



Request for Students Requiring Special Dietary Needs from Food Service Form

Board Policy 710.1-E

Food Service

Rich Luze, Director of Food Services 3000 Highway 75 N Sioux City, Iowa 51105
Phone: (712) 279-6860 (ext. 4100) Fax: (712) 224-7427

When a parent/guardian requests a special diet for their child, the following procedure must be followed before Food Service is legally able to provide the diet requested.

1. The parent/guardian requests a special form from the school office, nurse's office or the Food Service office. (Sample form is attached – make copies as needed).
2. The parent/guardian takes the form to a licensed medical professional (physician, physician's assistant or advanced registered nurse practitioner) to be filled out and signed. Include the student's name and school on the appropriate line and the parent/guardian's name and phone number at the bottom of the page.
3. Return the signed form to the Food Service office located at 3000 Highway 75 North.
4. The dietician receives the request.
5. The dietician will adjust the monthly menu for the student to meet the requested diet.
6. For elementary students, a monthly menu with the child's name and the substitutions needed will be sent to the school. A copy is given to the parent/guardian and the lunchroom workers. Lunchroom workers are instructed to follow the menu carefully.
7. For secondary students, the parent/guardian will receive a list of foods (on the school menu) which should be avoided. The student and parents/guardians will be responsible for making menu choices. If a variance in portion size is required by the diet, we will notify the kitchen manager at the school.
8. The parent/guardian must provide snacks, extra milk or extra juice. This process may take up to 2 weeks to complete. We are unable to make menu or diet changes without going through the entire process. Parents/guardians are asked to send sack lunches if the diet requirements are such that they need immediate changes. If you have any questions call Rich Luze, Food Service Director, at 279-6860 (ext. 4100). Thank you for your cooperation.

NON-DISCRIMINATION STATEMENT

The Sioux City Community School District offers career and technical programs in the following areas: Business & Marketing, Family & Consumer Science, Health Science, and Industrial Arts, Technology, & PLTW.

The Sioux City Community School District is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, genetic information (for employment), national origin, religion, age (for employment), disability, socioeconomic status (for programs), marital status (for programs), or veteran status (for employment) in its educational programs and its employment practices. The District is required by Title IX and 34 CFR Part 106 not to discriminate on the basis of sex in its programs, activities, or employment.

Inquiries or grievances under Section 504 and Title II of the Americans with Disabilities Act may be directed to Jen Gomez, Director of Student Services & Equity Education/Title IX Coordinator at 627 4th Street, Sioux City, IA 51101, (712) 279-6075, gomezj2@live.siouxcityschools.com. Inquiries about the application of Title IX and its regulations to the District may be referred to the Title IX Coordinator, the Assistant Secretary of the U.S. Department of Education, or both. Please see District Board policies 103 and 504.4 for additional information on available grievance procedures.

A child enrolled in special education has an Individual Education Plan (IEP) that includes educational goals for that child and the services needed to reach those goals. If nutrition services are required under the IEP, school officials need to be sure food service personnel are included in the decisions regarding special meals. Any nutrition services placed in the IEP must be provided.

What do the Regulations mean to Food Service Personnel?

If a physician or recognized authority provides you with a diet order, it is your role to fill that order properly and carefully. It is not your role to change or modify the order. Filling the order means providing the types and amounts of food specified. If the diet order is not clear, you must not make substitutions or modify the order in any way. Instead, you must contact the parents/guardians and ask them to clarify the information given on the order. In most instances, the parents/guardians understand the order and can give you the necessary information. The other option you have available is to contact a registered dietitian for help in interpreting the order. If you need assistance with a nutrition of feeding problem caused by a child's disability, you may call the following regional nutritional consultant for help.

Sioux City: Alisha Sandage, RD, LD, LMNT
3000 Hwy 75 N.
Sioux City, IA 51105 (712) 204-3263
sandaga@live.siouxcityschools.com

What about food allergies:

Generally, children with an allergy or food intolerance do not have a disability as defined by regulations. Therefore, school food authorities may make substitutions on the meal pattern if they so choose. This should be determined on a case-by-case basis. The only exception to this is when in the physician's assessment, food allergies may result in severe, life-threatening reactions, the child's condition would meet the definition of "disability" and the substitutions requested by the physician must be made.

Other Special Dietary Needs

There are children who do not have a disability but who are certified as having a special medical or dietary need. In these cases schools may, at their discretion, make food substitutions on a case-by-case basis. Such a request must come from a licensed medical authority. The request must include the specific dietary need that restricts the diet and the food of foods to be omitted and substituted.

