

## School Meal Modification Requests

Dear Parent/Guardian:

Your child's school:

1. Will make meal modifications prescribed by a licensed physician to accommodate a disability.
2. Will make meal modifications prescribed by a medical authority due to a food allergy/intolerance or other medical condition that does not rise to the level of a disability.
3. Will make substitutions for fluid cow's milk due to a food allergy/intolerance or for other reasons.

The *Medical Statement to Request School Meal Modification* is attached to this letter. On the front of that form there is further information about the three categories of meal modifications and the procedures that apply to each category. Please read this information carefully before completing the form. Only the types of meal modifications explained in the first paragraph of this letter are applicable to your child's school.

To ensure the requested meal modifications can be made on the first day of school, return the completed medical statement by August 1st to Nutritional Services at 2112 N. 18<sup>th</sup> Street, Kansas City, KS 66104.

If you are submitting a request for meal modification at a time other than the beginning of the school year, it can take up to five school days to process.

**IMPORTANT:** For a student who does not have a recognized disability, the only fluid cow's milk substitutions allowed by USDA are: (1) lactose-free fluid cow's milk or (2) a non-dairy beverage with a nutrient profile equivalent to fluid cow's milk as specified in federal regulations.

If you have questions or need assistance, please call Jessica Sechrest at 913-627-3915.

Sincerely,

Jessica Sechrest RD

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Kansas City, Kansas Public Schools

7/2015

# Special Diet Form Quick Tips



- Special diet requests will only be accepted on the Medical Statement to Request School Meal Modification form provided by the state. Special diets written on any other documentation will not be accepted.
- Please fill out special diet form completely including student's school and birthday.
- Special diet forms must be signed by the student's guardian and the appropriate medical authority in order for the forms to be processed. If the student has a disability, their form can only be completed by a licensed physician (MD or DO.)
- If the student has a food allergy, intolerance, or any other medical condition that does not rise to the level of a disability, a physician's assistant's (PA) or advanced registered nurse practitioner's (ARNP) signature can be accepted as an appropriate medical authority.
- If your student has an allergy that requires the use of an Epi-pen, a medical authority will need to add that to Section B of the meal modification form.
- **Please be as thorough with the student's special diet as possible.** Ex: If the student is allergic to eggs but can have bread with eggs baked in it, please state that in section B of the meal modification form. Failing to provide this information may lead to unnecessary restrictions in the student's choices at mealtime.
- Parents can complete section D of the form without going to the doctor. This section is intended for students who only require a substitution of fluid cow's milk due to lactose intolerance or allergy. If the student requires more restrictions other than fluid cow's milk, section B will need to be filled out by the appropriate medical authority.

## Medical Statement to Request School Meal Modification

**Important!** Select the applicable meal modification category from the three listed below. Then carefully read and follow the procedures for that category. The school will return incomplete Medical Statements to the parent/guardian. If you have questions about this form, the school contact named in Part A below will assist you.

**1. Modification due to a disability:**

- A school is required to make meal modifications prescribed by a medical authority to accommodate a student's disability. See the definition of disability on the back of this form.
- Part B of this form 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.
- Parts A and C of this form must also be completed before the school can make meal modifications.
- The meal modifications will continue until the medical authority requests that the modifications be changed or stopped on Form 19-C, which is available from the school.
- It is strongly recommended that the medical authority annually update the prescribed diet order.

**2. Modification due to a food allergy/intolerance, or other medical condition that does not rise to the level of a disability:**

- A school has the option to make meal modifications prescribed by a medical authority due to a food allergy/intolerance or other medical condition that does not rise to the level of a disability.
- Part B of this form 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.
- Parts A and C of this form must also be completed before the school can make meal modifications.
- If a school chooses to make the meal modifications, they will continue until a medical authority requests that the modifications be changed or stopped on Form 19-C, which is available from the school.
- It is strongly recommended that a medical authority annually update the prescribed diet order.

