Child Nutrition Department
1600 Mustang Rock Road, Fort Worth, TX 76179
Phone: (817) 232-0880
Fax: (817) 744-8906
www.emsisd.com

Instructions for Requesting Menu Modifications and Dietary Accommodations

The Child Nutrition Department is committed to providing safe and appropriate meal accommodations for students with documented medical disabilities and dietary needs.

Federal regulations require schools participating in the National School Lunch Program to provide meal modifications when a student's disability restricts their diet and the need is supported by appropriate documentation from a state-licensed healthcare professional, registered dietitian, or through a meal accommodation identified in the student's Individualized Education Program (IEP) or Section 504 plan.

If your child is new to Eagle Mountain-Saginaw ISD, has recently been diagnosed with a medical condition, or requires a meal modification that changes the USDA meal pattern, please complete and submit a **Menu Modification Medical Statement**. This form provides the information needed to safely implement and maintain appropriate meal accommodations. All information provided will be kept confidential and used solely for the purpose of meeting your child's dietary needs.

Please read these instructions carefully.

1. For medical conditions or allergies that do not require a change to the USDA meal pattern, parents or guardians may complete the “Allergy Anaphylaxis Form” and return it to the school nurse. An example of this might be an allergy to watermelon. An allergy to watermelon can be accommodated with other food choices offered that day. A note will be placed into the student’s Child Nutrition account stating that they have an allergy to watermelon. The note pops-up at the point-of-sale in the cafeteria and alerts the staff that the student cannot have watermelon.

2. For medical disabilities requiring changes to the USDA meal pattern and more extensive menu substitutions that cannot be fulfilled using the regular cycle menu, a student may need dietary accommodations including a specialized menu created for the student. The first step is to complete and submit a **Menu Modification Medical Statement**. This can be found on the district website www.emsisd.com on the Child Nutrition Department page or on the Health Services page. A form can also be requested from the school nurse or the Registered Dietitian. The form needs to include:
    a. An explanation of the student’s disability which includes a description that is sufficient to allow the district to understand how this condition restricts the student’s diet and what major life activity is affected by the disability.

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b. Description of the accommodation to be made: food items or ingredients to be omitted, special dietary supplements, food items or ingredients to be substituted and other accommodation information as appropriate.

Federal regulations require documentation from a licensed healthcare professional with prescriptive authority or a registered dietitian when USDA meal pattern modifications are requested or required. The completed form should then be faxed to the district or emailed to our Child Nutrition Registered Dietitian, Darlene Lopez, at dlopezmonge@ems-isd.net.

Please allow up to two weeks for processing after all required documentation has been received. This is to ensure that our Registered Dietitian is able to review all food labels and ingredient statements for your student's individual needs. Please provide him or her with a nutritious breakfast and lunch until the arrangements for the accommodations have been made.

3. Eagle Mountain-Saginaw ISD will provide reasonable meal modifications and accommodations for students with documented medical disabilities and other approved dietary needs in accordance with USDA requirements. The district will make every effort to accommodate requests; however, accommodations may be limited by product availability, food safety considerations, staffing resources, or incomplete medical documentation.

4. We understand that obtaining medical documentation may take time. If we are notified that your child requires a meal modification, we will work with your family to provide reasonable temporary accommodations based on the information available while required documentation is being obtained. To ensure your child's safety and compliance with USDA requirements, a completed Menu Modification Medical Statement must be submitted within 90 calendar days of the request.

5. Required documentation must be submitted within 90 calendar days of the initial request to support ongoing accommodations, regulatory compliance, and student safety.

6. To help ensure accommodations are in place by the first day of school, please submit completed forms by August 1. Completed forms can be mailed to the address below or emailed as an attachment to dlopezmonge@ems-isd.net.

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7. For students with dietary modifications during the previous school year, modifications will resume and be available at the beginning of the new school year.

8. To discontinue accommodations, please provide a parent or guardian signed note or a statement from a state licensed healthcare professional with prescriptive authority or a registered dietitian.

9. Non-Disability Dietary Accommodation Requests:
   If a meal modification is requested for a reason that is not related to a documented medical disability or an accommodation identified in a student's IEP or Section 504 plan, we may be able to provide accommodations when feasible. Requests will be reviewed on a case-by-case basis and must continue to meet USDA meal pattern requirements.

Right of the Household
Parents and guardians have the right to examine all relevant records and to appeal decisions made related to menu modifications. Appeals can be made to Aaron Wylie, Child Nutrition Director, at awylie@ems-isd.net or 817-232-0880, extension 2522.

Please call the Child Nutrition Department with any questions. Thank you and we look forward to working with you to ensure a successful school year for your student!

Meghan Martinson MS, RDN, LD
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Fort Worth, TX 76179
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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: (1) 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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