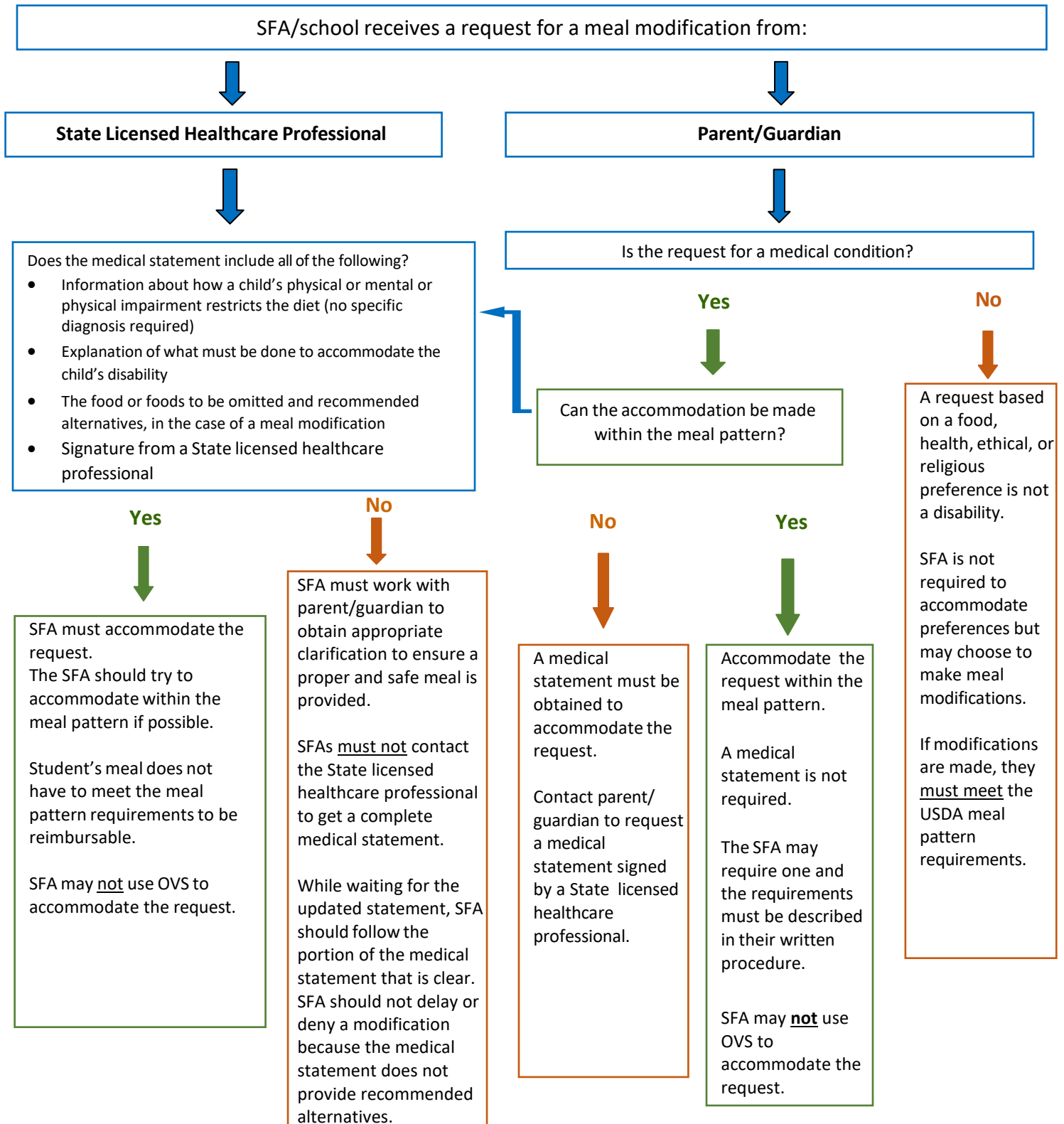


Accommodating Special Dietary Needs in the School Nutrition Program

This flow chart describes the SFA process for handling requests for modifications.



Citations and References:

1. [P 40-2017 2017 Edition Disability Manual \(azureedge.us\)](https://www.azureedge.us)
2. [Accommodating Disabilities in the School Meal Programs: Guidance and Q&As | Food and Nutrition Service \(usda.gov\)](https://www.usda.gov/food-nutrition-service/guidance-and-qas)
3. [Modifications to Accommodate Disabilities in the School Meal Programs | Food and Nutrition Service \(usda.gov\)](https://www.usda.gov/food-nutrition-service/modifications-to-accommodate-disabilities)

It is recommended, but not required, that the diet prescription be renewed annually.

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For all other FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

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