

**Florence County School District Five  
Office of Food Services and Nutrition  
Post Office Box 98  
156 East Marion Street  
Johnsonville SC 29555**

**Phone 843-386-2326**

**Fax 843-386-3029**

**Initial Letter to Parent/Guardian  
Explaining Requirements for Special Diet Instructions  
2017-18 School Year**

Date \_\_\_\_\_.

Dear Parent/Guardian:

You have indicated that your student has a special dietary need that requires modification of the school menu. Federal regulations require the school to receive written instructions from an appropriate medical authority before the school can modify your student's meals. A recognized medical authority must complete one of the following forms to document your student's current special dietary needs.

1. Medical Statement for Student Requiring Special Meals Due to Disability: If the student has a disability that affects his/her diet, a licensed physician must complete this form.
2. Medical Statement for Student Requiring Special Meals Due to Food Allergy or Intolerance: If the student has a food allergy or intolerance, a physician or other recognized medical authority (i.e. physician's assistant or nurse practitioner) must complete this form.

The medical authority must list on the form all foods that are to be eliminated from the diet and foods that may be substituted. The appropriate medical statement should be dated no earlier than July 1, 2017. To ensure your student's special dietary needs are met on the first day of school, return the completed medical statement by **August 16, 2017**.

If you have questions or need assistance, please call Sharon Haselden, District Nurse at 843-386-2066 or Jeannie Carmichael in the Office of Food Services and Nutrition at 843-386-2326.

**Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.** "The U.S. Department of Agriculture (USDA) prohibits Discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

**Florence County School District Five  
Office of Food Services and Nutrition  
Post Office Box 98  
156 East Marion Street  
Johnsonville SC 29555**

**Phone 843-386-2326**

**Fax 843-386-3029**

**Letter to Physician/Medical Authority  
Requesting Instructions for Meal Substitutions  
for Disabilities, Allergies or Intolerances**

Date \_\_\_\_\_.

Dear Physician or Medical Authority:

To allow the school food service department to comply with the USDA Child Nutrition Program regulations for meeting a student's special dietary needs, information must be provided using one of the enclosed forms. Please select the form to be completed based on the descriptions provided:

1. **Medical Statement for Student with Disability Requiring Special Meals:** A student with a disability is to be provided substitutions in foods only when supported by a statement signed by a physician licensed by the state. A "disabled person" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment. The supporting statement must identify:
  - a. The individual's disabling condition and an indication how the disability restricts the child's diet;
  - b. The major life activity affected by the condition;
  - c. The food or foods to be omitted from the child's diet and the food or choice of foods that must be substituted.
  - d. Time frame of meal modification (if applicable).

**OR**

2. **Medical Statement for Student with Food Allergy or Intolerance:** A school will withhold and, at its discretion, may make substitutions for a student who is NOT disabled but is unable to consume food items because of food intolerances or allergies. A recognized medical authority, such as a physician, physician's assistant or nurse practitioner, must sign a supporting statement. The supporting statement must include:
  - a. An indication that the medical or other special dietary need restricts the child's diet and
  - b. The food or foods to be omitted from the child's diet and
  - c. The food or choice of foods that may be substituted.
  - d. Time frame of meal modification (if applicable).

Until complete information is received from your office, the student's special diet cannot be implemented. Your timely assistance is appreciated. It is extremely important for the parent/guardian to sign the Medical Statement. If the student's school needs to clarify the diet prescription, the physician or medical authority can provide further information **ONLY** if the parent/guardian has signed the Medical Statement. Please retain a copy of the completed Medical Statement with your medical records for the student.

If you have questions or need assistance, please call Sharon Haselden, District Nurse at 843-386-2066 or Jeannie Carmichael in the Office of Food Services and Nutrition at 843-386-2326.

Enclosures:

Medical Statement for Student Requiring Special Meals due to Food Allergy or Intolerance  
Medical Statement for Student Requiring Special Meals due to Disability

This institution is an equal opportunity provider.

**Medical Statement for Student Requiring Special Meals  
Due to Food Allergy or Intolerance**

Student Name: \_\_\_\_\_ District: \_\_\_\_\_  
 Birth Date: \_\_\_\_\_ School: \_\_\_\_\_  
 Parent Name: \_\_\_\_\_ School Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_ School Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ School Phone: \_\_\_\_\_

**To be completed by a recognized medical authority (i.e. a licensed physician, physician's assistant or nurse practitioner)**

The school is not required to provide substitutions for an allergy or food intolerance, and is permitted to do so **ONLY** when omitted foods and appropriate substitutions are specified by a medical authority. If diet modifications are implemented by the school, they will continue until a medical authority specifies that they should be changed or stopped. Parents/guardians are asked to annually request updated instructions for diet modifications from a medical authority.

