

## BCSS Special Dietary Requests Procedure

The purpose of special diets is to provide safe, medically appropriate meals to students whose dietary needs are not met with the scheduled menu. The U.S. Department of Agriculture (USDA) regulations require reasonable modifications to school meals to accommodate children with disabilities when the disability\* restricts the child's diet. Modifications will be determined on a case-by-case basis.

The Special Dietary Needs Request form is available to the public at [www.bartowcountyschoolnutrition.com](http://www.bartowcountyschoolnutrition.com). Each school nurse and cafeteria manager maintains copies of and access to the request form.

### The BCSS special dietary *requests* procedure is as follows:

Parent/guardian may access "Special Dietary Needs Request" form online at [www.bartowcountyschoolnutrition.com](http://www.bartowcountyschoolnutrition.com) OR may request form from school nurse or cafe manager. Within the first two weeks of school, students with known special dietary needs may receive a "Special Dietary Needs Request" to take home.  
(The form is available in both English and Spanish).

Parent/guardian or physician returns completed form to school nurse, cafe manager, or Nutrition Coordinator. If received by nurse or cafe manager, the form will be sent to Nutrition Coordinator.

**NOTE:** Only written requests on the "Special Dietary Needs Request" form will be accepted. The form must be completed and signed by a Licensed Physician, Physician's Assistant, or Nurse Practitioner.

! A medical statement is required for any accommodation, including those within the meal pattern. For example, medical documentation is required to substitute rice for a wheat roll for a child with Celiac's Disease. The physician should specifically state which items must be omitted from the student's diet and the specific items to be replaced with.

### The BCSS special dietary request *processing* procedure is as follows:

All requests should be sent to Nutrition Coordinator, Emily Miller, for processing.  
email: [emily.miller@bartow.k12.ga.us](mailto:emily.miller@bartow.k12.ga.us) or fax: 770-606-5169  
Completed request forms will be processed in a timely manner on a case-by-case basis. Requests are processed within three business days unless additional information is needed.

Approved dietary accommodations will be discussed with school nurse and school cafe manager. If appropriate, Nutrition Coordinator will discuss dietary modifications with student's parent/guardian. School nurse and/or cafe manager will communicate accommodations with student's teacher if necessary.

**The BCSS special dietary accommodation *implementation* is as follows:**

For approved special dietary requests, software will be set-up to alert for special diets and food allergies. The cafe manager is responsible for ensuring that the student's meal is appropriately accommodated per instruction from Nutrition Coordinator.



For students who receive a special menu accommodating their needs (i.e. Gluten Free menu), the parent/guardian, nurse, and cafe manager will receive a copy.



To terminate an accommodation, the parent/guardian may call the café manager or Nutrition Coordinator and verbally request that the dietary accommodation no longer be made OR may send in a signed note from the parent/guardian or licensed physician.



The Special Dietary Request Form need not be resubmitted annually unless changes are needed. However, the student's parent/guardian must confirm that there are no changes to the student's special diet at the beginning of a new school year (via phone call or signed note).

\*The definition of a disability is applied to severe, life-threatening allergies and severe restriction of major life activity. The definition also includes major life activities and major bodily functions, including digestive, immune, respiratory, neurologic, and endocrine.