

## Instructions for Special Dietary Needs Form

APS Food and Nutrition Services will make modifications and substitutions to the regular school meals for a student with a disability that restricts their diet. The APS Special Diet Prescription Form must be completed and signed by a physician for a student with a disability before the school cafeteria can provide any modifications or substitutions. The completed form must be provided to the Food and Nutrition Services Department, including the school cafeteria manager and the special needs dietitian. The school cafeteria staff will prepare the meal along with the other meals being served that day.

Follow these steps to ensure a student with a disability requiring special nutrition needs is served the proper diet in the school breakfast, lunch and snack programs:

1. Have the Special Diet Prescription Form completely filled out. The prescription must be completed and signed by a licensed physician if the student has a disability.
2. **Regulations require that this documentation be on file for each student who receives a special meal.** This documentation must be on file in the school cafeteria and nurses office, and with the special needs dietitian.
3. Work with the cafeteria manager and the special needs dietitian to know what foods will be served at school.
4. The dietitian, school nurse, or other health professional may suggest that the special dietary needs be included in the Individual Education Plan (IEP) or the 504 Plan, as appropriate.

APS Food and Nutrition Services will try to accommodate special dietary needs for students without a disability. However, the school is not required to serve special meals to all children with diet restrictions (i.e. most food allergies, such as wheat, citrus, eggs, corn). Such determinations are made on a case-by-case basis by the APS dietitians, and must be supported by the same Special Diet Prescription Form signed by an authorized licensed medical authority.

For further information, including definitions of disability and of other special dietary needs, and school's responsibility, please visit USDA's Student Nutrition website at <http://www.fns.usda.gov/cnd/Guidance/>.