



Washington County Schools Nutrition Department

To: *Parents/Guardians*
From: *Caitlin Kite, Director of Nutrition*
Date: *2019-2020*
RE: *Special Diet Requests for Severe Food Allergy and Severe Intolerances*

Our department has a specific procedure for handling Special Diet requests with food allergies. NO changes can be made to a menu for an individual child without proper documentation on a Special Diet Request form. This is a State/Federal requirement.

If the child has an IEP and the special education disability affects more than one life function, we must adapt the meal.

If the child does not have an IEP, we are not obligated to adapt the meal, but we try to meet requests as long as the proper documentation including a signature from a medical authority has been submitted.

Please remember that most meals served in Washington County Schools have options. **Students are not required to take all items offered and may decline an item or choose an offered item without any special diet request. This is often the solution for students who do not drink milk.**

A Special Diet Request form is only used if a medical professional requests consideration for a food item to be replaced or substituted or if the parents want the cafeteria to monitor specifically what is on a child's tray due to a life-threatening allergy or severe intolerance.

Please find the form on the reverse of this letter. ***It is important that the problem/allergy is noted but also that the form lists what foods are to be omitted as well as what foods should be substituted in its place.***

If you want consideration of adaptation to a child's meals, please have the form submitted to the cafeteria fully completed with all required signatures. No adaptations can be made without this documentation. **A new form must be completed each school year as allergic responses can change or children can outgrow certain intolerances.**

Families can also request monitoring only for the problem food or food to be avoided due to religious preference if no food is to be substituted.

Once we have the form, a comment is noted in the child's computerized food service account to alert the manager/cashier's of the issue as the student goes through the cafeteria serving line. *Please remember that while the staff tries to be aware and alert to each child, there is no way for us to guarantee the contents of all foods for all children.* Please monitor the menus, work with your child, and if in doubt, please ask questions and/or provide food from home. Menus can be found at <https://www.wcde.org/Page/433>. The school also may have precautions in place for specific seating arrangements for certain types of severe food allergy.

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