Special Dietary Needs Procedure

Procedure

- Referrals can come from parents, school personnel, health aides, or students, and should be routed to the Special Diets Supervisor.
- Special Diets Supervisor contacts family (and staff member) to discuss options.
- If meal modifications are necessary, the family will be provided with the Medical Statement for Meal Modification form.
- Medical Statement for Meal Modification form is fully completed and signed by a licensed physician, advanced practice nurse with prescriptive authority, or physician assistant.
    - All fields must be completed, even those that seem obvious or irrelevant.
- Completed paperwork is returned to the Kitchen Manager or Special Diets Supervisor.
    - Incomplete paperwork may delay modifications.
- Special Diets Supervisor will contact parent/guardian after paperwork is received. A meeting will be set up as needed. Modified menu will be developed as needed and distributed to kitchen staff and parent/guardian.

Paperwork:

Medical Statement for Meal Modification

Adams 12 Five Star Schools WILL:

- Make meal modifications based on a completed and signed medical statement for meal modification.
- Provide nutrition information regarding ingredients in menu items. This information is available on our website https://family.schoolcafe.com/a12fss and is updated as needed.
- Maintain records and documentation pertaining to active special diets. Reach out to Nutrition Services with questions regarding documentation for a specific student.

Important Notes:

- If a special diet is not medically necessary, parents/guardians may work with their student to decide which foods on the menu are appropriate meal choices and when it may be beneficial for the student to bring a lunch/breakfast from home.
- If you are submitting a request for meal modification, it may take up to 10 school days from the time the request is received until it can be implemented.
- It is strongly recommended that a licensed physician, advanced practice nurse with prescriptive authority or physician assistant annually update the prescribed diet order.
- To discontinue a special diet, the Discontinuation of School Meal Modification form is available for the parent/guardian or appropriate medical authority to complete.

This institution is an equal opportunity provider.
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