

## Alachua County Food and Nutrition Services Special Diet and Food Allergy Procedure

1. Parent or Guardian makes a request to the school for a modified menu for student.
2. The School Nurse will provide a list of students with identified food allergies to the Food & Nutrition District Office to Connie Herring (herringcd@gm.sbac.edu) using the Student List with Special Diets and Allergies (SLSDA) form at the beginning of each school year. The nurse will provide an updated list as needed.
3. Connie will send the completed list to the Food Service Manger (FSM).
4. The Food Service Manager (FSM) will send the Special Meals and/or Accommodation (SMA) form and the parent letter home with the student via the teacher in addition to calling the parent. Forms can be found on the [yourchoicefresh.com](http://yourchoicefresh.com) website.
5. The FSM will document the date the SMA form was sent home and parent phone call on the Student List with Special Diets and Allergies (SLSDA) form. If there is no response, the FSM will make another phone call attempt and document the time and date.
6. Upon receipt of the signed SMA form, the FSM will document the date the form is received on the SLSDA form and it will be kept on file. The FSM contacts the Registered Dietitian (RD) or Connie in Food and Nutrition Services (FNS) if the FSM receives the completed SMA form showing a child has a prescribed diet change order by a licensed healthcare professional.
7. The RD or Connie will note the special diet order or allergy in the Alert field of the Mosaic system.
8. The RD will communicate with the FSM and direct specific diet guidance.
9. The RD will determine if a meeting is necessary with the parent, school nurse, teacher, and FSM.
10. The FSM will print from Mosaic an Allergy POS Roster with photos of the students with special dietary needs and provide it to the FS staff.
11. Food Service staff must be trained to identify students from the Allergy Alert Photo List provided by the RD. This is critical when school site is using tally sheets.
12. The Allergy Alert Photo List must be dated each time it is revised. The list must be kept at each POS on a clipboard on the opposite side of the tray slide in full view of the cashier. Do not post for public view, in order to be in compliance of HIPPA laws.
13. If the school uses tally sheet for meal service, the ID cards will only be used by the students who have Special Diets and Allergies for all meals.
14. For any meal served by non-FNS staff, an Allergy Alert Photo List will be provided and kept up-to-date when changes are made.
15. The Special Diets and Allergies folder will be checked by the supervisor during on site program reviews for accuracy.