



Central Kitchen

Rich Luze, Director of Food Services

3000 Highway 75 N • Sioux City, Iowa 51105

Phone: (712) 279-6832 • Fax: (712) 279-6849

www.siouxcityschools.org

Request Procedure For Students Requiring Special Dietary Needs from Food Service Board Policy 706.1-E

When a parent 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 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 takes the form to the physician to be filled out and signed. Include the student's name and school on the appropriate line and the parent'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 and the lunchroom workers. Lunchroom workers are instructed to follow the menu carefully.
7. For secondary students, the parent will receive a list of foods (on the school menu) which should be avoided. The student and parents 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 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 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 279-6832.

Thank you for your cooperation.

Non-Discrimination Statement

The Sioux City Community School District is an equal opportunity/affirmative action employer. It is an unfair or discriminatory practice for any educational institution to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age (for employment), disability, socioeconomic status (for programs), marital status (for programs), or veteran status in its educational programs and its employment practices. Inquiries or grievances may be directed to Jen Gomez, Director of Student Services & Equity Education at 627 4th Street, Sioux City, IA 51101, (712) 279-6075, gomezj2@live.siouxcityschools.com.



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? <input type="checkbox"/> No <input type="checkbox"/> 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. _____

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

Parent/Guardian signature: _____ Date: _____
(To document choices and for permission to release information)

USDA is an equal opportunity employer and provider.

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> <ul style="list-style-type: none"> <input type="checkbox"/> Fluid milk as a beverage or on cereal? ¼ cup of fluid milk to be used on cereal? __yes __no <input type="checkbox"/> Milk based desserts such as ice cream and pudding <input type="checkbox"/> Hot entrees with cheese as a prime ingredient such as grilled cheese, cheese pizza, or macaroni & cheese <input type="checkbox"/> Cheese baked in products such as a casserole or on meat pizza <input type="checkbox"/> Cold cheese such as string cheese or sliced cheese on a sandwich <input type="checkbox"/> Milk in food products such as breads, mashed potatoes, cookies or graham crackers 	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Soy - Do not serve the items checked below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Protein products extended with soy <input type="checkbox"/> Processed items cooked in soy oil <input type="checkbox"/> Food products with soy as one of the first three ingredients <input type="checkbox"/> Food products with soy listed as the fourth ingredient or further down the list 	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Egg - Do not serve the items checked below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cooked eggs such as scrambled eggs or hard cooked eggs served hot or cold <input type="checkbox"/> Eggs used in breading or coating of products <input type="checkbox"/> Baked products with eggs such as breads or desserts 	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Seafood – Do not serve the items checked below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fish <input type="checkbox"/> Shrimp <input type="checkbox"/> Crab <input type="checkbox"/> Oysters <input type="checkbox"/> Other: _____ 	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Peanuts – Do not serve the items checked below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Peanuts, individually or as an ingredient <input type="checkbox"/> Foods containing peanut oil <input type="checkbox"/> Foods items identified as manufactured in a plant that also handles peanuts 	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Tree nuts – Do not serve the items checked below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All nuts <input type="checkbox"/> Food items identified as manufactured in a plant that also handles nuts <input type="checkbox"/> Other: _____ 	<p>SERVE THESE ITEMS INSTEAD:</p>
<p>Wheat – Do not serve the items checked below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Foods containing wheat <input type="checkbox"/> Foods containing gluten <input type="checkbox"/> Other: _____ 	<p>SERVE THESE ITEMS INSTEAD:</p>

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 foods 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 parent and ask them to clarify the information given on the order. In most instances, the parent understands the order and can give you the necessary information. If not, they must contact the medical authority for further 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 or feeding problem caused by a child's disability, you may call the following regional nutritional consultant for help. The consultant works with the Hy-Vee Food Stores

Sioux City: Corrina Lenort, RD,LD,LMNT
Hamilton Hy-Vee
28th & Hamilton Blvd
Sioux City, IA 51104
712-277-8120
Fax: 712-255-0963

What about food allergies:

Generally, children with an allergy or food intolerance do not have a disability as defined by regulation. Therefore, school food authorities may make substitutions in 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 or 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) provides 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 preventive and comprehensive health 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 provided rehabilitative services to children under the age 16 who are receiving benefits under SSI to the extent that Medicaid is not covering the service. SSI provides basic income for needy children under 18 who are blind or who have a severe disability or chronic illness. Contact your local 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 doctor 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 that children with 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 doctor prescribes larger or smaller portion sizes than are required?

