

Per our annual Food Service Agreement with Longview School District,  
we follow their protocol for Special Dietary Needs Requests:

### Longview School District Nutrition Services- Special Dietary Needs

Longview School District Nutrition Programs support access to healthy meals to all children, including children who have special dietary needs. Federal law and USDA regulation require nutrition programs to make reasonable modifications to accommodate children with disabilities. Under the law, a disability is an impairment which substantially limits a major life activity or bodily function, which can include allergies and digestive conditions, but does not include personal diet preferences.

#### SPECIAL DIET REQUEST PROCEDURE

- 1- Meals will be altered on a permanent basis with an order from an approved medical authority. A State-Recognized Medical Authority is defined as a licensed health care professional authorized to write medical prescriptions in Washington: Medical Doctor (MD), Doctor of Osteopathy (DO), Physician's Assistant (PA) with prescriptive authority, Naturopathic Physician, or Advanced Registered Nurse Practitioner (ARNP).
  - a. If a student has a need for a special diet accommodation but does not yet have documentation from an approved medical authority, please contact Nutrition Services or the School Nurse and inform them of the dietary accommodations needed.
  - b. Nutrition Services and the Nurses will work with parent/guardian to meet the need of the student by granting up to a 30-Day grace period in which they will accommodate the students' dietary needs without the signed approval from an approved medical authority so the family will have time to obtain the proper authorization.
- 2- Once the Approved Medical Authority completes the Special Dietary Request form and the Nutrition Services Office has received it, they will work with the Nurses and the Parent/Guardian to determine what alterations can/will be made to accommodate the needs of the student on a permanent basis.
- 3- The Food Service Office will inform and train necessary staff in the details of the dietary adjustments once they are determined.
- 4- All information relating to medical and/or disabilities is confidential and will only be shared with those who will be involved in making sure the dietary needs are safely met.

If you have any questions please feel free to contact the Food Service Office.

Rick Traynor  
Nutrition Services Manager  
Longview School District



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

**REQUEST FOR SPECIAL DIETARY ACCOMMODATIONS**

Participant Name

Date of Birth

Parent / Guardian Name

Phone

Mailing Address

City/State/Zip

Center / Site

Date

Signature of Parent/Guardian/ Participant

**Diet Order**

Federal law and USDA regulation require nutrition programs to make reasonable modifications to accommodate participants with disabilities. Under the law, a disability is an impairment which substantially limits a major life activity or bodily function, which can include allergies and digestive conditions, but does not include personal diet preferences.

1. **Describe how the impairment affects the participant** (i.e., how the ingestion/contact with the food impacts the participant):
  
2. **Explain what must be done to accommodate the participant's diet** (i.e., specific food(s) to be omitted/avoided from the diet):
  
3. **List food(s) and/or beverages to be substituted, provided, or modified:**

*\* State licensed healthcare professionals and registered dietitians may write medical statements to request meal modifications. This includes: Medical Doctor (MD), Doctor of Osteopathy (DO), Physician's Assistant (PA) with prescriptive authority, Naturopathic Physician, Advanced Registered Nurse Practitioner (ARNP) or Registered Dietitian (RD).*

Signature of State-Recognized Medical Authority\*

Date

Clinic Name