



Understanding Special Diet Accommodations for Child Nutrition Programs

Helping Schools, Sponsors, and Providers
Understand Accommodations for Participants Who
Request a Special Diet

Updated March 2026

Table of Contents

Helping schools, sponsors,* and providers understand accommodations for participants who request a special diet.

Definitions for Accommodating Special Diet Requests in Child Nutrition Programs (CNPs) 3

- What is the Law?
- What is a Disability?
- What are Major Life Activities?
- What are Major Bodily Functions?
- What is a Dietary Preference?
- What is a Reasonable Accommodation?

What Does a Sponsor Need Before Making Special Dietary Accommodations? 4

- Accommodation Request Based on a Disability
- Accommodation Request Based on a Dietary Preference

How to Make Substitutions 4

Frequently Asked Questions 5

Staff Training 9

Beverage Options in Child Nutrition Programs 10

Fluid Milk Substitutes and Creditable Beverages 13

Creditable Non-Dairy Milks or Beverages 14

Resources/More Information 15

Special Diet Request Form 16

Dietary Preference Request Form 18

Substitute for Fluid Milk Request Form for Lunch 19

- The term “**sponsor**” used in this guidebook refers to school districts, institutions, childcare providers and family day care home sponsors participating in the United States Department of Agriculture (USDA) Child Nutrition Programs (CNP) including the National School Lunch Program (NLSP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP).
- The term “**participants**” includes children in day care and preschool, students in K-12 schools, and adults in adult day care programs.

Adapted from the Minnesota Department of Education

Definitions for Accommodating Special Diet Requests in Child Nutrition Programs (CNP)

What is the Law?

The National School Lunch Act requires sponsors operating USDA CNPs to make reasonable accommodations for participants who are considered to have a disability or medical need that restricts their diet. Participants with disabilities must have equal access to meals and/or snacks. This means that food substitutions may be required to meals and/or snacks.

What is a Disability?

The Americans with Disabilities Act (ADA) Amendments Act of 2008 made important changes to the term disability to include any person with a physical or mental impairment that substantially limits one or more major life activities, including major bodily functions.

What are Major Life Activities?

Major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, bending, speaking, breathing, learning, reading, and concentrating.

What are Major Bodily Functions?

Major bodily functions include but are not limited to: functions of the immune system, digestive, bowel, bladder, neurological, brain, respiratory, circulator, endocrine, and reproductive functions.

What are some examples?

Diabetes, Crohn's disease, celiac disease, autism, food allergies

What is a Dietary Preference?

Dietary preferences are not considered medical conditions, medical need, or disabilities. Requesting foods for lifestyle choice (i.e. vegan, vegetarian), religious choice (i.e. eliminating pork, beef), or general health concerns (i.e. gluten-free diet because a parent believes it is better for the child) are examples of dietary preferences.

What is a Reasonable Accommodation?

A reasonable accommodation, also known as a reasonable modification, means that a change has been made to a participant's meals so that the meals will meet the requirements of the disability or medical need. Accommodations are made on a case-by-case basis.



For more information about the laws, ADA Amendments Act of 2008, and other USDA related information, see the Resources on page 15.

What Does a Sponsor Need Before Making Accommodations to Meals?



Not all special dietary accommodation requests are the same. They are done on a case-by-case basis.

If the accommodation request is because of a participant disability and documentation from a State licensed healthcare professional is provided, the sponsor **MUST** make the food substitutions.

- A completed written medical statement (such as Special Diet Request Form, see page 16-17, 19) must be completed by the parent/guardian and a State licensed healthcare professional (see more information on page 5).
- The statement **must** include: food or allergen to be avoided, explanation of how exposure to the food or allergen affects the participant, food(s) to be substituted, and signed by a State licensed healthcare professional.
- Once a correctly completed Special Diet Request Form is on file, meals with food substitutions may be claimed for reimbursement, even if the meal/snack does not meet the meal pattern requirements.

If the accommodation is a dietary preference by a parent/guardian, the sponsor **MAY** make the food substitutions but is not required to do so.

- A written request (such as the Dietary Preference Request Form, see page 17) must be completed by the parent/guardian.
- If the sponsor makes food substitutions for dietary requests, the meal must follow the correct USDA CNP meal pattern.

How to Make Food Substitutions



The law requires reasonable modifications when making food substitutions.