A. The school must provide the portions requested in the **written** doctor'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 doctor 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 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 doctor does not contain food substitutes?

A. You should request further information from the physician. If difficulties arise, ask the parents to obtain the necessary information. Parents 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, doctors, 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.

Un estudiante que participe en Educación Especial tiene un Plan de Educación Individualizado (IEP), que incluye las metas educacionales por este niño, y los servicios que se necesitan para cumplir con estas metas. Si se requieren servicios nutritivos según el IEP, los funcionarios escolares necesitan asegurarse que el personal del servicio de comidas escolares sean incluidos en las decisiones tocantes a las comidas especiales. Cualquier servicio nutritivo escrito en el IEP tiene que ser provisto.

¿Qué Significan las Regulaciones al Personal del Servicio de Comidas?

Si un médico o autoridad reconocida le provee con un orden de dieta, es su papel de cumplir apropiadamente y cuidadosamente. No es su papel de cambiar o modificar el orden. Cumplir el orden significa proveer los tipos y cantidades especificados. Si el orden de la dieta no es clara, no debe hacer substituciones o modificar el orden en ninguna manera. En vez de esto, tiene que ponerse en contacto con el padre para pedir que clarifique el orden. En la mayoría de los casos, el padre entiende el orden y puede darle la información necesaria. Si no, debe contactar la autoridad médica para obtener más información. La otra opción que tienes disponible es contactar con un dietista certificado para que ayude a interpretar el orden. Si necesita ayuda con una nutrición o alimentación problema causado por una discapacidad del niño, puede llamar a las siguientes instituciones regionales consejero nutricional para ayuda. El consultor trabaja con las tiendas de alimentos de Hy-Vee.

Sioux City: Corrinna Lenort, RD,LD,LMNT
Hamilton Hy-Vee
28th & Hamilton
Sioux City, IA 51104
712-277-8120
Fax: 712-255-0963

¿Acerca de las alergias alimentarias?

Generalmente, los niños con una alergia o intolerancia a los alimentos no tienen una discapacidad, tal como se define en el reglamento. Las autoridades de alimentación escolares pueden hacer substituciones en el patrón de comida si así lo desean. Esto se debe determinar caso por caso. La única excepción a esto es cuando en la evaluación del médico, alergias a los alimentos pueden resultar en reacciones graves, potencialmente mortales, la condición del niño se cumple con la definición de "discapacidad" y se realizará la substitución solicitada por el médico.

Otras necesidades dietéticas especiales

Hay niños que no tienen una discapacidad pero que están certificados como teniendo una necesidad médica o dietética. En este caso, la escuela podrá, a su discreción, hacer substituciones de alimentos sobre una base caso por caso. Dicha solicitud debe provenir de una autoridad médica con licencia. La solicitud debe incluir las específicas

necesidades dietéticas o restricciones a la dieta o comidas y los alimentos para ser omitido y sustituido.

¿Quién es responsable de administrar la alimentación?

Mientras el servicio de alimentación escolar es responsable de proporcionar los alimentos necesarios que necesita un niño no es la responsabilidad específica de personal de servicios alimenticios físicamente de alimentar al niño. El distrito escolar debe decidir quién alimentará a aquellos niños que requieren la ayuda especial. El distrito debería ser consciente que podría ser considerados responsables en caso de si personas sin capacitación suficiente están realizando la tarea para la que no están capacitados.

¿Cómo son pagadas las substituciones?

Se requiere que el servicio de alimentos de las escuelas ofrezca comidas especiales sin cargos adicionales a aquellos niños que tienen discapacidades. Si el niño califica para comida de precio gratis o reducido de acuerdo al tamaño de la familia y el ingreso, el niño debe recibir esos beneficios.

