

Procedure for Special Diet Request Prince Edward County Public Schools

Prince Edward County Public Schools and USDA Child Nutrition Programs support access to healthy meals to all children, including children with disabilities who have special dietary needs. Under the law, a disability is an impairment, which substantially limits a major life activity, which can include allergies and digestive conditions, but does not include personal diet preferences.

Requirements:

Make reasonable modifications to meal (s) on a case-to-case basis to accommodate disabilities, which restrict a child's diet

- Meals must be provided at no extra charge
- Accommodations must be made on a case by case basis
- It is not necessary to offer specific brands or fundamental alterations to the program

The request for meal modifications must include:

- Food (s) to be omitted/avoided from the child's diet
- How the ingestion of the food impacts the child
- Food (s) to be substituted

A State of Virginia recognized medical authority, a licensed health care professional authorized to write medical prescriptions in Virginia, must sign request for meal modification:

- Medical Doctor (MD)
- Doctor of Osteopathy (DO)
- Physician's Assistant (PA) with prescriptive authority
- Advanced Registered Nurse Practitioner (ARNP)

A [Request a Dietary Accommodation](#) is available under the School Nutrition web page, School Nurse's Office or the School Nutrition Office. Please return to your child's School Nurse or the School Nutrition Office. Once the completed form is returned, it will be shared with the Supervisor of School Nutrition and the School Nurse. You will be contacted to determine what procedures need to be put into place to accommodate your child's needs.

The licensed medical practitioner's statement must identify:

- an explanation of how the child's physical or mental impairment restricts the child's diet;
- the food(s) to be avoided; and
- the food or choice of foods that must be substituted.

Once the completed form is returned, it will be shared with the Supervisor of School Nutrition and the School Nurse. You will be contacted to determine what procedures need to be put into place to accommodate your child's needs.

Please plan on a two-week waiting period, after we have received the physicians statement/form, for the accommodations to begin with school meals.

Other Dietary Needs:

- School Food Service Staff may make food substitutions for individual children who do not have a medical statement on file. Such determination are made on a case-by case basis and all accommodations must be made according to USDA's meal pattern requirements.

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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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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