

Medical Referral Procedure for Modified Meals

Current Federal Regulations require that requests for modified meals and special diets be authorized by a medical doctor (USDA policy memo 84-6 and fns 783-2). For each student requesting modified school meals, the following procedures will be followed:

- 1) A 2-part Medical Referral Form for Modified School Meals will be given to the parent requesting modified meals for a student.
- 2) The parent will need to complete the parent / guardian portion and take the form to their Doctor for the medical portion to be completed. Please return the completed form to the School Nutrition Site Manager.
- 3) Once a form is completed and returned to the School Nutrition Site Manager, modified diet accommodations will be made for the child. (Please note that accommodations can not be done until all information is received from the physician.)
- 4) The original completed Medical Referral form will be kept on file in the School Nutrition Site Manager's office. A copy will be given to the school administration to be placed in the child's medical record. An additional copy will be kept in the School Nutrition Services Director's office which is located in the Scott County Board of Education office complex.