



TO: DC Department of Health

FROM: Office of Food & Nutrition Services and Office of Youth Engagement

RE: Dietary Accommodation Forms Update

DATE: August 14, 2015

The Office of Food and Nutrition Services would like to inform you about important dietary accommodations changes for the 2015-2016 school year. Attached and on the DCPS website you will find three new dietary request forms that have been created to help students needs be met, while aligning with USDA policies.

1. Medical Statement to Request Dietary Accommodations:

This form should only be used for dietary accommodations for medical reasons. Food preferences are not an appropriate use of this form and will not be accommodated. For student's that do not have a disability, DCPS may, but is not required to make food substitutions. Both a licensed medical provider signature and a parent/legal guardian signature are required for this form.

2. Fluid Milk Substitution Request Form:

This form should be used to request a USDA approved fluid milk substitute due to a medical or special dietary need. If students have a dairy intolerance requiring dietary accommodations beyond a milk substitute a Medical Statement to Request Dietary Accommodations form should be completed instead. A parent/legal guardian signature is required for this form.

3. Students with Philosophical or Religious Dietary Needs Form:

This form should be used to request dietary accommodations for religious or philosophical reasons. Food preferences are not an appropriate use of this form and will not be accommodated. It is up to the discretion of DCPS as to whether they are able to accommodate students' requests made using this form. A parent/legal guardian signature is required for this form.

While new forms have been created, the dietary accommodations request process remains the same as previous school years. In order to receive dietary accommodations in the school cafeteria, students must submit a complete form to the school nurse and the school nurse must submit the complete form to the Office of Food & Nutrition Services (OFNS). Parents/guardians must submit a new dietary accommodations form every school year in order to ensure proper meal accommodations.

All dietary accommodations forms should be faxed to the attention of OFNS at (202)-442-5634 or scanned to food.dcps@dc.gov. **If the school nurse does not follow this process, or reports the allergy to the cafeteria staff only, the child will not receive the necessary accommodations.**



OFNS will not honor Dietary Accommodations Forms with incomplete information.

Information that is frequently missing includes the parent name and phone number, doctor's signature and school name. Only forms requesting meal accommodations for fluid milk substitution or religious requests can be submitted without a medical provider's signature. Forms with missing information will be sent back to school nurses for completion and students will not be accommodated during this time.

OFNS will accept versions of previous dietary accommodations forms if they are complete and dated April, 1 2015 or later.

Please share these new forms and the contents of this memo with all DCPS nurses. School nurses play a critical role in the dietary accommodations process and we thank you for your support in getting student needs met.

Please direct any questions about dietary accommodations to:

DC Public Schools
Office of Food & Nutrition Services
202-442-5112