Harrisburg Global Academy
Special Meal Accommodations
Policy

Meal Subsitions for Medical or Special Dietary Reasons

Meal substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability will be provided substitutions in foods when that need is supported by a signed statement from a licensed physician.

Non-Life Threatening Allergies

Children with non-life threatening food allergies do not qualify as “disabled” under USDA regulations. For these students, the school provides ingredient lists of foods used in all recipes/menus on the Child Nutrition page of the school’s website. Please note, however, that manufacturers may change formulas and ingredients without notice. The School Nutrition Program cannot be responsible for these changes. Parents are encouraged to discuss food allergies with children, encouraging them to make correct choices for meals at school. If you feel that your student is not capable of avoiding these foods on his/her own, please submit a Diet Order signed by a medical professional indicating which food(s) should be withheld. School Nutrition personnel will withhold items as requested by a medical professional on a current Diet Order form but substitutions will not be provided for non-life threatening allergies.

Life-Threatening Allergies

Llife threatening allergies are considered a disability. This is indicated by the physician on the Diet Order form. The School Nutrition Program is required to allow and facilitate those prescribed substitutions made by a licensed physician. The School Nutrition Program will make necessary accommodation as needed.

Milk Substitution for Lactose Intolerance

Students are never required to take milk with a meal. If a student who is lactose-intolerant would like to have lactose-free milk in place of regular milk, the parent should complete and submit a Parental Request Form for Fluid Milk Substitution. A medical professional signature is not required. If a student has a medical condition other than lactose intolerance requesting a substitution, then a Diet Order form should be submitted to the school nurse instead.

Diabetes

We ask that parents of diabetic students please contact the school nurse. Our menu website will provide carbohydrate counts for menu and meal items.

Peanut and Tree Nut Allergies

There may be foods served which have or have been processed in a plant that also processed nut products or uses shared equipment. Companies are not required by the FDA to disclose this practice, but some companies do place a label on the package. The school cannot guarantee that a product was not processed in a shared plant.

Other Special Needs

Parents who feel their student has special dietary concerns that have not been addressed above, please contact the School Nutrition Program. Each case will be evaluated on an individual basis while meeting all requirements as established by the USDA.

Medical Statement (Diet Order Form) for Children with Special Dietary Needs

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If we do not receive a medical statement from a recognized medical authority, your child will receive a regular lunch tray. Medical statements completed by parents or guardians will not be accepted. **Special Dietary Needs that are no longer valid also require a medical statement in order to remove them from the student's account.**

Students that require meal substitutions must have a current Diet Order completed and signed by a licensed physician, Nurse Practitioner or Physician's Assistant on file at the school. Each special dietary request must be supported by a statement explaining the requested food substitution and must be signed by a recognized medical authority. The Medical Statement must include:

1. An identification of the medical or other special dietary condition which restricts the child's diet;
2. The food or foods to be omitted from the child's diet; and
3. The food or choice of foods to be substituted.

A new Diet Order needs to be completed and filed with the school after July 1st of each school year or within thirty (30) days of enrollment. Services may be discontinued without a new Diet Order after this date. If you need additional time to obtain the requested information, please contact our office and we will be happy to work with you. The Diet Order must include an explanation of the student's disability, why the disability restricts the diet, the major life activity affected by the disability, and food(s) to be omitted from the student's diet. The Diet Order must also include food or choice of foods that must be substituted.

If your child has IEP, 504 Plan, or Medical Care Plan that includes feeding modifications or alternatives, the requirements will be implemented by the School Nutrition Program.

Requesting a diet order:

Please obtain a diet order form from the school's website, nurse, school office or cafeteria manager. Instructions are included with the form. Complete Part A and take to your child's medical provider to complete Part B. Incomplete forms will be returned to the parent/guardian.

Please note:

- Students with a disability (IEP or 504) must have a licensed physician complete the form. Students without a disability should submit a form signed by a licensed physician, physician assistant, or nurse practitioner. Please note substitutions will only be provided for students with disabilities as stated above, but any student may have restricted items withheld for a medical reason.
- Milk: a diet order is not required if a student needs lactose-free milk in place of regular milk. Please complete the Parental Request Form for Fluid Milk Substitution found on our website and return to the address below.
- Diet orders will automatically expire at the end of the school year.

Modifying a diet order:

At each time a student's diagnosis or treatment changes during the course of the school year a new form must be submitted by your child's medical provider.

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Cancelling a Diet Order or Milk Substitution Request:
Please submit a request in writing from the parent/guardian or medical provider to our School Nutrition Director at the contact information below.

School Nutrition Services
Robert Schaffer
School Nutrition Director
bschaffer@hgacharter704-962-5102

Please allow up to 10 school days for processing all requests.

NOTE: In the U.S., it is VOLUNTARY for a manufacturer to include a statement on their package regarding whether their manufacturing facility also processes any of the top eight allergens. Some manufacturers voluntarily list that certain food allergens are processed on a shared line or in a shared facility, while others don't list any statement.

If you have any questions, please contact the School Nutrition Director. Consult the School Nutrition website to view menu items that have been identified as containing one or more of the 8 major allergens.



Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632- 9992. Submit your completed form or letter 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; 2. Fax: (202) 690-7442; or 3. E-mail: program.intake@usda.gov This institution is an equal opportunity provider.