The meal or snack provided should follow the USDA meal pattern as much as possible. Depending on the accommodations requested, the sponsor may not be able to offer all meal components.

Ideally, set up a meeting with the parent/guardian and participant to talk about foods the participant likes and explain whether they can be served to the participant, based on the accommodation(s) requested.

Offer to go over the month's menu and have the participant or parent/guardian circle the foods the participant would choose to eat each day.

- Remember that some accommodations are so restrictive that allowable foods may need to be repeated during the week.



Sponsors should work with families to provide acceptable food substitutions for the participant when an accommodation is required.

Sponsors are not required to use the specific food brand requested as long as the food served is an equal substitution. For example, Brand X gluten-free bread is requested, and sponsor serves Brand Z gluten-free bread.

Meal accommodations do not have to match the menu item. For example, lasagna is the entrée on the regular menu, and the sponsor serves brown rice and beans to accommodate a student with celiac disease.

Sponsors should try their best to provide a variety of foods during the week for specific accommodations, but some diet requests are too restrictive. The sponsor may not be able to provide a different meal each day.

Frequently Asked Questions

Who is a State licensed healthcare professional?

In Michigan, it is a State licensed Physician (MD or DO), Physician Assistant (PA), an Advanced Practiced Provider (Nurse Practitioner or NP, Advanced Practice Registered Nurse or APRN), or a Registered Dietitian (RD or RDN).

What if the Special Diet Request Form is not clear?

If the Special Diet Request Form is not clear or does not fully explain the food substitutions needed, the sponsor must get clarification from a parent, guardian, or the healthcare professional to provide a safe meal. Be sure to document the date it is returned and any follow up completed.

Can the sponsor contact the State licensed healthcare professional if they are not sure of the food substitutions listed on the Special Diet Request Form?

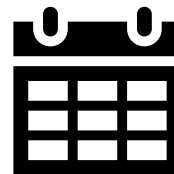
Sponsors must have the parent or guardian sign the Voluntary Authorization Section on the Special Diet Request Form before consulting with the healthcare professional.

Can the sponsor provide special diet food substitutions before they get the completed Special Diet Request Form back from the parent/guardian?

Sponsors may provide meal modifications to the best of their ability while waiting for a correctly completed Special Diet Request Form to be provided for the participant. The meal is eligible for reimbursement.

How often does the Special Diet Request Form need to be updated?

The Special Diet Request Form does not need to be updated annually if the information still accurately reflects the participant's needs. The best practice is to confirm each year with the family that the information is still correct.



Can a sponsor accept other documentation, such as a physician's prescription, instead of a completed Special Diet Request Form?

Other documentation, such as a prescription, may be accepted if it contains all the required information that is on the Special Diet Request Form.

Can a sponsor accept other documentation instead of a completed Special Diet Request Form?

Sponsors are not required to use the Michigan Department of Education (MDE) Special Diet Request Form. Sponsors may use a previous version or create their own, as long as it contains all the required information.

Can a sponsor provide a participant with lactose-free or lactose-reduced milk without a physician's signature?

Parents/guardians may provide a written request for lactose-free or lactose-reduced milk without a physician's signature. Lactose-free and lactose-reduced milk are creditable milks but must meet the meal pattern requirements of the program. Only unflavored fat free and 1% milk is allowed for two- to five-year-olds, including preschoolers. Unflavored whole milk is allowed for 12 months through 23 months. Fat free and 1% lactose-free and lactose-reduced milk (flavored or unflavored) are allowed in kindergarten to grade 12 meals. The Whole Milk for Healthy Kids Act of 2026 allows whole and reduced fat (2%) milk at lunch for K-12 also.

Can a parent request a fluid milk substitute for a student with a disability?

A parent or legal guardian may provide a written medical statement to request a substitute for fluid milk for a student with a disability at school lunch. The form on page 19 can be used. The school is not required to provide a specific item or brand if it creates an undue burden on the school. Program operators can use their discretion to offer a reasonable alternative that safely meets the student's needs.

A State licensed healthcare professional would still need to sign off on requests at school breakfast, Child and Adult Care Food Program, and Summer Food Service Program. This change was in the Whole Milk for Healthy Kids Act of 2026.

Can fluid milk substitutes be served to all students?

The Whole Milk for Healthy Kids Act of 2026 allows for a fluid milk substitute (one nutritionally equivalent to cow's milk) to be served to K-12 students at lunch.

