



Whitesboro Central School District

Food Service

6000 State Route 291 • Marcy, NY 13403
Telephone: 315.266.3315 • Fax: 315.266.3342
www.wboro.org/foodservice

Meal Modification Process

1. Parent/Guardian Requesting a Meal Modification:

- Upon enrollment into the district or medical change occurring for a student, a parent/guardian can request a meal modification by contacting the Director of Food Service.
- The Director of Food Service will identify the type of need that is necessary and forward to appropriate person.
- Student with IEP (learning and physical plan): Parent will be referred to the CSE Committee of Special Ed (CSE) chairperson for Special Education.
- Student with disability: Parent will be referred to the CSE chairperson.
- Student with 504-accommodation plan: Parent will be referred to building Principal.
- A parent/guardian who files a grievance based on a meal modification not being granted would contact the District's Superintendent for Business office or Director of Pupil Personnel.

2. Food Service Program Accessibility:

- All food service areas are made accessible for students.
- Per medical documentation, district will provide auxiliary aids and services as needed such as adaptive feeding equipment or food service aids.

3. Staff Compliance:

- Training for staff: Throughout a given school year, the Director of Food Service will provide training to appropriate school staff including all food service staff on the district's meal modification process.
- 504 Coordinator/Committee: The Board of Education designates a 504 Committee each year.

4. Parent/Guardian Notification:

- At the start of each school year or during the enrollment process into the district, documentation is given to parents/guardians for requesting a meal modification.
- Information can also be found on the district's website under the Food Service Department's webpage.

5. Food Allergies: (Please refer to District's Food Allergy Policy)

- Per medical documentation, a student's diet restriction(s) must be indicated.
- Documentation should state the food allergen(s) to be avoided, a brief explanation of how the exposure can affect the student, and any recommended substitute(s).
- Once documentation is received, proper diet restrictions can be implemented.
- Documentation must be signed by any State licensed healthcare professional which may include a physician, nurse practitioner, or a physician's assistant.



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- Documentation must be submitted to the school building nurse. Once the nurse receives the document(s), the nurse notifies the Director of Food Service who updates the student's meal profile. The Food Service Director then follows up by notifying the kitchen manager and kitchen support staff of that appropriate school kitchen.

Last Updated: 7/30/24