



San Luis Coastal Unified School District

Special Dietary Needs Policy

Adapted from the Wisconsin Department of Public Instruction Special Dietary Needs Policy

OVERVIEW

San Luis Coastal Unified School District aims to provide all participating students with nutritious meals through participation in the USDA Child Nutrition Programs. This includes ensuring students with disabilities as defined under the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act, have an equal opportunity to participate in and benefit from the USDA Child Nutrition Programs.

U.S. Department of Agriculture (USDA) regulations 7 CFR Part 15b requires the school district will make reasonable modifications to accommodate students with disabilities including providing special dietary accommodations to students with a disability which restricts their diet. The special dietary accommodation coordinator shall be primarily responsible for managing special dietary accommodations within the food service program.

CONTACT INFORMATION

Special Dietary Accommodation Coordinator

Anne Wilson, RD
11050 Los Osos Valley Road
San Luis Obispo, CA
805.549.1234
awilson@slcusd.org

504 Coordinator

Joyce Hansen, Coordinator of Special Education
1500 Lizzie Street
San Luis Obispo, CA 93401
805.549.1220

Lead Credentialed School Nurse

Grace Van Doren, MSN, RN, PHN
1500 Lizzie Street
San Luis Obispo, CA 93401
805.471.2616

District Civil Rights Coordinator

Greg Puccia, Assistant Superintendent of Human Resources
1500 Lizzie Street
San Luis Obispo, CA 93401
805.549.1252

Hearing Official

Ryan Pinkerton, Assistant Superintendent of Business Services
1500 Lizzie Street
San Luis Obispo, CA 93401
805.549.1331

ACCESS TO FOOD SERVICE PROGRAMS AND FACILITIES

It is the policy of the school district to ensure that it does not discriminate against any person based on a protected status or classification as identified by law or herein in admission to or access to programs, services or activities offered by the district (see this [link](#) for relevant Board Policies). The school district will ensure that individuals with disabilities have an equal opportunity to participate in the USDA Child Nutrition Programs and have appropriate access to facilities and areas where meals are provided.

REQUEST FOR A SPECIAL DIETARY ACCOMMODATION

Medical Statement

A parent/guardian requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement to Request Special Needs and/ or Accommodations [\(in English or Spanish\)](#) signed by a state authorized medical authority. The request must contain the following information:

- An explanation of how the student's physical or mental impairment restricts the diet
- The food(s) to be avoided
- The food(s) to be substituted

State Authorized Medical Authority

A state authorized medical authority is a licensed health care professional who is authorized to write medical prescriptions under state law. This includes a licensed physician, physician assistant, or nurse practitioner.

Incomplete Medical Statements

If a Medical Statement for Special Dietary Needs is unclear or lacks sufficient detail, the special dietary accommodation coordinator or school district's healthcare team may seek appropriate clarification from the parent/guardian or the healthcare practitioner with permission from the parent/ guardian so that a safe meal can be provided.

Where to Submit

A special dietary accommodation for school meals for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Special Dietary Accommodation Coordinator:

Anne Wilson, RD
Laguna Middle School
11050 Los Valley Road
San Luis Obispo, CA 93444
awilson@slcusd.org

Individualized Education Plan (IEP) or 504 Plan

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs. The IEP or 504 Coordinator should notify the Special Dietary Accommodation Coordinator if this is included in the IEP or 504 so proper accommodations can be made.

PERSONAL REQUESTS

When a request for a special dietary accommodation is not supported by an authorized Medical Statement for Special Dietary Needs or included in a student's IEP or 504 plan, the school district cannot provide modified school meals that are not in compliance with USDA Child Nutrition Program requirements.

Fluid Milk Substitution

The school district shall have no legal obligation to accommodate a student's or a parent's/guardian's preference for a fluid milk substitute if there is no Medical Statement for Special Dietary Needs on file. However, the district will assist the student in choosing a reimbursable meal through offer versus serve (OVS).

Religious Reason

The school district shall have no legal obligation to accommodate a student's or parent's/guardian's request for accommodations based on religious requests. However, the district will assist your student in choosing a reimbursable meal through offer versus serve (OVS).