- If the sponsors chooses to do this, a written request is not needed.
- If the sponsor does not offer fluid milk substitutes to all students, the request process remains the same and a written request is required.

How does Offer Versus Serve (OVS) work with special dietary concerns?

OVS allows participants to decline some of the food offered in a reimbursable lunch or breakfast. The goals of OVS are to reduce food waste and to let students choose the foods they want to eat. For more information, see the USDA Offer Versus Serve Manual.

Schools and adult centers operating OVS must make sure participants with special dietary needs due to a medical need can select all required food components for the meal.

Example: A participant who has celiac disease or gluten intolerance must have a choice of a grain item that is gluten-free. The school may not use OVS to eliminate a specific food component for this child. The school must offer a grain substitute for a child who cannot eat gluten.

Should participants be seated in separate areas when they have special food substitutions because of a medical conditions or a disability?

Sponsors are requested to serve participants with special dietary needs without making them sit in separate areas as long as it is safe for the participant to eat with other students. An exception may be having participants with severe food allergies sit at a separate table to reduce the exposure to the allergen(s).



Everyone should feel welcome at meals.

How are dietary preferences to be accommodated?

Sponsors should consider participant's dietary preferences when planning meals and snacks. The meal pattern requirements must be met when fulfilling these requests.

Are registered dietitians who work for the sponsor allowed to write medical statements for participants?

Registered dietitians signing a Special Diet Request Form need to follow State regulations and the Code of Ethics for the profession. As a best practice, they should be part of the participant's healthcare team.

Is food allergy training required for staff?

Food allergy training is required each year for Child Nutrition staff. This is a new requirement in 2026. Training will need to include best practices to prevent, recognize, and respond to food-related allergic reactions. USDA is expected to publish more guidance on the requirement.

What if a student has an Individualized Education Program (IEP) or 504 Plan?

If the child's IEP or 504 Plan includes the same information that is required in a Special Diet Request Form, it is not necessary for the school to get a separate Special Diet Request Form.

What if the IEP or 504 requires additional food?

USDA does not require sponsors to provide meals to children with special dietary needs due to a medical need beyond the meals provided to other children. For instance, if the school does not have a breakfast program, schools are not required to begin participating in the School Breakfast Program or to provide a breakfast meal exclusively for a child with special dietary needs.

However, any nutrition-related services included in a child's IEP or 504 Plan deemed necessary for the child to receive a free appropriate public education must be provided by the school. In the example above, if the child's IEP states they need a breakfast meal, this must be provided, even if the school does not participate in the School Breakfast Program.

How does the food service account cover the costs for providing special diet accommodations?

Sponsors (NSLP, CACFP and SFSP) will not receive additional reimbursement to cover the extra costs sometimes associated with providing special diet accommodations.



If the special diet request is due to a medical need, the sponsor cannot charge the participant more than they charge other participants for the same meal or snack. However, schools may use funds from the nonprofit school food service account, the general fund, or special education funds (if specified in the child's IEP) to cover these additional costs.

What if the sponsor has contracted or vended meals?

Sponsors with contracted and/or vended meals must include language about accommodating special diet requests. Check your contract language.

Staff Training

Step 1: Develop procedures for:

- Parents, guardians, and participants to request special diet accommodations.
- Getting required documentation.
- Providing final written decision of the request.
- Determining reasonable modifications.
- Providing notice of nondiscrimination and accessible services, as outlined in [7 CFR 15b.7](#).
- Receiving grievances and promptly resolving complaints.

Step 2: Train staff and volunteers on:

- All special diet procedures, including food safety and food allergies. (see page 15)
- Legal and confidentiality requirements.
 - [Family Educational Rights and Privacy Act \(FERPA\) - Protecting Student Privacy](#)
 - [Protection of Pupil Rights Amendment \(PPRA\) - Protecting Student Privacy](#)

Step 3: Assign a key staff person

- All sponsors with 15 or more employees must designate a Section 504 Coordinator who is responsible for ensuring compliance with all disability requirements.
- All sponsors with less than 15 employees must still designate someone who can provide technical assistance for participants with special diet requests due to a medical need.

