



Title:  
**Special Diet Request Guidelines**  
**Poudre School District**

Guideline No.:	<b>CN-600</b>
Effective Date:	<b>08/01/2023</b>
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### Introduction

The purpose of these guidelines is to ensure special dietary needs are accommodated for students with a documented disability and/or medical need and that they have the same opportunity to receive the benefit of a school meal.

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### USDA Guidelines

- USDA regulations require reasonable substitutions, as determined by Child Nutrition, or modifications in meals at no additional cost for children who are considered disabled under Section 504, ADA, and IDEA or whose disability restricts their diet when that need is certified by a licensed health care professional.
  - A meal modification must be directly related to the disability or limitation caused by disability. Modifications must use food ingredients available and currently ordered by PSD Child Nutrition.
  - Not all accommodations can be made due to limited resources.
  - Poudre School District uses a team approach that includes district health nurse, child nutrition staff, principals, teachers, parents/guardians, and the student (as age appropriate).
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### District Guidelines

- When a school office is notified of a student with a potential need for a modified diet, health services will give the parent/guardian a Medical Statement for Meal Modification form to be completed and signed by a licensed health care professional and parent/guardian.
  - Completed medical statements are kept on file in health services office and a copy is given to the Child Nutrition Coordinator, Area Supervisor and Kitchen Manager for that student's school.
  - Parents/Guardians, schools, and health services must communicate yearly (prior to the start of the new school year) to confirm that the meal modification on file reflects the current dietary needs of the child.
  - Any changes to your student's school location or dietary needs at the beginning of the school year, or if there is a change throughout the school year, must be submitted to the PSD Child Nutrition Coordinator at [rwigins@psdschools.org](mailto:rwigins@psdschools.org).
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### Child Nutrition Department Procedures

- Student allergies/intolerances will be identified on the POS system based on student's health information provided by parents/guardians.
  - Reasonable substitutions are available with completion of a Medical Statement for Meal Modification form. Not all accommodations can be made due to limited resources.
  - Medical Statements forms received by school health officials or child nutrition staff will be sent to the Child Nutrition Coordinator.
  - Schools will follow Meal Statement for Meal Modification plans **only** as prescribed in the written medical statement. Any questions should be directed to the Child Nutrition Coordinator or the sites Area Supervisor.
  - Processing Meal Modification forms may take up to 10 business days.
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### Guideline Maintenance

The director of child nutrition, or designee, shall maintain these guidelines.

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