



2.8A-B Request for Special Meals and/or Accommodations Instruction Sheet



PURPOSE STATEMENT

This form serves to ensure our program will “meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities.” Head Start Program Performance Standard 1302.44 (a) (1)

Regarding the Milk Substitution section of the parent/guardian meal request (detailed below), this form follows CACFP requirements allowing for parent/guardians to request a fluid milk substitution in the event that the child “does not have a disability, but the parent or legal guardian is requesting a fluid milk substitute due to a medical or other special dietary need. This form is not intended to accommodate children who drink fluid milk substitutions such as soy milk due to taste preferences.”

TIMELINE

The 2.8A Request for Special Meals and/or Accommodations Medical (RSM-A) form is completed by the health-care provider and is submitted to the central kitchen for approval **PRIOR** to the child’s first day of attendance or when a new medical or disability related special meal need is identified by the child’s health care provider during the school year. Fax completed form to the Central Kitchen: 858-569-5175.

The 2.8B Request for Special Meals and/or Accommodations Parent/Guardian (RSM-B) form is completed by the parent/guardian and is also submitted to the central kitchen for approval **PRIOR** to the child’s first day of attendance.

- If staff has difficulty getting a physician to accurately complete the RSM-A form, please submit a CSQI Program Support Service Request to the Nutrition Coordinator and attach or fax a copy of the RSM-A form and a completed Authorization to Release Information form for the child’s primary physician.
- For returning children, at the beginning of each school year, staff reviews the RSM-A form on file. If no changes have occurred, staff sends the RSM-A form to the central kitchen. If changes have occurred, staff have the parent/guardian take a new RSM-A form to the doctor. The new form is sent to the central kitchen before the child’s first day of attendance.
- A new RSM-B form must be completed every school year by the parent if they are requesting a fluid milk substitution. If not, then staff review the RSM-B form on file with the parent/guardian. If no changes have occurred, submit the RSM-B form to the central kitchen. If changes have occurred, a new RSM-B form is completed.



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- All children will continue receiving special meals until the central kitchen is notified in writing that the meal is no longer necessary.
- If a special meal is no longer necessary, staff must complete the following process in order for the site to stop receiving special meals for the child:
 - Site staff will need a document signed by the physician for RSM-A (or signed by the parent/guardian for RSM-B) stating that the special meal accommodation is no longer necessary. In the Child File Progress Notes, Section 2, staff documents the cancelation of special meals and files the written request. Staff will notify the central kitchen in writing (email or fax).

STAFF RESPONSIBLE

- Family Service Advocate, Early Head Start Teacher, Home Visitor, Site Supervisor/Assistant Site Supervisor, Family Services Supervisor, Home-Based Supervisor

INSTRUCTIONS

- Site staff completes the top portion of the form with the child's identifying information, site contact, and provides the form to the parent/guardian.

If the child needs special meals or accommodations for medical/disability reasons

(For example, a food allergy, food intolerance, medical condition, or food aversion):

- Request that the parent/guardian take the RSM-A form to their child's health care provider for completion and signature. The site may also fax the form to the medical office for the health care provider to complete, along with a completed Authorization to Release Information form for that provider.
- The RSM-A form must be completed by a physician or clinic staff and signed by the physician.
- The parent/guardian returns the signed form to the site or the medical provider may fax it to the site if an Authorization to Release Information form was completed.
- Once the completed form is received at the site, staff reviews the form to ensure completion of all needed sections, and then faxes it to the central kitchen.
- The child cannot begin attending the program until the central kitchen staff replies with a confirmation email that the special accommodations are in place and provides a date when the child can begin attending.



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- Use code 'A' (health absence) on the Verification of Excuse Absence and the attendance sheet(s) during this time (medically driven request ONLY).

Note regarding the box at the bottom of the form:

Citations are from Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990, and ADA Amendment Act of 2008:

- A person with a disability is defined as any person who has a physical or mental impairment, which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- Physical or mental impairment means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory; speech; organs; cardiovascular; reproductive, digestive, genito urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
- Major bodily functions have been added to major life activities and include the functions of the immune system; normal cell growth; and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
- "Has a record of such an impairment" means a person has, or has been classified (or misclassified) as having, a history of mental or physical impairment that substantially limits one or more major life activities.

If child needs special meals or accommodations for non-medical reasons

(For example, the child does not consume foods due to personal or religious reasons):

- If the child is a vegetarian, a signature of the health care provider is not needed.
- Have the parent/guardian complete the RSM-B form.
- If the parent/guardian checks the box requesting a fluid milk substitution, the parent/guardian must read the Milk Substitution statement from CACFP before signing the form, and must write the reason for the milk substitution in section 1.



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- Parent/guardian and staff sign and date at the bottom of the form.
- Once completed and signed, staff faxes the form to the central kitchen.

For Section 12 of the RSM-B form:

- If the parent/guardian selects the option for the child to attend the program and receive regular meals while the central kitchen is processing their request, then the child may attend the program.
- If the parent/guardian selects the option for the child to not attend the program until the request has been processed and approved, then the child cannot begin attending the program until the central kitchen staff replies with a confirmation email that the special accommodations are in place and provides a date when the child can begin attending.
 - **Do not use** code 'S' or code (not scheduled to attend) or 'A' code (for health reasons) for the attendance sheet(s) during this time.
 - **Use** code 'I' (best interest day) and explain to the parent/guardian that these absences will count towards their amount of best interest days used for the year (total allotted per year: 10).
 - If the parent/guardian does not want to use best interest days for these absences, then staff mark the child's absences as "unexcused" (only five allowed per year).

Documentation:

- **The original** Request for Special Meals and/or Accommodations form is kept in the Child File, Section 2.
 - **If new versions of the form** are obtained during the year, the newest form is kept in front of previous form(s) in Section 2.
 - **If a special meal is canceled**, the written documentation is placed in front of the special meal form in Section 2.