change in the child's diet. The Food Program will accommodate students with an RMA confirmed medical need that requires a change in the child's diet. The accommodation must be reasonable and cannot fundamentally alter the nature of the program. The form must include the name of the student, the RMA signature, and date the form was filled out. The Food Program is not funded to provide special meal accommodations for food preferences. In the case of a complicated dietary plan, it is recommended that the nurse and Assistant Food Service Director take part in 504 planning.

- 5) When nursing staff or the Assistant Food Service Director receive a Request for Special Dietary Accommodation Form back from a family and it has been completed fully, it will be sent to the Food Service Director.
- 6) For complicated dietary accommodations, the Food Service Director and Assistant Director will work directly with kitchen staff to ensure they are educated on the implementation of the accommodation. The Assistant Food Service Director will ensure all Food Program staff are notified and trained of student allergens and diet concerns, and have updated lists available at each Point of Service.

\*Recognized Medical Authority (RMA) - The definition of a Recognized Medical Authority in Washington State is limited to a license health care professional authorized to write medical prescription in Washington.

\*Accommodations are made for confirmed medical needs that substantially limit a major life activity, which can include allergies and digestive conditions, but does not include personal diet preferences.

\*Dietary accommodations must be reasonable and cannot fundamentally alter the nature of the Food and Nutrition Services Program. If you disagree with the district's decisions regarding your child's dietary accommodation determination, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you. Hearing requests and other concerns may be made to your district's Section 504 coordinator, Allyson Cundiff, Special Services Director.

## **Contacts**

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