



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, nurse practitioner, or registered dietitian.

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 the Registered Dietitian (RD) and other designated FNS staff by emailing a list of students with identified food allergies or special diet accommodations to **fsallergy@gm.sbac.edu** 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 RD and/or designated staff 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. **Send a 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, in the Food Allergy Information section.
 - b. **Document** on the Student List with Special Diets and Allergies (SLSDA) form:
 1. The date the SMA form was sent home.
 2. The date the SMA form is received.
 - c. **Keep each SMA form on file** and secured in a private location in the provided 3-ring binder.
 - d. **Contact the RD or other designated staff** at the FNS office for each child with a completed SMA form showing the need for special diet accommodation.

- e. **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 in the provided teal folder on the opposite side of the tray slide in full view of the cashier and away from public view.
- f. **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).
- g. 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.

Discontinuation of Allergy and Special Diet Accommodation Requests

The student's parent or guardian is responsible for making a formal request to the school to discontinue, partially or completely, or modify, any existing special diet accommodation requests. A Discontinuation of Meal Modification Requests form is available for this purpose and can be found on yourchoicefresh.com website, in the Food Allergy Information section. A physician's signature is not required for this form.

Food limitations due to religious or lifestyle preference

The Food and Nutrition Services department offers a vegetarian entree option daily along with vegetarian side options. It is up to the parent/guardian and student to choose the food items appropriate to meet their preferences.

Allergy Reminders

The allergy list for your school is dynamic and fluid. Meaning, throughout the year, students may transfer from other schools, students may develop new allergies, etc. Communication with the school nurse in regards to these updates is critical. Lists must be signed and dated by the Nurse each time it is updated.

Non-Discrimination Statement

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.