

# Meal Modification Plan for Accommodating Students with Disabilities for Child Nutrition Programs

Cherry Valley Springfield CSD adheres to specific United States Department of Agriculture (USDA) guidelines in providing special dietary accommodations for students. A "reasonable modification" is a change or alteration in practices or procedures to accommodate a disability to ensure students with disabilities have equal opportunity to participate in or benefit from the program. In accordance with the criteria set forth in [7 CFR Part 15b](#), those students who are unable to eat the school meal due to a disability, medical need, and/or impairment are accommodated, at no additional charge. Meal modifications must be related to the disability or limitations caused by the disability. The USDA regulations for school nutrition programs does not require meal modifications for children whose special dietary needs do not constitute a disability, including those related to religious or moral convictions, general health concerns, and personal food preferences.

Per [Section 504 of the Rehabilitation Act of 1973](#), parents/ guardians have a right to an evaluation of their student if the district has reason to believe the student has a mental and/or physical impairment that substantially limits a major life activity, which can involve eating/digestion. Students have the right to this evaluation before any plan for accommodation. Parents/guardians should ensure they contact the school if they feel as though an evaluation would be appropriate.

If a student or parent /guardian believes their child needs substitutions because of a disability, they should contact: **Becky Meehan, school nurse. Melissa Davidson, cafeteria manager. Samantha Seamon CSE chair**

Meal modification requests should be sent to: **Becky Meehan, school nurse, Melissa Davidson, cafeteria manager, Samantha Seamon, CSE team**

The school may contact the student and parents/guardians for additional information as needed. If the substitutions needed for accommodations fall outside of the USDA meal pattern, the school will request a medical statement signed by a State licensed health care provider.

This medical statement must contain but is not limited to the following:

1. Information about the child's physical or mental impairment that is sufficient to allow the school to understand how it restricts the child's diet
2. An explanation of what must be done to accommodate the child's special dietary need
3. The food or foods to be omitted and recommended alternatives, in the case of a modified meal

Upon receipt of a meal modification request, the CSE team will accommodate the request prior to receiving a medical statement signed by a State licensed health care provider but must receive the information as listed in numbers one through three above as required in a verbal or written format. The SFA will work with the family to provide a date when the Medical Statement or written statement from a State licensed health care provider must be submitted to continue receiving the modified meals.

## Procedural Safeguards

If the household feels that reasonable accommodation is not being met, they have the right to contact CSE team, Samantha Seamon

- File a grievance if they believe a violation has occurred regarding the request for a reasonable modification.
- Receive a prompt and equitable resolution of the grievance.
- Request and participate in an impartial hearing to resolve their grievances.
- Be represented by counsel at the hearing.
- Examine the record; and
- Receive notice of the final decision and a procedure for review, i.e., right to appeal the hearing's decision.

This meal modification plan will be available to all parents/guardians on our district website: [cvscsd.org](http://cvscsd.org). It may also be provided to any parent upon request.

## USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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:

1. mail:

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

2. fax:

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

3. email:

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

This institution is an equal opportunity provider.