

Process for Requesting Accommodations for Special Dietary Needs

New Prairie United School Corporation adheres to specific USDA guidelines in providing special diet accommodations for students. In accordance with the criteria set forth in [7 CFR Part 15b](#), those students who are unable to eat the school meal due to a disability/medical need/or impairment are accommodated, at no additional charge. Dietary needs due to lifestyle and religious reasons are important to our school but not a requirement by USDA to make accommodations. Our school will try to accommodate lifestyle and religious needs through our current menu choices. Please review the following information if your child requires special diet consideration.

Per [Section 504 of the Rehabilitation Act of 1973](#), parents have a right to an evaluation of your child if the district has reason to believe that your child has a mental or physical impairment that substantially limits a major life activity, which can involve eating/digestion. You have the right to this evaluation before any plan for accommodation.

The steps in the process to request special accommodations are 1) for the parent(s)/caregiver(s) to complete the Special Dietary Needs Medical Statement form and immediately return to the school; 2) the school will review and process the request; 3) the form may be returned to parent/guardian for additional medical signatures. For example, if the substitutions needed for accommodations fall outside of the USDA meal pattern, the Medical Statement form must be signed by an authorized medical authority with prescriptive privileges in the state of Indiana, and 4) accommodations will be adjusted accordingly based on review.

Procedural Safeguards

If the household feels accommodations are not being met, they have the right to contact the 504 Coordinator and:

- File a grievance if they believe a violation has occurred regarding the request for a reasonable modification;
- Receive a prompt and equitable resolution of the grievance;
- Request and participate in an impartial hearing to resolve their grievances;
- Be represented by counsel at the hearing;
- Examine the record; and
- Receive notice of the final decision and a procedure for review, i.e., right to appeal the hearing's decision.

Accommodations Coordinator

- The safety of your child comes first. If you have a child with a disability/medical need or impairment, please submit your request for accommodation by completing this form and submitting to Sue Aikman, Nutritional Services Director, sueaikman@npusc.k12.in.us.
- For more information about accommodations to school meals and the meal service for students with disabilities at New Prairie United School Corporation, please contact: Sue Aikman, Nutritional Services Director at 574-654-0402 or sueaikman@npusc.k12.in.us.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Special Dietary Needs Medical Statement

New Prairie United School Corporation participates in a federally funded Child Nutrition Program and any meals, milk, and snacks served must meet program requirements. Reasonable meal accommodations must be made when the accommodation requested is due to a disability or impairment. If you are requesting a meal accommodation or substitution, please complete and sign this form. A physician note or statement may be required. If you have any questions, please contact Sue Aikman, Nutritional Services, sueaikman@npsc.k12.in.us or 574-654-0402.

Parent/Guardian:

Student's Name	Date of Birth	Grade Level/Classroom	Name of School/Site
Name of Parent/Guardian		Phone Number of Parent/Guardian	
Please provide an explanation below of how the student's physical or mental impairment restricts the student's diet.			
Allergies and Intolerances	What food(s)/type(s) of foods should be omitted? Please be as specific as possible.		
	List foods to be substituted.		
Signature of Parent/Guardian		Date	

Medical Authority:

Texture Modifications	The child requires foods be: <input type="checkbox"/> Pureed <input type="checkbox"/> Diced/Finely Ground <input type="checkbox"/> Chopped/cut into bite-size pieces <input type="checkbox"/> Other (please specify): _____	Liquids should be: <input type="checkbox"/> Pudding Thick <input type="checkbox"/> Honey/Nectar Thick <input type="checkbox"/> Thinned <input type="checkbox"/> Other (please specify): _____
Adaptive Eating	Provide an explanation of how the student's physical or mental impairment restricts the student's diet	
Additional Information	Describe any additional details for clarification such as required special adaptive equipment:	
Name of Physician/Medical Authority & Title (please PRINT)		Provider Phone Number
Signature of Physician/Medical Authority		Date

Signing the following section is optional, but may prevent delays by allowing school personnel to speak with the medical authority.

Health Insurance Portability and Accountability Act Waiver (HIPPA)

In accordance with the provisions of the Health Insurance Portability and Accountability Act of 1996 and Family Educational Rights and Privacy Act (FERPA), I hereby authorize _____ (medical authority) to release such protected health information of my child as is necessary for the specific purpose of Special Diet information to _____ (school/program), and I consent to allow the physician/medical authority to freely exchange the information listed on this form and in their records concerning my child, with the New Prairie United School Corporation as necessary. I understand that I may refuse to sign this authorization without impact on the eligibility of my request for a special diet for my child. I understand that permission to release this information may be rescinded at any time except when the information has already been released. My permission to release this information will expire on _____ (date). This information is to be released for the specific purpose of Special Dietary information. The undersigned certifies that he/she is the parent/guardian/or representative of the person listed on this document and has the legal authority to sign on behalf of that person.

Parent/Guardian Signature: _____ **Date:** _____

School/Faculty Use Only:

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|---|---|
| <input type="checkbox"/> Form Received on _____. | <input type="checkbox"/> Accommodation will begin on _____. |
| <input type="checkbox"/> Accommodations within meal pattern. | <input type="checkbox"/> Accommodations not within meal pattern. |
| <input type="checkbox"/> Form incomplete. Parent contacted on _____. | |
| <input type="checkbox"/> Form complete. Accommodation will not be made. | <input type="checkbox"/> Request not reasonable. <input type="checkbox"/> 504 coordinator contacted |

_____ Date

_____ Signature of Food Service Director/Contact