Student has a disability affecting the diet that meets the definition of "disability" as described on the reverse side of this form. If yes, complete Medical Statement for Student Requiring Special Meals Due to Disability.

**Diet Prescription** (check all that apply):

Milk/Dairy Products Allergy – No fluid cow's milk or any other food product made with cow's milk such as cheese, yogurt, dried milk powder, etc. \* \* \* If student has intolerance to milk and/or milk products, then please complete Form 21-G, Request to Omit Fluid Cow's Milk.

Other (describe): \_\_\_\_\_

Food allergies – Please check appropriate box(es):  ingestion  contact  inhalation

**List the specific food(s) to be omitted and food(s) that may be substituted.** If more space is needed for omitted foods or substitutions, please continue on reverse side of form. Specific foods to be omitted and specific foods to be substituted must be listed below or this statement will be returned to the physician/medical authority for clarification.

**Meal Modification** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

<b>Omit Foods Listed Below:</b>	<b>Substitute Foods Listed Below:</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Continued on reverse side

**Medical Statement for Student Requiring Special Meals Due to Food Allergies or Intolerances**  
(continued)

**Comments:**

  
  

**Physician/Medical Authority's Certification:**  
I certify that the student named on this form needs the prescribed food and/or beverage omission(s) and substitution(s) due to his/her food allergy (ies) and/or food intolerance(s).

\_\_\_\_\_  
Medical Authority's Printed Name

\_\_\_\_\_  
Medical Authority's Signature                      \_\_\_\_\_  
Phone Number    \_\_\_\_\_  
Date

\_\_\_\_\_  
Preparer or Other Contact's Signature                      \_\_\_\_\_  
Phone Number    \_\_\_\_\_  
Date

---

**Parent/Guardian's Consent**  
I hereby give permission for the school staff to make the prescribed food and/or beverage omission(s) and substitution(s) in my child's school meals. Furthermore, should the school staff require additional information to clarify how to carry out the diet prescription or food omissions and substitutions; I hereby give permission for my child's physician/medical authority to provide any additional information necessary to clarify the diet prescription written on this form.

\_\_\_\_\_  
Parent/Guardian's Signature                      \_\_\_\_\_  
Phone Number    \_\_\_\_\_  
Date

**Definition of Disability:**  
Federal regulations governing the Child Nutrition Programs provide that schools must make substitutions in breakfasts, lunches and afterschool snacks for students who are considered to have a disability and whose disability restricts their diet.

- Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), a "person with a disability" means "any person who has a physical or mental impairment which substantially limits one or more major life activity, has a record of such impairment, or is regarded as having such an impairment." The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as:
- Cancer
  - Cerebral Palsy
  - Drug addiction and alcoholism
  - Emotional illness
  - Epilepsy
  - Food anaphylaxis (severe food allergy)
  - Heart disease
  - HIV
  - Mental retardation
  - Metabolic diseases, such as diabetes or phenylketonuria (PKU)
  - Multiple Sclerosis
  - Muscular Dystrophy
  - Orthopedic, visual, speech and hearing impairments
  - Specific learning disabilities
  - Tuberculosis

- The Individuals with Disabilities Education Act (IDEA) includes the following conditions:
- Autism
  - Deaf-blindness
  - Deafness or other hearing impairments
  - Emotional disturbance
  - Mental retardation
  - Multiple disabilities
  - Orthopedic impairments
  - Other health impairments due to chronic or acute health problems, such as asthma, diabetes, nephritis, sickle cell anemia, a heart condition, epilepsy, rheumatic fever, hemophilia, leukemia, lead poisoning, or tuberculosis
  - Specific learning disabilities
  - Traumatic brain injury
  - Visual impairment, including blindness which adversely affects a child's educational performance

Major life activities covered by this definition include caring for one's self, eating, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.  
This institution is an equal opportunity provider.

**Medical Statement for Student Requiring Special Meals  
Due to Disability**

Student Name: \_\_\_\_\_ District: \_\_\_\_\_  
Birth Date: \_\_\_\_\_ School: \_\_\_\_\_  
Parent Name: \_\_\_\_\_ School Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ School Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ School Phone: \_\_\_\_\_

**To be Completed by a Licensed Physician:**

The school will make diet modifications for a disability **ONLY** when omitted foods and appropriate substitutions are prescribed by a licensed physician. If diet modifications are implemented by the school, they will continue until a licensed physician specifies that they should be changed or stopped. Parents/guardians are encouraged to annually request updated instructions for diet modifications from a licensed physician.

