

**2012-2013 SPECIAL DIET REQUEST FORM**

This form must be filled out completely BEFORE any dietary modifications can be made.

*New Dietary Request*                       *Change/Modify an Existing Special Diet*  
 *Renew Existing Special Diet*                       *Temporary Diet Order (Start Date \_\_\_\_\_ End Date \_\_\_\_\_)*

<b>Part A To be filled out by parent/guardian</b>		
Student Name		DOB
Name of School	Student Grade	Student ID#
<b>Part B To be filled out by Medical Authority</b>		
Diagnosis or other special dietary condition which restricts diet:		
Does the child have a disability? If yes, describe the major life activities affected by the disability and why the disability restricts the child's diet	Yes	No
Does the child have special nutritional or feeding needs? If yes, complete information below:	Yes	No
(Indicate specific information below)		
_____ <b>Foods to omit:</b> (ex: omit peanuts, peanut butter, anything with peanut oil, etc)		
_____ <b>Foods to substitute:</b> (ex: substitute cheese for peanut butter, etc)		
_____ <b>Texture Modification required</b>		
<b>Liquids:</b> _____ Thin _____ Nectar _____ Honey _____ Pudding	<b>Solids:</b> _____ Mechanical Soft-Chopped _____ Mechanical Soft-Ground _____ Pureed _____ Other	
List any special feeding equipment or utensils that are needed.		
I understand it is my responsibility to renew this form before each school year and anytime my child's medical needs change.		
Parent Signature _____	Parent's Telephone Number _____	Date _____
Physician Signature: _____	Physician's Telephone Number: _____	Date: _____

Prairie Valley ISD  
12920 FM 103 Nocona, Texas 76255

Fax Completed Form to the number below:  
 Fax: 940-825-4650  
 Telephone: 940-825-4425

For Food Service Use Only

Date Received at FS Office \_\_\_\_\_ Date Menu Sent to Food Service Mgr \_\_\_\_\_

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## **REQUESTING SPECIAL DIETARY MODIFICATIONS FOR STUDENTS**

The procedure below was developed to ensure that students receive adequate nutrition and that schools have the equipment and supplies necessary to meet their needs.

1. The first step in the process of requesting special dietary modifications is to print the “Special Diet Request Form” from the Food Service Department website: <http://www.prairievalleyisd.net> or request it from the school nurse.
2. The Special Diet Request Form must then be completed by the parent/guardian (Part A) and by a licensed physician or medical authority (Part B). The completed form should then be either faxed to the Food Service Department or turned in to the school nurse. Special diet requests will be reviewed and evaluated on a case-by-case basis by a Registered Dietitian and other nutrition professionals.
3. Please allow a minimum of one week for the Special Diet Request Form to be processed. If your child has specific nutritional needs, please provide him or her with a nutritious breakfast and lunch until the arrangements for the special diet request have been made. Upon completion of the specialized menus, they will be forwarded to the cafeteria manager and school nurse.
4. In an effort to meet the student’s current needs, the Special Diet Request Form should be updated yearly.

### **Physician’s Statement for Children with Disabilities**

USDA regulations 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician. The physician’s statement **must** identify:

- the child’s disability
- an explanation of why the disability restricts the child’s diet
- the major life activity affected by the disability
- the food(s) to be omitted from the child’s diet and/or the food or choice of foods that must be substituted
- specific substitutions needed must be specified in a statement signed by a licensed physician

### **Menu Modifications for Children with Disabilities**

Children with disabilities who require changes to the basic meal are required to provide documentation with accompanying instructions from a licensed physician. This is required to ensure that the modified meal is reimbursable, and to ensure that any meal modifications meet nutrition standards which are medically appropriate for the child.

### **Serving the Special Dietary Needs of Children Without Disabilities**

Children without disabilities but with special dietary needs requiring food substitutions or modifications may request that the Food Service department meet their special nutrition needs.

- The Food Service department will decide these situations on a case-by-case basis. Documentation with accompanying information must be provided by a recognized medical authority.
- While school food authorities are encouraged to consult with recognized medical authorities, where appropriate, schools are not required to make modifications to meals based on food choices of a family or child regarding a healthful diet.

### **Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990**

Under Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, a “person with a disability” means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

The term “physical or mental impairment” includes many diseases and conditions, a few of which may be orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, metabolic diseases, such as diabetes or PKU, food anaphylaxis (severe food allergy), mental retardation, emotional illness, drug addiction and alcoholism, specific learning disabilities, HIV disease and tuberculosis.

Major life activities covered by this definition include caring for one’s self, eating, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

When nutrition services are required under a child’s IEP, school officials need to make sure that child nutrition staff are involved early on in the decisions regarding special meals.