Step 4: Use a team approach

- Create a team (including those involved with providing special diet accommodations and others training in this area, such as food service staff, a registered dietitian and/or public health nurse).
 - This team will work with the participant or their parent or guardian to review the request and develop a solution as quickly as possible.
 - The team should develop policies and practices that allow for the special diet requests they most commonly encounter to be quickly and consistently addressed.
 - The team should be advised that any medical information they get must be kept confidential.
-

Beverage Options for Child Nutrition Programs

School Nutrition Programs

National School Lunch Program, School Breakfast Program, Special Milk Program, Afterschool Snack Service Program

Fluid Cow's Milk

- **Required.**
- Low fat (1%), fat free, flavored, or unflavored milk for K-12 meals and snacks.
- **At K-12 lunch only** whole and reduced fat (2%) milk are also allowed.

Fluid Milk Substitute (FMS) (e.g. creditable soy or pea beverage) (see page 13)

- **Allowed.**
- SNP sponsors opting to provide an FMS that meets USDA's criteria must get a written request from a parent, guardian, or medical authority that includes the medical or other special dietary reason for the substitution. The Whole Milk for Healthy Kids Act 2026 allows fluid milk substitutes to be offered as a choice to all students at lunch without a written request.
- Note: only an unflavored FMS can be offered to children 1 through 5 years old.

Non-Dairy Milk Alternatives (e. g. Almond, Coconut, Rice, a non-creditable soy beverage)

- **Not allowed.**
- A non-dairy milk alternative that is not nutritionally equivalent to cow's milk cannot be used as a replacement for milk in a reimbursable meal. A signed medical statement (such as MDE's Special Diet Request Form) is required to serve it as a replacement for cow's milk.

Lactose-Free Milk, Lactose-Reduced Milk

- **Allowed.**
- Lactose-free milk and lactose-reduced milk are cow's milk that contains no lactose or milk sugar. Since it is cow's milk, it can be served as milk in a reimbursable meal or snack.
- Sponsors **must** provide a lactose-free or lactose-reduced milk option to a student when a written request is submitted by a parent, guardian, or medical authority. A Special Diet Request Form is not required.

Whole Milk, 2% Milk

- **Not allowed** at breakfast, NSLP Afterschool Snack or Special Milk Program.
- **Allowed** for K-12 lunch.

Water and 100% Juice

- **Not allowed.**
- Water or 100% juice cannot be used as a replacement for milk in a reimbursable meal.
- USDA requires that drinking water be available during meal service times.

Note: When a complete Special Diet Request Form is on file, the sponsor must accommodate the diet ordered and the meal can be claimed for reimbursement.

Beverage Options for Child Nutrition Programs

Child and Adult Care Food Program (CACFP)

Includes At-Risk Afterschool Meals

Fluid Cow's Milk

- **Required.**
- Low fat (1%), fat free (skim), flavored, or unflavored milk for age 6-18 years old and adults. Unflavored fat free (skim) and low fat (1%) milk for ages 2-5 years old.

Fluid Milk Substitute (FMS) (e.g. creditable soy or pea beverage) (see page 13)

- **Allowed.**
- CACFP sponsors or providers choosing to provide an FMS that meets USDA's criteria must get a written request from a parent, guardian, or medical authority that includes the medical or other special dietary reason for the substitution.
- If the sponsor or provider chooses not to provide an FMS, the parent or guardian may provide an FMS that meets USDA's criteria, and the sponsor or provider may claim all meals/snacks that include the parent-provided FMS for reimbursement.
- Only an unflavored FMS can be offered to children 5 years old and younger.

Non-Dairy Milk Alternatives (e. g. Almond, Coconut, Rice, a non-creditable soy beverage)

- **Not allowed.**
- A non-dairy milk alternative that is not nutritionally equivalent to cow's milk cannot be used as a replacement for milk in a reimbursable meal or snack.
- A parent or guardian can choose to supply a non-dairy milk alternative, but the center or provider can only claim meals and snacks for the participant if there is a Special Diet Request Form on file for the participant that supports the need for this beverage.

Lactose-Free Milk, Lactose-Reduced Milk

- **Allowed.**
- Lactose-free milk and lactose-reduced milk are cow's milk that contains no lactose or milk sugar. Since it is cow's milk, it can be served as milk in a reimbursable meal or snack.
- Parents or guardians do not need to submit a written request, and schools/sponsors/providers can choose to provide or not provide a lactose-free milk.
- If the sponsor or provider chooses not to supply the lactose free milk, the parent or guardian can supply this beverage, and the sponsor or provider may claim all meals and snacks that include the parent-provided lactose-free or reduced lactose beverage for reimbursement.

