



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 muscular dystrophy, metabolic disorders, and anaphylactic food allergy. Food intolerances or allergies that do not cause anaphylaxis or result in an IEP do not meet the definition of a disability.

#### Parent Responsibility:

- Submit to the School Nurse, a licensed physician's statement defining the student's disability and nutrition needs; acceptable documentation is:
  - The FWCS Nutrition Services *Physician's Letter for Students with a Disability*.
  - A signed licensed physician's statement
- Discuss the student's disability and nutrition needs with the Nutrition Services Registered Dietitian, when contacted
  - Understand that NO nutrition intervention will be made by Nutrition Services if the student has a condition that does not meet the definition of a disability; however, nutrition information about school meals can be provided by Nutrition Services if requested
  - Understand that NO nutrition intervention will be made by Nutrition Services unless the parent has been contacted by a Nutrition Services Registered Dietitian and a care plan has been developed
- Submit the FWCS Nutrition Services *Carbohydrate Menu Request Form* to the School Nurse

#### School Nurse Responsibility:

- Provide the parent with the FWCS Nutrition Services *Physician Letter for Students with a Disability* and/or the FWCS Nutrition Services *Carbohydrate Menu Request Form*
- Collect forms from the parent
- Submit copies of the FWCS Nutrition Services *Physician Letter for Students with a Disability* or physician's 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
- Review quarterly the Nutrition Services *Students with Special Dietary Needs List* and communicate with Nutrition Services Registered Dietitians any necessary updates

#### Nutrition Services Registered Dietitian Responsibility:

- Review the physician's statement for the student
- Call the parent and discuss the student's disability and nutrition needs, and develop a student care plan

#### *Nutrition Services*

3211 W. Ludwig Rd. • Fort Wayne, IN 46818 • Phone: 260.467.2055 • Fax: 260.467.2680



WE ARE YOUR SCHOOLS

---

## FORT WAYNE COMMUNITY SCHOOLS

- Communicate with the School Nurse and the Cafeteria Manager the details of the parent phone conversation and the student care plan
- Add student information to the Nutrition Services *Students with Special Dietary Needs list*
- Provide School Nurses and Cafeteria Managers with the *Students with Special Dietary Needs list* quarterly and as necessary
- Develop an alternate special needs menu for the student if necessary
- Provide a copy of the regular menu (with the meals and foods circled that require a substitution) and the alternate special needs menu to the School Nurse, the Cafeteria Manager, the Nutrition Process Center Supervisor, and to the parent if requested
- Provide nutrition information, such as menus with carbohydrate information, to school nurses and to parents if requested

### Nutrition Process Center Responsibility:

- Prepare the special needs menu and deliver to the school

### Cafeteria Manager Responsibility:

- Review the *Students with Special Dietary Needs list* and communicate with a Nutrition Services Registered Dietitian if any information appears to be incomplete
- Communicate with the school nurse or office staff if a student claims to have a special dietary need, but no paperwork is on file; follow up with Nutrition Services Registered Dietitians
- Retain a copy of the *Physician Letter for Students with a Disability* or physician's statement for the student
- Review the student care plan provided by the Nutrition Services Registered Dietitian and communicate with the Nutrition Services Registered Dietitian if there are questions about the care plan
- Retain a copy of the regular menu (with the days circled that require a substitution) and/or the alternate special needs menu for the student
- Will NOT provide any meals/foods for a student unless a care plan has been developed by a Nutrition Services Registered Dietitian
- Provide special needs meals/foods to the student if necessary; will NOT provide foods that are not specified in the student's care plan
- Communicate immediately with the Nutrition Process Center and a Nutrition Services Registered Dietitian if there are issues regarding the student's meal, such as not receiving a meal when one is expected or when the meal delivered does not appear to match the special needs menu for the student
- Communicate with the Nutrition Services Registered Dietitian if the student is declining the specially modified student meal

### *Nutrition Services*

3211 W. Ludwig Rd. • Fort Wayne, IN 46818 • Phone: 260.467.2055 • Fax: 260.467.2680