



## Meal Modifications in School Nutrition Programs How to request a Meal Modification for your child

Heritage Charter Academy ensures that all children have an equal opportunity to participate in school meal programs. Our goal is to provide nutritious meals in a safe environment for all students at Heritage Charter Academy. We understand that some children we serve have special dietary needs that require a meal modification outside of USDA meal patterns. Meal modifications are made for students who are considered to have a disability and whose disability restricts their diet.

### **Purpose:**

To ensure the meal being served meets your child's special dietary needs as prescribed by a licensed medical provider;

To ensure all students can safely participate in Child Nutrition Programs;

To ensure meals being served meets the definition of a reimbursable meal as defined/required by the USDA.

### **Procedures:**

If your child has special dietary needs, please have a state licensed medical provider complete the Medical Statement for Meal Modifications in School Nutrition Programs form. This form is required when requesting a meal modification for your child.

You may request a hard copy of the form or find it on our school's website under Meal Service. The link is <https://heritagecharteracademy.org/meal-service/>

Completed Medical Statement for Meal Modification forms should be turned into the front office. A copy will be sent to the 504 coordinator and the Food Service Director.

We will make meal modifications for your child with a qualifying medical disability with supporting documentation. Reasonable modifications to accommodate children with disabilities are made on a case-by-case basis. A meal modification must be related to the disability, or limitations caused by the disability.

The Food Service Director will review the meal modification form for completeness and take the steps necessary to start the requested dietary change. Please allow 10 working

days from receipt of the Meal Modification form to review, approve, and implement the request.

### **Meal substitutions for students with non-medical dietary needs**

Child Nutrition Services will make reasonable meal modifications for your child with non-medical special dietary needs. We require a Medical Statement for Meal modifications in School Nutrition Programs form for children with food intolerances and food allergies that do not result in life-threatening reactions. A state licensed medical provider must complete and sign the form.

### **Food Preferences**

Heritage Charter Academy does not make meal modifications for lifestyle or food preferences. We ask parents/guardians to review the menu with their children to find acceptable meal choices and to be aware of what meals will be served each day.

### **How often do I complete the Meal Modification form?**

We ask parents to update this form yearly. This helps us make sure we have the most-up-to-date information regarding meals to meet your child's dietary needs.

You can request meal modifications any time of the school year.

### **What if I need to stop or change the meal modification?**

We understand things change and you may need to stop or change the meal modification. If a meal modification needs to be changed or discontinued, please fill out the Meal Modification Discontinuation form. This form can be filled out and signed by a parent/guardian. Please return it to the front office.

You may request a hard copy of the form or find it on our school's website under Meal Service. The link is <https://heritagecharteracademy.org/meal-service/>

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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: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> from any USDA office, by calling (866) 632-9992, or by 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:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

or fax: (833) 256-1665 or (202) 690-7442;

or email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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