• Whole Milk

- **Allowed for children 12-23 months of age.**
- Unflavored whole milk must be served to toddlers 12 through 23 months of age. Iron-fortified infant formula may be served to children between the ages of 12 months and 13 months to help with the transition to whole milk.
- A center or provider may elect to offer children age 24 to 25 months of age (for only one month) unflavored whole milk to help with their transition to unflavored 1% or fat free (skim) milk.

• Water and Juice

- **Not allowed.**
- Water or 100% juice cannot be used as a replacement for milk in a reimbursable meal.
- USDA requires that water be offered throughout the day to participants.
- 100% juice can be offered only once a day across all approved meal services offered as a fruit or vegetable serving.

Note: When a complete Special Diet Request Form is on file, the sponsor must accommodate the diet ordered and the meal can be claimed for reimbursement.

Beverage Options for Child Nutrition Programs

Summer Food Service Program (SFSP)

Fluid Cow's Milk

- **Required.**
- Sponsors are encouraged to serve low fat (1%), fat free, flavored, or unflavored milk.
- Sponsors may offer whole milk or 2% milk only if following the SFSP meal pattern.

Fluid Milk Substitute (FMS) (e.g. creditable soy or pea beverage) (see page 13)

- **Allowed.** Only School Food Authorities that follow the School Breakfast/National School Lunch meal patterns for SFSP may offer an FMS, upon request, that meets USDA standards and credit as milk.
- **Not allowed.** Non-School Food Authority sponsors may not offer an FMS to replace milk in a reimbursable meal or snack. However, an FMS can be offered as an extra food item in the meal but may not be credited as milk. Also, SFSP funds cannot be used to purchase the FMS. See page 19 of the "Nutrition Guide for Summer Food Service Program" for more information.

Non-Dairy Milk Alternatives (e. g. Almond, Coconut, Rice, Hemp, a non-creditable soy beverage)

- **Not allowed.**
- A non-dairy milk alternative may be offered as an extra item but may not credit as milk and may not use SFSP reimbursement to pay for the cost of the product.

Lactose-Free Milk, Lactose-Reduced Milk

- **Allowed.**
- Lactose-free milk and lactose-reduced milk are cow's milk that contains no lactose or milk sugar. Since it is cow's milk, it can be served as milk in a reimbursable meal or snack.

Water and 100% Juice

- **Not allowed.**
- Water or juice cannot be used as a replacement for milk in a reimbursable meal or snack.

Note: When a complete Special Diet Request Form is on file, the sponsor must accommodate the diet ordered and the meal can be claimed for reimbursement.

Note: School Food Authorities participating in SFSP may request an exception to follow a meal pattern other than SFSP.

Fluid Milk Substitutions – Creditable Beverages

CHILD NUTRITION PROGRAMS

What is Creditable and Nutritionally Equal to Cow's Milk?

Sponsors must ensure plant-based milk substitutions meet the nutrient content in the chart below. If the amounts listed on the Nutrition Facts label are the same or more, the beverage is creditable and considered a fluid milk substitute. Usually, soy and pea milk meet the standard.

Nutrients	Per Cup (8 fluid oz.)
Protein	8 grams
Calcium	276 mg
Vitamin A	500 IU or 150 mcg
Vitamin D	100 IU or 2.5 mcg
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	.44 mg
Vitamin B-12	1.1 mcg

What is the Documentation Required?

- **Lactose-free/ lactose-reduced milk** (fat free or low fat)
 - Does not require a doctor's note. It can be a written parent request, such as the Dietary Preference Request Form.
 - Unflavored milk must be served to participants ages 1 through 5 years.
- **Plant based milk**
 - **Not nutritionally equal to cow's milk and not creditable:** must be prescribed by a state licensed Physician (MD or DO), Physician Assistant (PA), an Advanced Practice Care Nurse (such as a Nurse Practitioner NP) or Registered Dietitian (RD or RDN), for reasons of disability OR included in an IEP/504 Plan. A parent may request for school lunch only when there is a disability.
 - **Nutritionally equal to cow's milk and creditable:** must be requested by parent/guardian. The Whole Milk for Healthy Kids Act 2026 allows NSLP sponsors to offer fluid milk substitutes as an option to all students without written request at lunch.

