

Special Diets Procedure

1. At the start of each school year the Liberty 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 Food Service Supervisor.
3. If Food Service Supervisor 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, Food Service Supervisor 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. If families would like to have a special dietary accommodation for their child, Food Service Supervisor will send them a copy of the Special Dietary Needs Request Form.
5. When a family returns the Special Dietary Request Form, the child's dietary needs will be accommodated immediately.
6. 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.
7. If family does not return the form, the school will not accommodate the special dietary need.
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.
9. All Special Dietary Accommodation Forms will be kept in Food Service Supervisors file.

Special Dietary Needs Checklist for School Administration

Child's Name: _____

- Family has been notified of the Special Dietary Needs Request Form.
- Family has been notified of Offer vs Serve in school meal service.
- Special Dietary Needs Request Form has been sent to the family.
 - o Date _____

A.

- Completed Special Dietary Needs Request Form has been returned by the family.
 - o Date _____
- The student's new diet is accommodated immediately
- All Lunchroom staff are notified of new special diet and provided with all information of Special Dietary Needs Request form.
- Special diet information is entered onto Skyward.
- Completed Special Dietary Forms are stored _____ (location)

Or B.

- Incomplete Special Dietary Needs Request Form has been returned by the family.
- The student's new diet is accommodated immediately
- All Lunchroom staff are notified of new special diet and provided with all information of Special Dietary Needs Request form.
- The family has been informed that more information is needed and given 60 days to return the completed form.
 - o Date _____
- The family has not returned the form after 60 days
 - o Date _____
- The family is notified that the special diet will be discontinued until a completed form is received.
- The Child's special diet has been discontinued
 - o Date _____

Special Dietary Needs

Dear Parent/Legal Guardian,

Liberty School District adheres to the National School Lunch Program guidelines regarding accommodations for special dietary needs. If your child has a medical condition that affects their diet, they can submit a Special Dietary Needs Request Form. All students with dietary disabilities will receive school meals appropriate for their needs. The Americans with Disabilities Act (ADA) defines a disability as “a physical or mental impairment that substantially limits one or more major life activities” such as eating, or an impairment that affects a major bodily function such as digestion. All students with these types of disabilities will be accommodated, however student personal or religious preferences cannot be accommodated at this time.

All students have the right to refuse certain food items on the lunch menu. Each day for lunch, students are offered 5 meal components including protein, whole grain, fruit, vegetables, and milk. Of these 5 components, students must choose 3, including at least ½ cup of fruit or vegetable. For non-medical dietary preferences, students may refuse any two meal components they do not wish to eat. However, when a medical condition is present, parents are strongly encouraged to submit a Special Dietary Needs Request Form so that their student can be given alternate meals when necessary.

To request a special dietary accommodation:

1. Fill out the top section of the Special Dietary Needs Request Form on the back of this page.
2. Bring this form to your medical doctor or other state-recognized medical authority. The medical authority must complete the ‘Diet Order’ portion of form and sign.
3. Completed forms will include:
 - a. Student’s name
 - b. Description of how the impairment affects the student
 - c. Specific foods to be avoided.
 - d. Specific foods to be substituted.
 - e. Signature of State-Recognized Medical Authority.
4. Return the completed form to Food Service Supervisor.

For assistance in completing the Special Dietary Needs Request Form please contact Food Service Supervisor at 509-245-3211 ext. 7-2219

Sincerely,

Liberty School District

****Attach the Special Dietary Needs Request Form to the back of this Notice**