

MEAL MODIFICATIONS

MENU ACCOMMODATIONS FOR DISABILITIES

Federal law requires all School Food Authorities to make substitutions for meals for children with a disability that restricts the child's diet on a case-by-case basis and only when supported by a written statement from a State licensed healthcare professional.

USD 348 Foodservice is prepared to assist families and students by providing reasonable meal accommodations prescribed by an authorized medical authority to accommodate a child's disability. Please see the link below for additional details.

If you have questions or need assistance, please contact Nichole Burnett, 785-594-2721. Otherwise, please return the completed medical statement to:

Nichole Burnett

Director of Foodservice

PO Box 67

Baldwin City, KS 66006

nicholeburnett@usd348.com

After receiving your completed form, we will contact you to discuss how to implement a special diet for your student. We ask that you submit this form any time there is a change such as moving to a new school or in the student's medical condition.

MENU MODIFICATIONS FOR NON-DISABILITY MEDICAL REASONS

If your student has a food allergy or intolerance that does not meet the disability criteria, our department may be able to make menu modifications. However, these will be decided on a case-by-case basis with input from the building kitchen manager and nurse. Please contact Nichole Burnett, Director of Foodservice, at 785-594-2721 or nicholeburnett@usd348.com with questions regarding this process.

NUT POLICY

Due to severe nut allergies in our district, the Foodservice Department prepares and produces school meals in a nut-aware environment. We also have schools and classrooms that have been designated as peanut-restricted zones.

ELEMENTARY SCHOOLS:

Our policy is generally to avoid nut-related products at the elementary level. Please note that a pre-packaged peanut butter & jelly sandwich is available on select dates as an alternate lunch selection. We do not prepare these items in our kitchens where any of our other foods are located. We also offer designated tables for students with peanut and tree nut allergies in the cafeteria seating area. Our department checks the ingredient labels of purchased items for the elementary meals to ensure, to the best of our ability, that they do not contain nut ingredients or are processed in a plant that manufactures nut products.

SECONDARY SCHOOLS:

We offer pre-packaged products that contain nuts in the secondary snack/a la carte options, as well as a pre-packaged peanut butter & jelly sandwich entree option on our grab and go menu. We do not prepare these items in our kitchens where any of our other foods are located. Upon request, we also offer designated tables for students with peanut and tree nut allergies in the cafeteria seating area. There may also be nut products in these buildings for use in our catering program.



Paul Dorathy, Superintendent
Megan Johnson, Board Clerk/District Secretary
Cynde Frick, Financial Director/Board Treasurer

PO Box 67 • 715 Chapel St • Baldwin City • Kansas • 66006

Phone: (785) 594-2721 Fax: (785) 594-3408
<http://www.usd348.com>

August 1, 2019

Dear parent/guardian:

USD 348 Foodservice is prepared to assist families and students by providing reasonable meal accommodations prescribed by an authorized medical authority to accommodate a child's disability. In order to best assist our families with these accommodations, documentation of the student's disability must be provided. The preferred method is through completion of the *Medical Statement to Request School Meal Modification* form which is attached to this letter.

A medical authority's prescription may also be provided if the following information is included on official letterhead:

- prescribed diet order
- description of the child's physical or mental impairment related to the prescribed diet order
- major life activity affected
- explanation of what must be done to accommodate disability
- prescribed omission and/or substitution of foods (if applicable)
- signature of medical authority (may be digital)

Please note that all forms and prescriptions must be completed by a "medical authority" that is authorized by Kansas state law to write medical prescriptions: licensed physician (MD or DO) or a physician's assistant (PA) or an advanced registered nurse practitioner (ARNP) authorized by their responsible licensed physician.

To ensure requested meal accommodations can be made on the first day of school, return the completed documentation by **August 1** of the upcoming school year to Nichole Burnett in one of the following manners:

- Mail or drop off the completed form at your student's school
- Email a scanned copy of the completed form to nicholeburnett@usd348.com; OR
- Fax a copy of the completed form to 785-594-3408, Attn: Nichole Burnett

If you are submitting a request for meal modification at a time other than the beginning of the school year, it may take approximately 5 – 10 school days from the time the request is received until it can be fully implemented. If you have questions or need assistance, please call Nichole Burnett, 785-594-2721.

Sincerely,
Nichole Burnett
Director of Foodservice

This institution is an equal opportunity provider.