SHORELINE
PUBLIC SCHOOLS

SOURCE: Food and Nutrition Services Department Date: 11-26-25
APPROVAL: Director of Food and Nutrition Services
DISTRIBUTION: School Nursing Staff, FNS Employees, Section 504 Coordinator
CATEGORY: Accommodating Special Dietary Needs
SUBJECT: Food Services Procedure/Protocol

PURPOSE: To instruct nursing staff and Food and Nutrition Services employees on the Procedure for Special Dietary Need Accommodation

BACKGROUND: This procedure is needed to ensure a standard protocol for accommodating special dietary needs to ensure compliance with USDA requirements

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PROCEDURE:

1.) Parents are directed to nursing staff to request special dietary need accommodation.
2.) If the dietary needs of the student cannot be met by current menu selections, the nurse will provide the OSPI approved form "Request for Special Dietary Accommodations" to the family with instructions to take the forms to a State Recognized Medical Authority (RMA). The RMA will determine if there is a confirmed medical need that requires a change in the child's diet. Food Services will accommodate students with an RMA confirmed medical need that requires a change in the child's diet. The accommodation must be reasonable and cannot fundamentally alter the nature of the program. The form must include the name of the student, the medical issue being accommodated, the foods to omit, the foods to substitute, the RMA signature, and date the form was filled out. The Food Services Program is not funded to provide special meal accommodations for food preferences. In the case of a complicated dietary plan, it is recommended that the nurse request the Director of Food and Nutrition Services take part in the 504 planning.
3.) When a Nurse receives a Request for Special Dietary Accommodations form back from a family and it has been completed fully, it will be sent to the Director of Food and Nutrition Services (DFNS). The DFNS will ensure accommodations are made and a wanding message is placed on the child's meal account so Food Services cashiers will be notified of the dietary accommodation and trays can be checked. For complicated dietary accommodations, the Director of Food and Nutrition Services will work directly with the kitchen staff to ensure they are educated on the implementation of the accommodation.
4.) Lactose-free milk is available for breakfast and lunch at all K-12 school levels for all students, therefore, special forms are not needed for students with lactose intolerance. Forms are required at the EPELC for milk substitutions. Multiple menu options are available for all students to make it easier for a child to choose a meal that does not include components that he/she does not prefer. For more information regarding the menu, contact your school Food Service staff, the Food and Nutrition Services Office (206) 393-4209, or the Food and Nutrition Services website at https://www.ssd412.org/departments/food-nutrition-services/allergies-special-diets.

*Recognized Medical Authority (RMA)- The definition of a Recognized Medical Authority in Washington State is limited to a licensed health care professional authorized to write medical prescription in Washington.

*Accommodations are made for confirmed medical needs that substantially limit a major life activity, which can include allergies and digestive conditions, but does not include personal diet preferences.

* Dietary accommodations must be reasonable and cannot fundamentally alter the nature of the Food and Nutrition Services program. If you disagree with the district's decisions regarding your child's dietary accommodation determination, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you. Hearing requests and other concerns can be made to your district's section 504 coordinator: Trish Rodgers, Executive Director of Student Services, 18560 1st Ave. NE, Shoreline, WA 98155, (206) 393-4239.