



Alachua County Public Schools Food and Nutrition Services Special Meal Accommodation Procedures

The **Food and Nutrition Services Department (FNS)** will provide food substitutions to a child with a disability when the need is supported by **Request Special Meals and/or Accommodations (SMA)** signed by a licensed physician, physician assistant, or nurse practitioner.

FNS is not required but will attempt to provide food substitutions to a child with a special dietary preference that is *not* considered a disability.

FNS will communicate the availability of special diet accommodations and the role of the families in the process via a press release as well as on their online menus.

Procedure for Allergy and Special Diet Accommodation

1. The student's parent or guardian is responsible for making a request to the school for a special diet accommodation.
2. The School Nurse is responsible for contacting **Connie Herring (herringcd@gm.sbac.edu)** at the FNS office and providing a list of students with identified food allergies or special diet accommodations at the beginning of each school year. A Student List with Special Diets and Allergies (SLSDA) form is provided for this purpose. The nurse must make updates to the SLSDA as appropriate during the school year.
3. The **Registered Dietitian (RD)** or Ms. Herring are responsible for noting the allergy or special diet accommodation in the Alert field of the Mosaic system.
4. It is the responsibility of the RD to:
 - a. Determine if a meeting is necessary with the parent, school nurse, teacher, and Food Service Manager.
 - b. Communicate with the **Food Service Manager (FSM)** and provide personalized diet accommodations.
5. **When a special accommodation request has been received, it is the responsibility of the Food Service Manager (FSM) to:**
 - a. **Call the parent of each child needing a special diet accommodation.** If there is no response, the FSM will make another phone call attempt.
 - b. **Send an SMA form and parent letter to the student's home via the teacher.** The SMA form and parent letter can be found on yourchoicefresh.com website.
 - c. **Document** on the Student List with Special Diets and Allergies (SLSDA) form:
 1. The date the parent calls were made.
 2. The date the SMA form was sent home.
 - d. The date the SMA form is received.
 - e. **Keep each SMA form on file** and secured in a private location.
 - f. **Contact the RD or Connie** at the FNS office for each child with a completed SMA form showing the need for special diet accommodation.

- g. **FOR ALL SITES: Print from Mosaic an Allergy Alert Photo List** of the students with special dietary needs and provide it to the Food Service staff. 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 and away from public view.
- h. **Train Food Service staff** to identify students from the Allergy Alert Photo List. This is critical for CEP sites, and/or any sites where students are not identified at the Point of Service (i.e. Not entering their pin number into a pin pad).
- i. 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.