What are Non-Creditable Non-Dairy Beverages?

Almond, cashew, coconut, hemp, oat, banana, rice milks, and some soy milks do not contain enough protein or other micronutrients to be a creditable non-dairy beverage. Water and juice are also not creditable non-dairy beverages. Non-creditable non-dairy beverages cannot be served as a milk substitution without a valid medical statement.

Creditable Non-Dairy Beverages

These plant-based milks meet the USDA nutrient requirements for fluid milk substitutes. Sponsors are responsible for ensuring the product served meets nutrient requirements (even if on this list). As of 2/2025.

Unflavored Options

Great Value, Original Soymilk



8th Continent, Original Soymilk



Sunrich Naturals, Organic Original Soymilk



Kikkoman Pearl, Organic Smart Original Soymilk
8 oz. container only



Ripple, On-the-Go Original
8 oz. container
Original Shelf Stable
32 oz. container



Westsoy, Original Plus Plain Soymilk



Silk, Original Soymilk



Pacific, Ultra Soy Original



Flavored Options

Flavored non-dairy beverages may only be served to children 6 years and older and adults.

8th Continent, Vanilla Soymilk



Sunrich Naturals, Organic Vanilla Soymilk
8 oz. and 32 oz. containers



Kikkoman Pearl, Organic Smart Creamy Vanilla and Creamy Chocolate
8 oz. container only



Ripple, On-the-Go Chocolate Or Vanilla, 8 oz. container
Chocolate Shelf Stable
32 oz. container



Westsoy, Original Plus Vanilla Soymilk



Silk, Chocolate and Very Vanilla Soymilk
8 oz. container only



Note: Products are not endorsed by the Michigan Department of Education (MDE).

Resources/More Information

Laws and Regulations

- [Richard B. Russell National School Lunch Act – Sec 9 \[42 U.S.C. 1758\] \(a\)\(1\)\(A\)](#)
- [7 CFR 210.10\(m\)](#)
- [2017 Edition of Accommodating Children with Disabilities in the School Meal Programs](#)
- [Accommodating Disabilities in the School Meal Programs: Guidance and Q&As](#)
- [Policy Memorandum on Modifications to Accommodate Disabilities in the School Meal Programs](#)
- [Modifications to Accommodate Disabilities in CACFP and SFSP](#)
- [Q&As - Milk Substitution for Children with Medical or Special Dietary Needs \(Non-Disability\)](#)
- [Requirement to Accept Medical Statements from Registered Dietitians for Schools and Child and Adult Care Institutions and Facilities](#)
- [Final Fluid Milk Substitution Rule](#)

Additional Resources

- [Food Allergies: What You Need to Know | FDA](#)
- [FoodAllergy.org](#)
 - [Food Allergy Management in Schools \(FAMS\): Expert Recommendations for K–12 - FoodAllergy.org](#)
- [AAP_Allergy_and_Anaphylaxis_Emergency_Plan Form](#)
- [School Food Allergy Fact Sheets – Institute of Child Nutrition](#)
- [Food Safety Resources – Institute of Child Nutrition](#)
- [Whole Milk for Healthy Kids Act of 2026](#)
- [MDE Bulletin on Whole Milk for Healthy Kids Act](#)
- [USDA Memo SP 01-2026 - Whole Milke for Healthy Kids Act Implementation](#)

Special Diet Request Form

This form needs to be completed when accommodations for a child are required in the Child Nutrition Program* meals due to medical reasons, disabilities, or severe allergies. The form must be filled out by a state licensed medical provider and parent/guardian, signed, and returned to _____

Participant Information: (completed by parent/guardian)

Participant's full name: _____ Date: _____

Date of birth: _____

Name of school/center/site attends: _____

Parent/guardian name: _____

Phone number: (Cell) _____ Other: _____

Updates to this form are required only if the child's needs have changed.

Required Information: Dietary Accommodation (completed by medical provider)

1. List food(s) to be omitted and substituted. Attach a sheet with additional instructions as needed.

Foods to be Omitted	Foods to be Substituted

2. Briefly explain how exposure to the food(s) affects the participant.

Additional Information

Texture modification (circle): Pureed Minced & Moist Soft & Bite Sized
Easy to Chew

Tube feeding: _____ Formula name: _____

Administering instructions: _____

Other dietary modification or additional instructions: _____

Required Signature

Form must be signed by a state licensed Physician (MD or DO), Physician Assistant (PA), an Advanced Practiced Provider (Nurse Practitioner or NP, Advanced Practice Registered Nurse or APRN), or a Registered Dietitian (RD or RDN).