Personal Request

The school district shall have no legal obligation to accommodate a student's or parent's/guardian's general health, nutrition, or food preferences. However, the district will assist

your student in choosing a reimbursable meal through offer versus serve (OVS). Product labels can be shared upon request; contact the Special Dietary Accommodation Coordinator for more information.

IMPLEMENTATION AND DISCONTINUATION

Review

Upon receipt of a request for a special dietary accommodation for school meals, the special dietary accommodation coordinator shall review the request to ensure it is supported as required by federal law and district policy.

Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a state authorized medical authority, the district will offer a reasonable modification for school meals that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the school district may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food related accommodations, the school district shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request for school meals will be approved and implemented upon submission of a completed authorized Medical Statement.

Notification

Parents/guardians will be notified of clarifications needed or approval of a special dietary request. The parent/ guardian will be contacted via phone and/ or email, based on the information provided on the Meal Modification form. A medically appropriate menu based on the information provided in the Meal Modification form will be shared with the parent/ guardian via email at the start of the week by the special dietary accommodation coordinator. It is the parent/ guardian's responsibility to let the special dietary accommodation coordinator know if the student will need a field trip meal or if they are participating in a special event during breakfast or lunch at school and will need meals provided and/ or picked up on a different schedule.

The school nurse will also be notified of the special dietary need so they can develop an Individualized Healthcare Plan, if needed.

Meal Service

Meals will be prepared for individual students in a dedicated allergen free area at Laguna Middle School the business day prior to meal service, labeled with the student name, allergens, stored in a dedicated allergen refrigerator, and distributed to sites in enclosed, dedicated, clean and sanitized containers.

On the day of service, students with a special dietary need will be asked to enter their pin number (secondary school sites) or will give their name to the Kitchen team (at Elementary school sites) so they can ensure the correct student receives the correct meal.

The school food service staff may not revise or change a diet prescription or medical order as listed in the Meal Modification form.

Student Absence

If a student receiving a special dietary accommodation is absent or does not wish to participate in school breakfast or lunch on a day an accommodation is planned, contact the special dietary accommodation coordinator by 9:00am the same day at 805-549-1234.

Renewing A Special Dietary Request

An authorized Medical Statement does not need to be updated annually. However, the special dietary accommodation coordinator may annually seek clarification or updates on special dietary requests.

Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent/guardian by submitting the request in writing to the special dietary accommodation coordinator.

PROCEDURAL SAFEGUARDS

The school district staff will collaborate with parents/guardians and, with permission, the student's healthcare team to appropriately share pertinent information regarding a student's food related disability with the goal of providing a safe environment.

Allergy-Related Disability Strategies

The school district shall establish a method of ensuring that relevant information is shared with all supervising persons of a student identified with a life-threatening allergy.

The school district shall establish preventative strategies to minimize allergen risks and provide a safe environment for all students. Strategies may include:

- Carefully monitoring students with allergies, including creating health care plans as necessary
- Encouraging students not to exchange food or utensils with other students
- Washing surfaces and equipment clean of allergen containing foods to the extent practicable
- Providing staff updates, as necessary
- Encouraging parents/guardians to instruct their children in how to avoid contact with substances to which they are allergic

Carbohydrate Counting

SLCUSD Food & Nutrition Services Department will provide menus with nutrients by food item (including carbohydrates) and planned portion sizes for various menu items. Product labels will be shared as requested. The student's parents/guardians or school health care team should use this information to determine carbohydrate totals to help ensure a safe meal and proper medication dosage.

Disclaimer

Nutrition information is accurate to the best of our knowledge; however, product substitutions or manufacturer formulas changes can occur. Ingredients and menu items are subject to change. Please consult a medical professional for assistance in planning or treating medical conditions.

COMPLAINTS OF DISCRIMINATION

Parents and guardians have the right to examine the record and file a grievance in situations where a requested modification is not granted. Schools or districts should follow their procedures for grievances and complaints alleging civil rights discrimination (including California protected classes) in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

USDA NONDISCRIMINATION STATEMENT

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Mail Stop 9410
Washington, D.C. 20250-9410;

fax: 202-690-7442; or

email:

Program.Intake@usda.gov.

This institution is an equal opportunity provider.

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