



WE ARE YOUR SCHOOLS

FORT WAYNE COMMUNITY SCHOOLS

Nutrition Services

Guidelines for Accommodating Children with Special Dietary Needs

Nutrition Services will provide alternate foods for students with a disability, if requested. Examples of conditions that qualify as a disability include impaired immune, digestive, neurological, and bowel function, as well as many others. A milk substitute nutritionally equivalent to cow's milk may be requested by a parent/guardian. The substitute provided by FWCS will meet specific nutrient standards established by the USDA. If a substitute is being requested that does not meet the USDA standards a medical statement is required. General health concerns or preferences are not disabilities and do not require a modification.

Parent Responsibility:

- Submit to the School Nurse, a medical statement defining the student's disability and nutrition needs; acceptable documentation is:
 - The FWCS Nutrition Services *Statement for Students with Special Dietary Needs*.
 - A medical statement including: signature of a State licensed health care professional (authorized to write medical prescriptions under state law), physical or mental impairment that explains the students diet restrictions, acceptable accommodations, and foods to be omitted or recommended substitutions
- Discuss the student's disability and nutrition needs with the Nutrition Services Registered Dietitian, when contacted
- Submit the FWCS Nutrition Services *Carbohydrate Menu Request Form* to the School Nurse

School Nurse Responsibility:

- Provide the parent with the FWCS Nutrition Services *Statement for Students with Special Dietary Needs* and/or the FWCS Nutrition Services *Carbohydrate Menu Request Form*
- Collect forms from the parent
- Submit copies of the FWCS Nutrition Services *Statement for Students with Special Dietary Needs* or medical statement to the Nutrition Services Registered Dietitians and to the Cafeteria Manager at the school
- Submit a copy of the FWCS Nutrition Services *Carbohydrate Menu Request Form* to the Nutrition Services Registered Dietitians

Nutrition Services Registered Dietitian Responsibility:

- Review the medical statement for the student
- Call the parent and discuss the student's disability and nutrition needs, and develop a student care plan
- Add student information to the Nutrition Services *Students with Special Dietary Needs list*
- Develop an alternate menu for the student if necessary
- Provide a copy of the alternate menu to the School Nurse, the Cafeteria Manager, and to the parent if requested

Nutrition Services

This institution is an equal opportunity provider

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Nutrition Process Center Responsibility:

- Prepare the alternate menu and deliver to the school

Cafeteria Manager Responsibility:

- Communicate with the school nurse or office staff if a student reports to have a special dietary need, but no paperwork is on file; follow up with Nutrition Services Registered Dietitians
- Retain a copy of the alternate menu for the student
- Will NOT provide any alternate meals/foods for a student unless instructed by a Nutrition Services Registered Dietitian
- Check alternate meals daily for accuracy of completeness
 - Communicate immediately (before breakfast) with the Nutrition Process Center and a Nutrition Services Registered Dietitian if an expected alternate meal was not received or does not appear to match the alternate menu for the student
- Communicate with the Nutrition Services Registered Dietitian if the student is declining the specially modified student meal

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