



LEE COUNTY

SCHOOL SYSTEM

Lee County School Nutrition Special Dietary Needs Procedure

1. Accommodations for Special Dietary needs for students can be requested by Parents and Guardians. A Special Dietary needs request form can be found on the Lee County School System website, located on the Food Service page, in English and Spanish.
2. The request form should be completed in its entirety and signed by a licensed physician, if applicable.
3. The parent should return the form to the child's school, the front office then turns this form into the cafeteria manager. If meal accommodations need to be made, the form will then be turned into the School Nutrition Director to handle the request. Each request will be handled within five (5) working days.
4. Regulations require that this documentation be on file for each student who receives a special meal. If an accommodation can be made within the meal pattern, the Medical Statement does not have to be signed by a physician. The documentation must be on file in:
 - a. The school cafeteria
 - b. Nurses Clinic
5. Review the completed form for clarity and communicate with the parent regarding menu modifications or substitutions if needed.
6. If the student does not already have an Individual Education Plan (IEP) or 504 Plan it may be recommended that the special dietary need be included in a plan or added if a plan already exists.
7. Contact the school Nurse and Principal immediately if a student has a life- threatening food allergy reaction.
8. Discuss the special dietary need parent recommendations with the cafeteria manager to ensure that everyone is on the same page relating to what the child can and cannot eat.
9. Allergy information will be entered in the Point of Sale for each affected student.
10. If a student has a previously signed medical statement, IEP, or 504 Plan, follow-up with parents to verify that the prior year procedures should also be followed for the current school year.
11. The Medical Statement must identify:
 - a. student's disability or medical condition
 - b. explanation of why/how the disability or medical condition restricts the student's diet
 - c. major life activity affected
 - d. food or foods to be omitted from the child's diet
 - e. food or choice of foods that must be substituted
12. Each case concerning special dietary needs will be handled on an individual basis based on the needs of each particular student.
13. All meal components in the required quantities will be offered unless stated otherwise in the medical request. Offer vs. Serve will not be used to make meal accommodations.
14. The parent of the child requesting the meal accommodation will be kept in contact with throughout the entire process.
15. Lee County School Nutrition will make every reasonable effort to accommodate special dietary needs or religious preferences for students without disabilities. Determination will be made on a case-by-case basis and must be supported by the same Medical Statement form.

This institution is an equal opportunity provider.