Iredell-Statesville Schools

294 Old Murdock Rd., Suite 101, Troutman, NC 28166 Phone 704-873-2175 Fax: 704-924-8286

Procedures for Obtaining Meal Modifications

1. The purpose of the Diet Order is to record a student's medical need requiring dietary modifications to school meals and the changes needed. Examples of special diet requests include, but are not limited to: Texture Modifications, Nutrient Modifications, Food Allergies, or other type of modification **as required by a <u>medical need</u>**.
   A new Diet Order is requested each school year or as the medical need changes.

2. A copy of the Iredell-Statesville Schools **SPECIAL DIET ORDER** is located on the I-SS School Nutrition Department 'Special Diets' webpage and in the student handbook. Copies can also be picked up from the school cafeteria or school nurse, or you may contact the Special Diet Coordinator at (704) 873-2175.

3. **Part A <u>must</u> be fully completed and signed by the parent <u>AND</u> Part B fully completed and signed by a Recognized Medical Authority** (Physician, Physician Assistant or Nurse Practitioner). *The Diet Order should be complete and specific to the needs of the student.*

4. The Diet Order may be scanned and emailed to childnutrition@iss.k12.nc.us (preferred), faxed to 704-924-8286, delivered to school cafeteria manager, or mailed/delivered to:
   Iredell-Statesville Schools, School Nutrition Office,
   294 Old Murdock Rd, Suite 101, Troutman, NC 28166.

5. After the Diet Order is received and reviewed, it will be forwarded to the cafeteria manager with instructions needed to fulfill the order. The student's lunch account will be flagged with any specific needs. A copy will be shared with the school nurse for reference.
   **Incomplete forms will be returned

6. Allow a *minimum of 1 week* after we receive it for the Diet Order to be processed. Therefore, if your child has specific needs requiring substitutions, please provide meals for them until the modification is in place.

7. If the student's Diet Order changes at any time, an updated form needs to be completed following step #3 above.

8. Questions about the Diet Order should be directed to the School Nutrition office. The School Nutrition office will follow-up with the cafeteria manager and others that needs to be involved.