Prescribing authority name & Credentials (print): _____

Signature: _____ Date: _____

Clinic/Hospital: _____

Phone number: _____ Fax number: _____

Voluntary Authorization

Note to Parent(s)/Guardian(s)/Participant: You may allow the director of the school/center/site to talk with the medical person about this Special Diet Request Form by signing the Voluntary Authorization section:

In accordance with the provisions of the Health Insurance Portability and Accountability Act (HIPPA) of 1996 and the Family Educational Rights and Privacy Act I hereby authorize _____
(**physician/medical authority name**) to release such protected health information as is necessary for the specific purpose of Special Diet information to _____
(**program name**) and I consent to allow the physician/medical authority to freely exchange the information listed on this form and in their records concerning me, with the program as necessary. I understand that I may refuse to sign this authorization without impact on the eligibility of my request for a special diet for me. I understand that permission to release this information may be rescinded at any time except when the information has already been released. Optional: My permission to release this information will expire on _____ (date). This information is to be released for the specific purpose of Special Diet information. The undersigned certifies that he/she is the parent, guardian, or authorized representative of the participant listed on this document and has the legal authority to sign on behalf of that participant.

Parent/Guardian: _____ Date: _____

Or Participant's Signature (Adult Day Care ONLY): _____

USDA Non-Discrimination Statement

In accordance with federal civil rights law and the U. S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (Voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: USDA Program Discrimination Complaint Form, from any USDA office, by calling (866) 632-992, or writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: Program.Intake@usda.gov

This institution is an equal opportunity provider.

Dietary Preference Request Form

This form can be used to request dietary preferences not related to a medical need or disability. Keep in mind that:

- Sponsors are encouraged but not required to make reasonable dietary requests for a participant who does not have a medical need or disability.
- **The dietary changes made must still meet Child and Adult Care Food Program (CACFP), National School Lunch (NSLP) or School Breakfast Program (SBP) meal pattern requirements.**
- If the participant has a medical need or disability that restricts their diet they should complete the Special Diet Request Form.

Participant Information: (completed by parent/guardian)

Participant's full name: _____ Date: _____

Date of birth: _____

Name of school/center/site attends: _____

Parent/guardian name: _____

Phone number: (Cell) _____ Other: _____

Participant Status: (check one)

_____ Participant does not have a medical need or disability but is requesting a dietary change based on a dietary preference.

_____ Participant does not have a medical need or disability, but is requesting that they be served an approved fluid milk substitute in place of cow's milk.

Indicate reason for fluid milk substitute: _____

Dietary Accommodation

1. State the preferred dietary accommodation:
2. List food(s) to be left out and replaced. Attach a sheet with additional instructions as needed.

Foods to be left out	Foods to be replaced

Signature

Parent/Guardian Name (print): _____

Parent Guardian Signature: _____ Date: _____

Relationship to participant: _____

Phone number: _____

The signature of a parent, guardian, caregiver or adult participant is sufficient for a request for an approved fluid milk substitute.

Substitute for Fluid Milk Request Form for School Lunch

This form can be completed when a substitute for fluid milk for a child is required in the National School Lunch Program* due to medical reasons, disabilities, or severe allergies. This form may only be used to request a fluid milk substitute at lunch. The form may be filled out by parent/guardian, signed, and returned to _____

Participant Information: (completed by parent/guardian)

Participant's full name: _____ Date: _____

Date of birth: _____

Name of school/center/site attends: _____

Parent/guardian name: _____

Phone number: (Cell) _____ Other: _____

Updates to this form are required only if the child's needs have changed.

Required Information: Dietary Accommodation

1. List food to be omitted and substituted.

Food to be left out	Food to be replaced**
Fluid dairy milk	

**The school is not required to provide a specific item/brand if it creates an undue burden. Program operators can use their discretion to offer a reasonable alternative that safely meets the student's needs.

2. Briefly explain how exposure to the food affects the participant.

Parent Signature

Parent Name (print): _____

Signature: _____ Date: _____

Phone number: _____