MEAL MODIFICATION POLICY

Shaloh House is committed to ensuring that all students have equal access to and the opportunity to benefit from school meals. We recognize that students may have dietary needs related to disabilities, medical conditions, or personal preferences. The district will work collaboratively with families to accommodate these needs whenever possible.

1. Medically Necessary Meal Modifications

The district will provide reasonable meal modifications for students whose disabilities or medical conditions affect their ability to eat or participate in the school meal program.

- Required modifications related to a disability will be provided at **no additional cost to the family**.
- Accommodations may include food substitutions, food allergies, gluten-free meals, texture modifications, or other medically necessary dietary changes.
- Medical modifications may be provided even when they do not meet the standard USDA meal pattern requirements.
- A medical statement is required when the requested modification cannot be accommodated within the standard meal pattern.

2. Medical Documentation

When medical documentation is required, parents or guardians must submit a signed statement from a licensed medical professional authorized to write medical prescriptions under state law.

The medical statement must include:

- The food(s) to be avoided.
- A brief explanation of how exposure to the food affects the student.
- Recommended food substitutions.

The district will review each request and work with the family to determine an appropriate accommodation.

3. Personal Preferences

The district encourages consideration of students' dietary preferences, including vegetarian or other lifestyle-related requests.

- Preference-based substitutions must continue to meet USDA meal pattern requirements.
- No additional charge will be assessed for approved preference-based meal modifications.

4. Requesting a Meal Modification

Parents or guardians who wish to request a meal modification should contact the school office at lunchprogram@shaloh.org. Requests should include any applicable medical documentation. The district will review the request, communicate with the family, and determine the appropriate meal accommodation.

Families are encouraged to communicate any changes in their child's dietary needs as soon as possible.

5. Food Safety and Preparation

The district will take appropriate precautions when preparing and serving modified meals, including measures to minimize cross-contact with allergens and gluten. Food service personnel will follow established food preparation, handling, cleaning, and storage procedures to help protect students with dietary restrictions.

Our goal is to ensure that every student has safe, appropriate, and equal access to school meals.

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, 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: USDA Discrimination Complaint Form , 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

This institution is an equal opportunity provider.