

Requirements for Accommodating Special Diets

This document provides you with the steps necessary to ensure compliance with accommodating special diets.

1. Notify the public that special diet needs will be accommodated. Public Notification is required.
 - Identify the contact person. (SNP Director, School Nurse, Cafeteria Manager)
 - Post in one or more public places
 - Application packet
 - School nutrition webpage
 - Application packet
 - Cafeteria alongside the “And Justice for All Poster”
 - Front Office or common area for parents
 - Student Handbook
2. Develop a written procedure of how you will work with students that have IEPs (504 plans).
3. Develop a written procedure to receive requests for accommodations. The Georgia Department of Education School Nutrition Program (GaDOE SNP) recommends using the prototype form available on the GaDOE SNP webpage. When writing the procedure, consider the following:
 - Can a request be made on the phone? Are only written requests acceptable?
 - If required, where do parents get a request form? Is it available on the School Nutrition webpage? Is the request form available in languages other than English?
 - Is a medical statement required when accommodations can be made within the meal pattern?
4. Develop a written procedure to process requests. Address the following:
 - The job title of the person who will review the request and send notifications
 - The time frame for processing requests.
 - Handle each request on a case by case basis.
 - Determine if accommodation can be made within the meal pattern.
 - Offer all meal components in the required quantities unless stated otherwise in the medical request. Do not use OVS to make an accommodation.
 - How you will notify the persons with a “need to know” of modification (cafeteria, school nurse, parent, teacher).
 - Written notification for parents/guardians that includes a hearing procedure.
5. Develop a written procedure for how the accommodation will be implemented in the cafeteria. Address the following:
 - Meal accommodations will be documented in the production record.
 - If possible, software will be set-up to alert for special diets.
 - If a specific staff member will be responsible daily.
 - If parents will be contacted annually to determine if an accommodation remains the same.
 - If written documentation will be required to stop an accommodation.