Who is responsible for administering feeding?

While the school food service is responsible for providing the necessary foods needed by a child it is not the specific responsibility of food service staff to physically feed the child. The school district is to decide who will feed those children that require special assistance. Districts should be aware that they could be held liable if persons without sufficient training are performing tasks for which they are not trained.

How are substitutions paid for?

School food service is required to offer special meals at no additional cost to those children who have disabilities. If the child qualifies for free or reduced price meals according to family size and income, the child must receive those benefits.

If the school food service operation has a difficult time covering the cost of the substitutions there are often alternative funding sources available. The additional costs could be covered by the school district's general fund, or the district could apply for funding from one of the following sources.

- The Individuals with Disabilities Education Act (IDEA) provide Federal funds through the Part B program to assist schools in providing free appropriate education to children with disabilities. In some situations, nutrition services may be specified as special education or a related service. Services that may be funded include: a) purchase of special foods, supplements, or feeding equipment b) consulting services of a registered dietitian or nutrition professional c) assistance of a special education teacher, occupational therapist, or other health professional in feeding the child or developing feeding skills.
- Title XIX of Social Security finances medical services for certain individuals and families with low income and resources. Medicaid reimbursement is paid directly to the provider of the services such as a physician, pharmacy, medical equipment supplier, clinics, etc. Contact the State Medicaid Agency.
- Medicaid's child health program, the Early and Periodic Screening, Diagnostic and Treatment (EPSDT) Program is a preventative and comprehensive care benefit for Medicaid eligible children up to the age of 21. This program allows providers, including schools, to be reimbursed for eligible children. Questions about this possible funding source should be directed to Medicaid.

- Supplemental Security Income under Title V of the Social Security Act provides rehabilitative services to children under the age of 16 who are receiving benefits under SSI provides basic income for needy children under 18 who are blind or who have a severe disability or chronic illness. Contact your location Social Security office.
- Medicare provides services for children and adults with kidney disease. This coverage is usually limited to durable medical equipment such as a feeding pump or other special feeding equipment.

Answers to Commonly Asked Questions

Q. The medical professional requests a child with a disability be served 6 servings of juice during the day. Is it the food service department's responsibility to provide all of the servings?

A. No, the guideline in making accommodations is the child with the disabilities to be able to participate in and receive benefits from programs that are available to non-disabled children. If your district serves both breakfast and lunch and juice is required at those times, the food service must pay for the juice. They are not obligated to pay for juice served at any other time unless that is included in the student's Individual Education Plan (IEP). The only exception to this is Residential Child Care Institutions where the child is unable to obtain the prescribed food in any other way.

Q. What if the medical professional prescribes larger or smaller portion sizes than are required?

*A. The school must provide the portions requested in the **written** medical professional's orders.*

Q. What should we do if a child has a medical condition that does not meet the definition of a disability but the medical professional is requesting changes in the meal pattern?

A. You may make substitutions on a case-by-case basis but you must have a supporting statement signed by a medical authority on file.

Q. Must schools comply with a request from parents/guardians who for health reasons want their child to consume a vegetarian meal?

A. No, the school is responsible for accommodating only those students who are designated as disabled.

Q. If a food service management company is in charge of a district's food service operation, are they required to make meal accommodations?

A. Yes, information should be included in the bid that makes the FSMC aware that dietary accommodations may be required at some point during the contract.

Q. What should a food service director do if the order from the medical professional does not contain food substitutes?

A. You should request further information from the medical professional. If difficulties arise, ask the parents/guardians to obtain the necessary information. Parents/guardians need to know that the school is unable to provide food substitutions without an adequate meal order.

The feeding of children with special needs can more easily be accomplished through cooperation. Parents/guardians, medical professionals, teachers, school administrators and food service personnel must talk with each other and decide what is in the best interest of the student. If at any time a food service related question arises, please feel free to contact the State Agency for guidance.

Check the box in front of food groups that should NOT be served and list the foods to be served instead.