**Disability:**

Identify the disability (see definition on back of form) that causes the student to require diet modifications.

Describe the major life activities, affected by the disability, that require diet modifications.

**Diet Prescription:** Check all that apply.

- Diabetic meal plan. Please specify \_\_\_\_\_  
\_\_\_\_\_
- Gluten-free meal plan. Please omit all products containing wheat, rye, barley and oats.
- Modified texture:  Regular  Chopped  Ground  Pureed  
 Other (describe): \_\_\_\_\_
- Modified thickness of liquids:  Regular  Nectar  Honey  Pudding
- Other (describe): \_\_\_\_\_

List the specific food(s) to be omitted and food(s) that may be substituted. If more space is needed for omitted foods or substitutions, please attach an additional page.

**Meal Modification** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Omit Foods Listed Below:**

**Substitute Foods Listed Below:**


**Special Feeding Equipment:** \_\_\_\_\_

Continued on reverse side.

### Request to Omit Fluid Cow's Milk

Student Name: \_\_\_\_\_ District: \_\_\_\_\_  
Birth Date: \_\_\_\_\_ School: \_\_\_\_\_  
Parent Name: \_\_\_\_\_ School Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ School Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ School Phone: \_\_\_\_\_

**To be completed by a recognized medical authority such as a physician, physician's assistant, nurse practitioner OR by a parent/guardian.**

The school is not required to provide substitutions for a milk allergy, lactose intolerance, or for any other non-medical reason, and is permitted to do so **only** when omitted foods and appropriate substitutions are specified by a recognized medical authority or parent/guardian. If diet modifications are implemented by the school, they will continue until either a recognized medical authority or a parent/guardian specifies that they should be changed or stopped. Parents/guardians are encouraged to annually provide updated instructions for diet modifications from a recognized medical authority or a parent/guardian.

**Dietary Accommodations:** Select one.

**Lactose Intolerance – Please offer student:**  
 Lactose-free milk     Milk substitute approved by USDA

**OR**

**Milk allergy – Instead of fluid cow's milk, please offer student:**  
 Milk substitute approved by USDA (Use Form 21-E to list specific omissions and substitutions)

**OR**

**Religious, ethical or cultural reasons – Instead of fluid cow's milk, please offer student:**  
 Milk substitute approved by USDA

**Certification:**

I certify that the student named on this form needs the prescribed fluid cow's milk omission and substitution(s) due to his/her milk allergy or lactose intolerance(s).

\_\_\_\_\_  
Medical Authority's Signature                      Phone Number                      Date

**OR**

I hereby give permission for the school staff to omit fluid cow's milk and make the above identified substitution(s) in my child's school meals.

\_\_\_\_\_  
Parent/Guardian's Signature                      Phone Number                      Date

This institution is an equal opportunity provider.

## Discontinuation of Diet Instructions for Allergies, Intolerances or Disabilities

Name of Medical Authority: \_\_\_\_\_

Name of Student: \_\_\_\_\_

School: \_\_\_\_\_

I certify that the student named above is no longer in need of special school meals effective on the following date: \_\_\_\_\_.

\_\_\_\_\_  
Signature of Recognized Medical Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### Parent/Guardian

I give \_\_\_\_\_ school's personnel permission to contact the medical  
*(Name of School)*  
authority named above in order to clarify dietary needs for my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address, City, State, Zip

\_\_\_\_\_  
Phone Number

**Non-discrimination Statement:** This explains what to do if you believe you have been treated unfairly. "The U.S. Department of Agriculture (USDA) prohibits Discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)"

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program\\_intake@usda.gov](mailto:program_intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

### Discontinuation of Fluid Cow's Milk Omission

Name of Student: \_\_\_\_\_

School: \_\_\_\_\_

I certify that the student named above no longer needs the omission of fluid cow's milk from school meals effective on the following date: \_\_\_\_\_.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City, State, Zip

**OR**

Printed Name of Medical Authority: \_\_\_\_\_

\_\_\_\_\_  
Recognized Medical Authority's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City, State, Zip

**Non-discrimination Statement:** This explains what to do if you believe you have been treated unfairly. "The U.S. Department of Agriculture (USDA) prohibits Discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program\\_intake@usda.gov](mailto:program_intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).