**Process for Implementing Dietary Accommodations**

1. The assigned coordinator for modified menus and written dietary accommodations for Eagle Mountain-Saginaw ISD is the Registered Dietitian (RD). The RD is designated to ensure that procedures are developed and followed, training is provided, and accommodations are monitored. For accommodations that do not require menu modification, the school nurse receives allergy statement paperwork (“Allergy Anaphylaxis Form”) and the allergy note is entered into the Child Nutrition system by the cafeteria manager or the RD.
2. Procedures for how CE staff will handle accommodation requests:
	1. RD or Manager or School Nurse (RN) is alerted to accommodation request. Manager or School Nurse informs RD of accommodation request by emailing RD.
	2. RD reaches out to parent/guardian to include them in the process.
	3. RD also reaches out to RN at school site to include RN in the process, if RN not already involved.
	4. Requests for all accommodations due to medical disabilities must be in writing. For the Registered Dietitian to make accommodations for a student with a medical disability that cannot be addressed by a choice of food items within an existing cycle menu, the household must provide a written medical statement.
	5. The medical statement must be written by a medical authority licensed to write prescriptions by the State. The medical statement has to include an explanation of the student’s disability and how the condition restricts the student’s diet and what major life activity is affected by the disability. The medical statement must include a 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.
	6. A form that includes the information needed is provided to the parent or guardian of the student that allows for the physician to provide an explanation of the student’s disability and how this condition restricts the student’s diet and what major life activity is affected by the disability. The form also allows the physician to give a description of the accommodation to be made including food items or ingredients to be omitted, special dietary supplements, food items or ingredients to be substituted and other accommodation information as appropriate.
	7. RD verifies that medical statement is complete by reviewing the medical statement to see whether it is unclear or incomplete in any way. If unclear or incomplete, RD reaches out to parent/guardian and physician as necessary for clarification.
	8. If medical statement provides adequate information, RD then decides whether the modification can be made by offering students a choice of food items within an existing menu OR whether a change needs to be made to the meal pattern to meet the accommodation.
	9. If a brand name product is requested, the RD contacts the household and the physician to discuss. If an alternate substitution is necessary, the RD will verify with the household and physician that the alternate substitution will meet the same need.
	10. RD prepares modified menu for severe allergies classified as a medical disability by selecting food items for the student that meet the prescribed needs and are free of foods or ingredients associated with the allergic reaction, as well as providing foods from all required components.
	11. If a change to the meal pattern is not required to accommodate a medical disability, the student does not need to have a medical statement on file. A note is placed in the student’s account alerting staff to the medical disability or allergy/intolerance. This same accommodation would be available to all students. An example of this would be when the dietary need can be addressed by a choice of food items within an existing cycle menu.
	12. A new medical statement is not required annually, however the district does contact the household annually in June or July to ask if the medical condition has changed. Any changes to the medical statement must be provided in writing before changes are implemented.
	13. The district requires a signed statement from the parent or guardian indicating that the student no longer needs a meal accommodation before ending the accommodation.
	14. If accommodations are not reasonable, the Registered Dietitian will work with the household and medical authority to identify a reasonable solution. If accommodations are found to be not reasonable, the parents or guardians are provided with a letter that describes that the parent or guardian has the right and understands the process to take any of the following actions:
		1. File a grievance if the parent or guardian believes a violation has occurred regarding the request for a reasonable modification
		2. Receive a prompt and equitable resolution of the grievance
		3. Request and participate in an impartial hearing to resolve their grievances
		4. Be represented by legal counsel at the hearing
		5. Examine the record
		6. Receive notice of the final decision and a procedure for review, i.e., right to appeal the hearing’s decision
3. Notification to households about the accommodation procedure:
	1. Parents are able to find procedures for requesting accommodations on both the Child Nutrition webpage and the Health Services webpage on the district website. They are notified that accommodations requiring changes to the meal pattern must be a written request from a medical authority licensed to write prescriptions by the State. If accommodations may be made available within an existing cycle menu, a request from parent or guardian may be completed.
	2. After any paperwork is received parents or guardians will be notified regarding decisions that have been made by the Child Nutrition Department about accommodation requests. The parent or guardian will be provided with a letter either detailing the accommodations and planned menu OR a letter explaining accommodations found to be not reasonable and the process for filing a grievance. Both letters include a section notifying parents or guardians of the right of the household to examine all relevant records and to appeal the decision.
4. Training for staff on the procedures and legal requirements for accommodations:
	1. If a meal accommodation does not meet the meal pattern, staff is trained by the Registered Dietitian and the RD works with the parents and the food service staff to prepare for the needs of the student
	2. Staff is trained by the Registered Dietitian on procedures for modified menus and allergies as well as the legal requirements and cross-contamination procedures each year at annual fall in-service
5. A La Carte sales procedures:
	1. Eagle Mountain-Saginaw will include items which accommodate medical disabilities for each type of food item sold (entrées, sides, and beverages) if a student has a modified menu due to disability at a school location.
6. If a student’s IEP includes a nutrition component that states that additional meal service is required, the district will provide special meals as required. All meal service recommendations and meal accommodations included in the IEP must be provided in writing and the document will be retained. These accommodations are provided to the student at no cost. The Registered Dietitian annually requests that the principals involve the Registered Dietitian in any 504 meetings or IEP meetings for students requiring menu modification or meal service accommodations.
7. When dietary accommodations are made in the form of a reimbursable meal, the meal is offered at no additional cost to the student.
8. If dietary intake tracking is requested, the RD will work with the parent/guardian to develop a cycle menu and provide nutrition information for the foods on the planned cycle menu for the student. All nutritional information is also available online.
9. Menus created for accommodations for medical disabilities provide the opportunity for the student to select items from the food components that are able to be included in the menu, ensuring offer versus serve for that student.
10. For students requiring texture modifications, instructions in the form of a medical statement indicating appropriate food texture are requested by the Registered Dietitian to ensure needs are met appropriately and to minimize choking hazard.
11. Medical information received is kept in a locked cabinet keeping personal health information secure.
12. Medical statements, records of contact with households about medical statements, and records of contact with medical authorities are retained for five years, as well as food production records and product labels and ingredient statements. Written requests for non-disability accommodations are also retained.