
ADMINISTRATIVE REGULATIONS**AUX-7****SECTION: Auxiliary Services****SUBJECT: Cafeteria Operations – Students with Non-Medical Disabilities 07-01-17**

Accommodating Students with Non-Medical Disabilities and Special Dietary Needs

In cases where a special dietary need exist but is not a medical disability, NISD will make meal accommodations or substitutions as long as the meal served meets the meal pattern. Such determinations are made only on a case-by-case basis. This provision includes students who have food intolerances or allergies that do not affect a major life activity.

When a student has a special dietary need it is required for a medical authority licensed in the State of Texas, parent or guardian provide a completed Meal Accommodation Tracking Form. This form is available on the Child Nutrition webpage or can be obtained from the school nurse or child nutrition staff.

The household is not required to provide an annual updated Meal Accommodation Tracking Form, however, the household is encouraged to inform the Child Nutrition Department of changes when necessary to best accommodate. The Child Nutrition Department Director, Manager or Secretary is permitted to contact the household to inquire of changes to the student's dietary needs in efforts to keep our files current. Changes noted to a student restrictions by medical authority, parent or guardian, will be documented on the **Meal Accommodation Tracking Form** and will be filed. The changes will be noted with the medical authority name or parent or guardian first and last name, telephone number and date of conversation.

If accommodations require ordering of specific food items for substitution, households will need to allow 5-7 business days, after the receipt of the request, for ordering and receiving of the accommodating foods. During the 5-7 business days households will need to provide the necessary food items for the student until the substituted items are available to serve to the student.

Substituted Items available for request:

Student with lactose intolerance are able to request lactose free milk.

Students with gluten intolerance are able to request gluten free products providing they will consume them. Limited availability of gluten free products from suppliers may restrict a broad range of products made available.

Religious or Cultural Practices:

Meal Accommodations for religious or cultural practices will be accommodated by utilizing offer vs. serve. Offer vs. serve allows the reimbursable meal offered to the student in multiple offerings and the student selects the food items they choose to be served. The student selection must include at minimum of 3 food items at breakfast and 3 food components at lunch with a fruit or vegetable selection required.

Requesting Meal Accommodations:

Households needing to request a meal accommodation must complete the Physician's Diet Modification Form and submit to the nurse or child nutrition staff. After submission of the form, households must allow 1-3 business days for the information to be received by the Child Nutrition Department and entered in the meal service software for tracking and identification of the request. The Child Nutrition Manager will determine if the meal accommodation is able to be made without further assistance from the Child Nutrition Director.

If further assistance is needed from the Child Nutrition Director, the Physician's Diet Modification Form will be reviewed and discussed with the parent or guardian as necessary to assist with accommodating the request. Households must complete Physician's Diet Modification Form with current up to date contact information in the event contact is needed. The Child Nutrition Director will document additional information on the form, date and sign and file in the Child Nutrition Department.

All Physician's Diet Modification Forms will be submitted to the Child Nutrition Director for review and filed in the Child Nutrition Department located at the NISD Administration Building.

The Physician's Diet Modification Form is available on the NISD Child Nutrition webpage, on each campus with the school nurse and the child nutrition manager. The form can be completed and submitted to the school nurse, child nutrition manager or the Child Nutrition Director at NISD Administration Building in the Child Nutrition Department.