Si la operación de servicio de alimentos de la escuela tiene un tiempo difícil cubrir el costo de las substituciones a menudo hay fuentes disponibles de financiación alternativa. Los gastos adicionales podrían ser cubiertos por el fondo general del distrito escolar o el distrito podría solicitar la financiación de una de las fuentes siguientes:

- La ley para la Educación de Individuos con Discapacidades (IDEA) con sus siglas en Inglés proporciona fondos federales a través de la parte B del programa para ayudar a las escuelas a proporcionar educación gratuita apropiada para los niños con discapacidades. En algunas situaciones, los servicios de nutrición pueden especificarse como educación especial o un servicio relacionado. Los servicios que pueden ser financiados incluyen: a) compra de alimentos especiales, suplementos o equipo alimenticio b) servicios consultores de un dietista certificado o profesional de la nutrición c) ayuda de un profesor de la educación especial, terapeuta ocupacional u otro profesional de la salud en alimentación del niño o desarrollo de habilidades alimenticias.
- Título XIX de servicios de financia médica del Seguro Social para ciertos individuos y familias con bajos ingresos y recursos. El reembolso de Medicaid se paga directamente al proveedor de los servicios como un médico, farmacia, proveedor de equipo médico, clínicas, etc. Póngase en contacto con la oficina estatal de Medicaid.
- Medicaid, el programa de salud infantil, la Evaluación Temprana y Periódica, Diagnóstico y Tratamiento (EPSDT) es un programa de prevención y atención integral en salud beneficios

de Medicaid a los niños elegibles hasta la edad de 21 años. Este programa permite a los proveedores, incluyendo escuelas, para ser reembolsado para los niños elegibles. Preguntas acerca de esta posible fuente de financiamiento deberían ser dirigidas a Medicaid.

- Los Ingresos de Seguridad Suplementario bajo el título V de la ley del Seguro Social proporciona servicios de rehabilitación para los niños menores de 16 años que reciben beneficios bajo SSI hasta el punto que Medicaid no cubre el servicio. SSI proporciona ingresos básicos a niños con menos de 18 años necesitados que son ciegos o quienes tienen una discapacidad severa o enfermedad crónica. Póngase en contacto con su oficina local de Seguro Social.
- Medicare ofrece servicios para niños y adultos con enfermedad renal. Esta cobertura está limitada a equipos médicos duraderos tales como una bomba de alimentación o cualquier otro de los equipos de alimentación especial.

Respuestas a las Preguntas Más Frecuentes

Q. El doctor solicita que un niño con una discapacidad sea servido 6 porciones de jugo durante el día. ¿Es responsabilidad del Departamento de servicios de alimentación todas las porciones?

A. No, la directriz al alojamiento es que los niños con discapacidades de poder participar y recibir los beneficios de los programas que están disponibles para los niños no-discapacitados. Si su distrito sirve desayunos y almuerzos y el jugo es necesario a esos tiempos el servicio de alimentos debe pagar el jugo. No están obligados a pagar por el jugo servido en cualquier otro tiempo a menos que sea incluido en el Plan de Educación individual (IEP) del estudiante. La única excepción a esto es Instituciones del Cuidado de los niños Residenciales donde el niño es incapaz de obtener el alimento prescrito de cualquier otra manera.

Q. ¿Qué pasa si el médico prescribe porciones más grandes o más pequeñas que se requieren?

A. La escuela debe proporcionar las porciones solicitadas en el escrito de las **órdenes** del doctor.

Q. ¿Qué deberíamos hacer si un niño tiene una condición médica que no cumpla la definición de una discapacidad, pero el médico está solicitando cambios en el patrón de comida?

A. Podrá realizar sustituciones en una base de caso por caso pero usted debe tener una justificación firmada por una autoridad médica en el archivo.

Q. ¿Deben cumplir las escuelas con una petición de los padres que por motivos de salud quiere que su niño consuma una comida vegetariana?

A. No, la escuela es responsable de ayudar sólo a aquellos estudiantes que hayan sido designados como discapacitados.

Q. ¿Si una empresa de gestión del servicio de alimentos es responsable de la operación del servicio de alimentos del distrito, se requiere que hagan la ayuda recomendada de las comidas?

A. Sí, la información debería ser incluida en la oferta que hace la FSMC consciente que la ayuda dietética podrá ser necesaria en algún momento durante el contrato.

Q. ¿Qué debe hacer un director de servicio de alimento si la orden del médico no contiene alimentos sustitutos?

A. Usted debe solicitar más información del médico. Si surgen dificultades, pregunte a los padres para obtener la información necesaria. Los padres deben saber que la escuela es incapaz de dar sustitutos de alimentos sin una orden de comida adecuada.

La alimentación de los niños con necesidades especiales puede ser más fácilmente realizada mediante la cooperación. Padres, médicos, maestros, administradores escolares y personal de servicio de alimentos debe hablar con los demás y decidir lo que es en el mejor interés del estudiante. Si en cualquier momento surge una pregunta relacionada del servicio de alimentos, no dude en contactar a la agencia estatal para orientación.