

# Process for Requesting Accommodations for Special Dietary Needs

MSD of Wayne Township Schools adhere to specific USDA guidelines in providing special diet accommodations for students. In accordance with the criteria set forth in [7 CFR Part 15b](#), those students who are unable to eat the school meal due to a disability/medical need/or impairment are accommodated, at no additional charge. Dietary needs due to lifestyle and religious reasons are important to our school but not a requirement by USDA to make accommodations. Our school will try to accommodate lifestyle and religious needs through our current menu choices. Please review the following information if your child requires special diet consideration.

Per [Section 504 of the Rehabilitation Act of 1973](#), parents have a right to an evaluation of your child if the district has reason to believe that your child has a mental or physical impairment that substantially limits a major life activity, which can involve eating/digestion. You have the right to this evaluation before any plan for accommodation.

The steps in the process to request special accommodations are 1) for the parent(s)/caregiver(s) to complete the Special Dietary Needs Medical Statement form and immediately return to the school; 2) the school will review and process the request; 3) the form may be returned to parent/guardian for additional medical signatures. For example, if the substitutions needed for accommodations fall outside of the USDA meal pattern, the Medical Statement form must be signed by an authorized medical authority with prescriptive privileges in the state of Indiana, and 4) accommodations will be adjusted accordingly based on review.

## Procedural Safeguards

If the household feels accommodations are not being met, they have the right to contact the 504 Coordinator and:

- File a grievance if they believe a violation has occurred regarding the request for a reasonable modification;
- Receive a prompt and equitable resolution of the grievance;
- Request and participate in an impartial hearing to resolve their grievances;
- Be represented by counsel at the hearing;
- Examine the record; and
- Receive notice of the final decision and a procedure for review, i.e., right to appeal the hearing's decision.

## Accommodations Coordinator

- The safety of your child comes first. If you have a child with a disability/medical need or impairment, please submit your request for accommodation by completing this form and submitting to Amanda Deckard, RD at: **amanda.deckard@wayne.k12.in.us OR the Child Nutrition Office at 1155 S. High School Rd. Door 1.**
- For more information about accommodations to school meals and the meal service for students with disabilities at Wayne Township Schools, please contact Amanda Deckard, RD at 317-988-7955.

## USDA Nondiscrimination Statement

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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