

Goldendale School District Food Service

Special Dietary Needs Procedure

USDA Child Nutrition Programs and Goldendale School District support access to healthy meals for all children, including children with disabilities who have special dietary needs. Section 504, the Americans with Disabilities Act, and USDA regulations at 7CFR part 15b define a person with a disability as “any person who has a physical or mental impairment which substantially limits one or more major life activities, have a record of such impairment, or is regarded as having such impairment.”

The Goldendale Food Service Department will make reasonable modifications to meal(s) on a case-by-case basis to accommodate disabilities which restrict a child’s diet.

Food preference will not be considered for modification. Requests for specific brands will not be honored unless the brand name item is medically necessary.

Request for Health Form/Dietary Accommodation Steps

1. The diet accommodation will be made immediately upon learning that a dietary modification is needed and while waiting for a complete Special Dietary Accommodation Request form. Should a student come to a food service staff member with an accommodation request, the lead cook in the building **MUST** do the following:
 - a. Write down the date, student’s name, dietary allergy/intolerances, initials, on the verbal request form.
 - b. Request the student speak with the school nurse
 - c. Follow-up yourself by communicating with the school nurse
 - d. Make accommodations immediately while waiting for a completed dietary form from the nurse.
2. Parent/Guardians will need to submit a written medical form to the Goldendale School District Nurse
 - a. Food(s) to be omitted/avoided from the child’s diet
 - b. How the ingestion of the food impacts the child
 - c. Food(s) to be substituted
 - d. Child's name
 - e. Signature of state-recognized medical authority
3. Requests for meal modifications must be signed by a State-recognized medical authority, a licensed health care professional authorized to write medical prescriptions in Washington.
 - a. If the child’s individual health plan includes the information required in the medical statement, it is not necessary to submit a separate medical statement.
 - b. If the medical statement is unclear or lacks sufficient detail, the district nurse may seek appropriate clarification from the parent/guardian or the healthcare practitioner.
4. The completed medical statement requesting dietary accommodation will be shared between and reviewed by the District Nurse, Child Nutrition Office, and 504 Coordinator if applicable.
5. The school nurse will contact the student’s parent/caregiver to discuss the modification(s) and ensure understanding.

6. Upon approval of the submitted form to the school nurse(s) will:
 - a. Accommodate the student's diet request immediately.
 - b. Notify child nutrition staff regarding the student's allergens and modifications.

Incomplete Requests for Health Form/Dietary Accommodation

If the Diet Modification Form is incomplete:

- The diet accommodation will be made immediately upon learning that a dietary modification is needed and while waiting for a complete Special Dietary Accommodation Request form.
- The school nurse(s) will continue to contact the student's parent(s)/guardian(s) on a semi-annual basis and ask them to complete the meal modification form when no response is received. All requests for the form will be documented.

Renewing/Updating Health Form/Dietary Accommodation Requests

An existing Dietary Accommodation form remains active for the current school year. Each year the district school nurse updates these for the new school year and contacts the parents/guardians to ensure these are completed and ready for the first day of school.

Discontinuing a Dietary Health Form/Accommodation Request

Dietary Accommodation request or part of a request may be discontinued by a parent/guardian by submitting the request in writing to the district school nurse/building school nurse.

Online Forms

Forms can also be located on our district website: <https://www.goldendaleschools.org>

Please navigate to food service tab, scroll down to +Forms, click on this and choose English or Spanish, then print.

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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, audiotope, 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 Form AD-3027, USDA Program Discrimination Complaint Form, 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:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
Fax: 833-256-1665 or 202-690-7442; or

Email: Program.Intake@usda.gov

This institution is an equal opportunity provider.

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