**3. Substitution for fluid cow's milk due to lactose intolerance and/or allergy reasons:**

- A school has the option to make a substitution for fluid cow's milk that is requested by a parent/guardian, but that is not prescribed by a medical authority.
- Parts A and D of this form must be completed before the school can make a substitution for fluid cow's milk.
- If a school chooses to provide such a substitution, they will continue until a parent/guardian requests that the substitution be changed or stopped on Form 19-C, which is available from the school.

<b>Part A. Student, Parent/Guardian &amp; School Contact Information</b> – To be completed by a parent/guardian or school contact person		
Student's Name:	Date of Birth:	School:
Parent/Guardian's Name:	Parent/Guardian's Phone:	
School Contact's Name:	School Contact's Phone:	
<b>Part B. Prescribed Diet Order</b> – This part must be completed by a medical authority as specified above.		
1. Check ONE: <input type="checkbox"/> Disability OR <input type="checkbox"/> Food allergy/intolerance or other medical condition that does not rise to the level of a disability		
2. Specify the disability, food allergy/intolerance or medical condition related to the prescribed diet order.		
3. If the student has a disability, what major life activity is affected? Example: Allergy to peanuts affects ability to breathe.		
4. Type of Special Diet: <input type="checkbox"/> Check if not applicable OR specify the type of special diet (e.g. low sodium, gluten-free, diabetic, etc.).		

5. Modified Texture:	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Chopped	<input type="checkbox"/> Ground	<input type="checkbox"/> Pureed
6. Modified Thickness of Liquids:	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Nectar	<input type="checkbox"/> Honey	<input type="checkbox"/> Spoon or Pudding Thick

7. Special Feeding Equipment:  
 Check if not applicable OR list special feeding equipment (e.g. large handled spoon, sippy cup, etc.).

8. Foods to be Omitted and Substituted:  
 Check if not applicable OR list specific foods to be omitted and substituted. If more space is needed, sign and attach additional sheet of paper.

IMPORTANT: For a student who does not have a recognized disability, the only fluid cow's milk substitutions allowed by USDA are: (1) lactose-free fluid cow's milk or (2) a non-dairy beverage with a nutrient profile equivalent to fluid cow's milk as specified in federal regulations. Currently the only beverages meeting these specifications are certain brands of soymilk.

Omit Foods Listed Below:	Substitute Foods Listed Below:

9. Medical Authority's Information

Signature:	Title:	
Printed Name:	Phone:	Date:

**Part C. Parent/Guardian Permission** – To be completed by a parent/guardian

I give permission for school personnel responsible for implementing my child's prescribed diet order to discuss my child's special dietary accommodations with any appropriate school staff and to follow the prescribed diet order for my child's school meals. I also give permission for my child's medical authority to further clarify the prescribed diet order on this form if requested to do so by school personnel.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part D. Request Substitution for Fluid Cow's Milk due to Lactose Intolerance and/or Allergy**– To be completed by a parent/guardian

Instead of fluid cow's milk, please provide the student named in Part A. of this form with the following substitute (Check ONE):

Lactose-free cow's milk     Non-dairy beverage with a nutrient profile equivalent to fluid cow's milk per federal regulations

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Major life activities covered by this definition include caring for one's self, eating, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working and major bodily functions. The term "physical or mental impairment" includes, but is not limited to, such diseases, conditions, and functions as:

- Orthopedic, visual, speech and hearing impairments
- Cerebral Palsy, Epilepsy, Muscular Dystrophy and Multiple Sclerosis
- Digestive, bowel and bladder
- Neurological and brain
- Respiratory
- Cancer
- Cardiovascular, circulatory and heart
- Metabolic and endocrine
- Food anaphylaxis (severe food allergy)
- Intellectual disability
- Emotional illness
- Drug addiction and alcoholism

Individuals who take mitigating measures to improve or control any of the conditions recognized as a disability are still considered to have a disability and require an accommodation.

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