



Child Nutrition Department
1600 Mustang Rock Road, Fort Worth, TX 76179
Phone: (817) 232-0880
Fax: (817) 744-8906
www.emsisd.com

Instructions for Completing Food Allergy/Disability Substitution Request Form

Students participating in the National School Lunch Program who are new to Eagle Mountain-Saginaw Independent School District (ISD) or newly diagnosed with a medical condition or disability and who require a special diet must print and submit a **Food Allergy/Disability Substitution Request Form**. The information on this form is confidential and to be used for special dietary needs only.

Parents: Please read these instructions carefully.

1. For medical conditions or allergies that do not require a change to the cycle menu, parents or guardians may complete the "Allergy Anaphylaxis Form" and return it to the school nurse. An example of this might be an allergy to watermelon. A note is placed into the student's Child Nutrition account stating that they have an allergy to watermelon. The note pops-up at the point-of-sale in the cafeteria and alerts the staff that the student cannot have watermelon.
2. For medical disabilities requiring menu substitutions that cannot be fulfilled using the regular cycle menu, a student may need special dietary modifications and a specialized menu created for the student. The first step in the process of requesting special dietary modifications is to print the "Food Allergy/Disability Substitution Request Form" from the school district website www.emsisd.com on the Child Nutrition Department page or on the Health Services page. A form can also be requested from the school nurse or the Registered Dietitian.
3. The "Food Allergy/Disability Substitution Request Form" must be completed by the parent/guardian **and** by a licensed physician or medical authority. The completed form should then be faxed to the district or emailed to our Child Nutrition Registered Dietitian, Darlene Lopez, at dlopezmonge@ems-isd.net.
4. Please allow at least 2 weeks processing time once the completed forms are returned. This is to ensure that our Registered Dietitian is able to review all food labels and ingredient statements for your student's individual needs. If your child has specific nutritional needs, please provide him or her with a nutritious breakfast and lunch until the arrangements for the special diet request have been made.
5. Please submit forms by **August 1st** in order to ensure your child is able to be provided with a modified menu on the first day of school. This gives our dietitian a 2-week time frame to create a menu for your child.
6. If your child had dietary modifications during the 2022-2023 school year, the Registered Dietitian will contact you with a renewal letter in June or July to ensure our staff is aware of any changes that might be required.
7. For students with dietary modifications during the 2022-2023 school year, modifications will resume and be available at the beginning of the 2023-2024 school year.

Menu Modifications for Children with Disabilities

USDA regulations 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician. The physician's statement must identify:

- the child's disability

- an explanation of why the disability restricts the child’s diet
- the major life activity affected by the disability
- the food(s) to be omitted from the child’s diet and/or the food or choice of foods that must be substituted
specific substitutions needed must be specified in a statement signed by a licensed physician

Definition of Disability: Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, a “person with a disability” is any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment.

The term “physical or mental impairment” includes many diseases and conditions, a few of which may be orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, metabolic diseases, such as diabetes or PKU, food anaphylaxis (severe food allergy), mental retardation, emotional illness, drug addiction and alcoholism, specific learning disabilities, HIV disease and tuberculosis.

Major life activities covered by this definition include caring for one’s self, eating, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and walking.

When nutrition services are required under a child’s IEP, school officials need to make sure that child nutrition staff are involved early on in the decisions regarding special meals.

Serving the Special Dietary Needs of Children without Disabilities

Children without disabilities but with special dietary needs requiring food substitutions or modifications may request that the Child Nutrition department meet their special nutrition needs.

- Special diet requests for children without disabilities will be evaluated on a case-by-case basis. A school is encouraged to accommodate reasonable requests, but is *not* required to do so. In cases where the meal pattern does not need to be changed to meet the accommodation, a note will be placed in the student’s account to alert staff to the allergy or intolerance. Requests for non-disability related meal accommodations must be made in writing by a parent or guardian or an authorized medical authority.

Completed forms can be mailed to the address below or emailed as an attachment to dlopezmonge@ems-isd.net. Please call the Child Nutrition Department with any questions. Thank you and we look forward to working with you to ensure a successful school year for your student!

Meghan Martinson, MS, RD, LD
Eagle Mountain-Saginaw ISD
Assistant Director of Child Nutrition
1600 Mustang Rock Road
Fort Worth, TX 76179
817-232-0880, ext. 2521
mmartinson@ems-isd.net

Darlene Lopez-Monge RDN
Eagle Mountain-Saginaw ISD
Child Nutrition Registered Dietitian
1600 Mustang Rock Road
Fort Worth, TX 76179
817-232-0880, ext. 2593
dlopezmonge@ems-isd.net

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, audiotape, 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.