

### **Instructions for Special Dietary Prescription Form**

Clovis Child Nutrition will make the modifications and substitutions to the regular school meals for a student with a disability that restricts their diet. The Clovis Special Diet Prescription Form must be completed and signed by a licensed physician for a student with a disability before the school cafeteria can provide any modifications or substitutions. The complete form must be provided to the Clovis Child Nutrition Department, including the school Cafeteria Manager and the School Nurse. The school cafeteria staff will prepare the meal along with the other meals beings 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. A Special Diet Prescription Form must be filled out completely and signed by a licensed physician annually 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 nurse's office.
3. Work with the Cafeteria Manager and School Nurse to know what foods will be served at school.
4. The School Nurse or other health professional may suggest the special dietary needs to be included in the Individual Education Plan (IEP) or the 504 Plan, as appropriate.

The Clovis Child Nutrition Department 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 Child Nutrition Department and must be supported by the same Special Diet Prescription Form signed by a licensed physician.

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/>.