

SOP Template: Special Dietary Needs

Describe relevant background information, which might include legal and regulatory requirements for accommodating students with special dietary needs, and outcomes of this policy.

Resource(s)

- [USDA Memo SP 59-2016](#)
- [USDA Memo SP 26-2017](#)

Accommodation Policy

Describe the district's policy for accommodating students with special dietary needs.

Step 1: Will your SFA only accommodate student disabilities or will your SFA also accommodate students with dietary preferences/general health concerns that can be accommodated within the meal pattern?

Is a medical statement required for all students with disabilities (regardless of whether or not their accommodations fall within the meal pattern), or will substitutions be made for students whose disability needs fall within the meal pattern regardless of whether a medical statement is on file?

**If you plan to require that all meal modifications require a medical statement, skip to step 3.*

Step 2: How will you accommodate students with a fluid milk disability with no medical statement? Will your district provide [allowable milk substitutions](#) for students with dietary preferences?

Step 3 (optional): Provide a [letter to parents](#) at the beginning of the school year outlining the SFA's policy.

Step 4: Make sure the [appropriate medical statements](#) are on file. Once the SFA has been informed of a student's disability by a parent/guardian, waiting for medical statements should not delay meal modifications/substitutions.

Food Safety

Address food safety procedures for all areas where food is consumed and provide instructions on label reading for students with food allergies.

Staff Responsibilities and Training

Identify the personnel that have a primary role in accommodating students with special dietary needs and describe how their responsibilities relate to this SOP. [Food Allergy Booklet – What School Employees Need to Know](#)