



**Standard Policy and Procedure**  
**Los Angeles Unified School District**  
**Food Services Division**



SOP#:	5.1.3.14	Author:	Julie Lee	Date:	1/4/09
Major Process	Meal Service				
Process	Special Diets				
Sub Process	Special Diet Request				

I. Process/Scope Overview:

The purpose of this process is to define procedures in the handling of special diet requests and to identify responsible individuals in carrying out the process.

II. Policies:

- A. Students with a disability or medical condition that limits a major life activity such as breathing or learning, or food allergies that result in life-threatening reactions (anaphylactic reactions) that severely impacts his/her ability to function in school, will be accommodated with a special diet prescribed by a licensed physician.
- B. A special diet request is reviewed for approval by a Nutrition Specialist. A special diet menu, education sheets, and/or guidelines for all valid special diet requests will be developed.
- C. Food services staff will follow specific instructions in preparing all foods and beverages for students on special diets.
- D. Approved special diets are reimbursable even if fewer than 4 or 5 components are offered at breakfast and lunch respectively, and/or the student takes fewer than 3 components from any meal.
- E. Special diets are not provided to students to accommodate their personal preferences, food intolerances, or religious beliefs.
- F. Approved special diets apply to individual students and are not to be established as school-wide food restrictions, e.g., “peanut-free school.”

III. Procedures:

- A. After reviewing “Procedures for Requesting a Special Diet”, the Food Services Manager or designated food service staff shall issue the “*Medical Statement to Request a Special Diet*” Form to those individuals requesting it: students, parents, school nurse, faculty and school administration.
- B. Upon receipt of a completed form, the Food Services Manager will mail the original completed request form to the Nutrition Specialist and keep a copy on file.
- C. Within 2 to 4 weeks of receiving the completed original form, the Nutrition Specialist will inform the Food Services Manager whether the special diet was approved or denied.
- D. The Nutrition Specialist will send the Parent Education Sheet(s), and/or instructions/guidelines, and/or special diet menu to the Food Services Manager. It is the responsibility of the Food Services Manager to convey this information to the parent/guardian, school nurse, and to keep a copy on file for information/audit purposes.
- E. For all approved special diets, the food services staff will follow all guidelines developed by the Nutrition Specialist to ensure the requirement(s) of the special diet are met. This may involve training of food services staff by the Food Services Manager and/or the Nutrition Specialist. The food services staff, Nutrition Specialist, and parents

are responsible for the health and well being of the student(s) on a special diet and should work closely with each other throughout the school year.

IV. Responsible Individuals/Department:

1. Food Services Manager and Staff
2. Nutrition Specialist
3. Parent(s)/Guardian
4. Physician
5. School Nurse
6. School Administration and Faculty

V. Frequency/Timing:

- A. The “*Medical Statement to Request a Special Diet*” form can be obtained throughout the school year to meet the needs of students who develop special medical and/or dietary needs, as well as for students with a history of illness(es)/disabilities that require a modified diet.
- B. For student(s) with an ongoing history of special dietary needs, a “*Medical Statement to Request a Special Diet*” form needs to be completed for approval each school year.

VI. Record Keeping Requirements:

- A. “*Medical Statement to Request a Special Diet*” Form – copy on file in the Food Services Manager’s office and original request form with Nutrition Specialist. The original request form is to be kept for three years, plus the current year.

VII. Monitoring:

- A. The Food Services Manager will monitor food and beverage preparations ongoing for adherence to guidelines and procedures of individual special diets defined by the Nutrition Specialist.

VIII. Related Training and Recommended Classes:

- A. The Nutrition Specialist will provide written instruction regarding any specific recipe modification or meal preparation related to a special diet when necessary.
- B. The Nutrition Specialist will train food services staff in the preparation of food and beverages defined in the guidelines and procedures of individual special diets as needed.

IX. Related documents/Reference Material:

- A. CA Department of Education – FNS Instruction 783-2, Meal Substitutions for Medical or Other Special Reasons (April 2003).
- B. CA Department of Education – Nutrition Services Division Mgt. Bulletin No. 00-801 (February 2000).
- C. CA Department of Education - Nutrition Services Division Mgt. Bulletin No. USDA-SNP-15-2009 (July 2009) “Fluid Milk Substitutions”
- D. USDA website – [www.fns.usda.gov/cnd/guidance](http://www.fns.usda.gov/cnd/guidance)
- E. “*Medical Statement to Request a Special Diet*” Form (3/27/09).
- F. “Procedure for Requesting Special Diets” – March 27, 2009

X. Key Support Contacts:

- A. Nutrition Specialist
- B. Physician
- C. School Nurse

- D. Parent(s)/Guardian
- E. Area Food Services Supervisor
- F. School Administration and Faculty


XI. Key Words (for Indexing):

- A. Anaphylactic reaction
- B. Food allergy

### I. Revision History

Action	Date	Name
A. Created	01/04/09	Julie Lee
Submitted for LAUSD Review	mm/dd/yy	
Added Comments From	4/21/09	S. Gillenberg
Added Comments From	06/29/09	L. Benavidez
Added Comments From	07/01/09	F. Simpson, C. Calubaquib
Added Comments From	08/04/09	T. Sharpe, D. Binkle
Added Comments From	8/5/09	M. West

### II. LAUSD Approval

Authorized by:   
(Laura Benavidez/Deputy Director)

Date: 08/05/09

Authorized by: \_\_\_\_\_  
(Name/Title)

Date: \_\_\_\_\_