<p>Lactose/milk – Do not serve the items checked below:</p> <p><input type="checkbox"/> Fluid milk as a beverage or on cereal? ¼ cup of fluid milk to be used on cereal? __yes __no</p> <p><input type="checkbox"/> Milk based desserts such as ice cream and pudding</p> <p><input type="checkbox"/> Hot entrees with cheese as a prime ingredient such as grilled cheese, cheese pizza, or macaroni & cheese</p> <p><input type="checkbox"/> Cheese baked in products such as a casserole or on meat pizza</p> <p><input type="checkbox"/> Cold cheese such as string cheese or sliced cheese on a sandwich</p> <p><input type="checkbox"/> Milk in food products such as breads, mashed potatoes, cookies or graham crackers</p>	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Soy - Do not serve the items checked below:</p> <p><input type="checkbox"/> Protein products extended with soy</p> <p><input type="checkbox"/> Processed items cooked in soy oil</p> <p><input type="checkbox"/> Food products with soy as one of the first three ingredients</p> <p><input type="checkbox"/> Food products with soy listed as the fourth ingredient or further down the list</p>	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Egg - Do not serve the items checked below:</p> <p><input type="checkbox"/> Cooked eggs such as scrambled eggs or hard cooked eggs served hot or cold</p> <p><input type="checkbox"/> Eggs used in breading or coating of products</p> <p><input type="checkbox"/> Baked products with eggs such as breads or desserts</p>	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Seafood – Do not serve the items checked below:</p> <p><input type="checkbox"/> Fish</p> <p><input type="checkbox"/> Shrimp</p> <p><input type="checkbox"/> Crab</p> <p><input type="checkbox"/> Oysters</p> <p><input type="checkbox"/> Other: _____</p>	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Peanuts – Do not serve the items checked below:</p> <p><input type="checkbox"/> Peanuts, individually or as an ingredient</p> <p><input type="checkbox"/> Foods containing peanut oil</p> <p><input type="checkbox"/> Foods items identified as manufactured in a plant that also handles peanuts</p>	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Tree nuts – Do not serve the items checked below:</p> <p><input type="checkbox"/> All nuts</p> <p><input type="checkbox"/> Food items identified as manufactured in a plant that also handles nuts</p> <p><input type="checkbox"/> Other: _____</p>	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Wheat – Do not serve the items checked below:</p> <p><input type="checkbox"/> Foods containing wheat</p> <p><input type="checkbox"/> Foods containing gluten</p> <p><input type="checkbox"/> Other: _____</p>	<p>SERVE THESE ITEMS INSTEAD:</p>



Diet Modification Request Form

Description: The United States Department of Agriculture (USDA) reimburses home day care providers, child and adult care centers, summer food service sponsors, schools, residential child care institutions, preschools, and Head Start for meals served to participants that meet USDA requirements. The Child Nutrition Program participating home provider or organization is listed below for meals served in their program. If a participant needs to avoid specific foods for a medical reason, a prescribing licensed medical professional must document the diet modifications and sign this form.

Please complete this form and return to your organization or provider: _____

(Name of home provider or organization)

Participant's Name: _____ Birth Date: _____ Grade: _____

Parent/Guardian's Name: _____

1) Does the participant have a disability? D No D Yes (identify)	
If yes, describe the major life activity or functions affected by the disability (see link for definitions of disability http://www.eeoc.gov/laws/statutes/adaaa_info.cfm)	
If yes, explain why the disability restricts the participant's diet:	
If no, identify the medical condition that does not rise to the level of a disability:	
2) Food(s) or Formula to Omit:	Food(s) or Formula to Substitute:
3) Texture modifications:	
Infants must receive iron-fortified infant formula or breast milk unless an allergy/exception statement is on file.	
The back of this form includes additional descriptions <input type="checkbox"/> No <input type="checkbox"/> Yes	

Licensed prescribing medical professional*: _____

Name (Print or Type)

Title

*In Iowa licensed prescribing medical professionals include Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), Physician's Assistant (PA), or Advanced Registered Nurse Practitioner (ARNP).

Signature of medical professional

Date

If the participant has a disability, the provider must offer to supply the food substitutions unless doing so would be a documented financial hardship. If the participant does not have a disability, the provider is not required to supply the food substitutions.

The parent/guardian may request a nutritionally equivalent substitute for fluid milk without medical professional direction. This site chooses to offer this nutritionally-equivalent product: _____ Check here if you would like to request the soy milk listed in place of fluid milk and list the reason for the request. **D** _____

USDA allows a parent/guardian to supply substitute foods. Check here if you wish to provide the substitute foods: **D**

Parent/Guardian signature: _____ Date: _____

(To document choices and for permission to release information)

USDA is an equal opportunity employer and provider.

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