

Meal Modification Procedure-Phelps-Clifton Springs CSD

1. Annually inform parents of their rights for requesting meal modifications based on medical documentation, due to allergies, dietary restrictions, disability needs (District Calendar). Food and Nutrition Director will ensure food service staff are informed of the policy requirements.
2. Parent will communicate directly with the school nurse regarding meal modification needs. Disability based requests should also be given to the nurse. Nurses will seek out medical/disability documentation. Once received, nurses will communicate with the food and nutrition department about student needs. A confidential spreadsheet will be kept annually to document these needs. Nurses will not provide these confidential documents to the food and nutrition department, they will stay on file at the nurse's office
3. Any grievances should be directed to the Food Service Director, who will convene a team including the nurse, Coordinator of Special Services, Principal and cook manager(s). Grievances will be reviewed by the team and a final decision will be provided to the family. If the family disagrees, they should follow due process procedures as outlined in the annual notice provided to them by the CSE or 504 Office.
4. The team will meet as needed to review the procedures and update as appropriate. The food service department will communicate with families regarding their requests for meal modifications for their child(ren). Nurses will keep medical documentation on file. IEPs and 504 plans will be kept on file by the CSE Office