

Guidance for Completing the Medical Statement for Students with Unique Mealtime Needs for School Meals

PART A - PARENT/GUARDIAN

The *Medical Statement for Students with Unique Mealtime Needs for School Meals* helps schools provide meal modifications for students who require them. Schools cannot change food textures, make food substitutions, or alter a student’s diet at school without proper documentation from the healthcare providers. Completion of all items will allow your child’s school to create a plan with you for providing safe, appropriate meals and snacks to your child while at school.

Your participation in this process is very important. The sooner you provide this signed and completed form to your child’s school, the sooner the School Nutrition Program and their staff can prepare the food your child needs. Your signature is required for your school to take action on the Medical Statement.

Follow these steps to get started:

- 1) Complete all sections of PART A of the Medical Statement.
- 2) Take the Medical Statement to your child’s pediatrician or family doctor/nurse practitioner/physician’s assistant and have him/her complete PART B.
- 3) **RETURN THE FULLY COMPLETED MEDICAL STATEMENT WITH SIGNATURES FROM BOTH PARENT/GUARDIAN AND MEDICAL AUTHORITY, TO YOUR CHILD’S TEACHER, PRINCIPAL, NURSE, SPECIAL EDUCATION CASE MANAGER, OR SECTION 504 CASE MANAGER, SCHOOL NUTRITION ADMINISTRATOR, OR THE SCHOOL STAFF PERSON WHO GAVE YOU THE BLANK FORM.**
- 4) Ask the school when a team, including you, the school system’s School Nutrition Administrator and others, will meet to consider the information provided on the form. You may also invite people from the community who are knowledgeable about your child’s feeding and nutrition issues to the meeting. These would be people who could help school staff design a school mealtime plan for your child, like your child’s pediatrician, nurse, speech-language pathologist, occupational therapist, registered dietitian or personal care aide.

PART B – RECOGNIZED MEDICAL AUTHORITIES *(Licensed physician, physician assistant, and nurse practitioner)*

A Recognized Medical Authority’s signature is *required* for students with a disability. Schools cannot change food textures, make food substitutions, or alter a student’s diet at school without proper documentation from the healthcare providers. Meal modifications are implemented based on medical assessment and treatment planning and *must be ordered by a recognized medical authority.*

Please consider the following as you complete **PART B** of the Medical Statement:

- 1) Complete all sections of **PART B**. Completion of all items will streamline efficient care of the student at school.
- 2) Be as specific as possible about the nature of the student’s physical or mental impairment, its impact on the student’s diet and major life activities that are affected. In the case of food allergy, please indicate if the student’s condition is a food intolerance, an allergy that would affect performance and participation at school (e.g., severe rash, swelling, and discomfort), or a life-threatening allergy (e.g., anaphylactic shock).
- 3) If your assessment of the child does not yield sufficient data to make a determination about food substitutions, consistency modifications, or other dietary restrictions, please refer the child/family to the appropriate health care professional for completion of the assessment. Schools do not routinely have instrumentation and/or staff trained for a comprehensive nutrition and feeding assessment and must partner with community providers to meet a student’s unique feeding and nutrition needs.
- 4) Attach any previous and/or existing feeding/nutrition evaluations, care plans, or other pertinent documentation housed in the student’s medical records to the Medical Statement for parent/guardian delivery to the school.
- 5) Consider being available to consult with the student’s mealtime planning team as it implements the feeding/nutrition care plan.

PART C – SCHOOL NUTRITION ADMINISTRATOR and IEP/504 REPRESENTATIVE

Please consider the following as you complete **PART C** of the Medical Statement:

Signature of the School Nutrition Administrator and 504 Coordinator or IEP Case Manager/EC Program representative indicates the medical statement has been received, reviewed, and a plan to address the student’s unique mealtime needs is being developed/implemented.

USDA Nondiscrimination Statement	<p>In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.</p> <p>Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.</p> <p>To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:</p> <ol style="list-style-type: none"> (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. <p>This institution is an equal opportunity provider.</p>
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Medical Statement for Students with Unique Mealtime Needs for School Meals

When completed fully, this form gives schools the information required by the U.S. Department of Agriculture (USDA), U.S. Office for Civil Rights (OCR), and U.S. Office of Special Education and Rehabilitative Services (OSERS) for meal modifications at school. See "Guidance for Completing Medical Statement for Students with Unique Mealtime Needs for School Meals" (previous page) for help in completing this form.

PART A (To be completed by PARENT/GUARDIAN)				
STUDENT INFORMATION	Last Name:	First Name:	Middle Name:	Date of Birth
	School:		Grade	Student ID#
SELECT the school-provided meals and/or snacks in which this student will participate:	<input type="checkbox"/> School Breakfast Program <input type="checkbox"/> National School Lunch Program <input type="checkbox"/> Afterschool Snack Program <input type="checkbox"/> Afterschool Supper Program <input type="checkbox"/> Fresh Fruit & Vegetable Program			
PARENT/GUARDIAN CONTACT INFORMATION	Printed Name of PARENT/GUARDIAN:			
	Mailing Address:		City:	State: Zip Code:
	Work Phone:	Home Phone:	Mobile Phone:	Email:
Please describe the concerns you have about your student's nutritional needs at school:				
Please describe the concerns you have about your student's ability to safely participate in mealtime at school?				
Does the student already have an Individualized Education Program (IEP)? <input type="checkbox"/> YES <input type="checkbox"/> NO			NOTE: Unique mealtime needs for students without an IEP, 504 or disability, but with general health concerns, are addressed within the meal pattern at the discretion of the School Nutrition Administrator and policies of the school district.	
Does the student already have a 504 Plan? <input type="checkbox"/> YES <input type="checkbox"/> NO				
PARENT/GUARDIAN Consent	I agree to allow my child's health care provider and school personnel to communicate as needed regarding the information on this form.			
	Parent/Guardian Signature		Date	
Please return this fully completed Medical Statement with signatures from both parent/guardian and medical authority, to your child's teacher, principal, nurse, Special Education case manager, or Section 504 case manager, School Nutrition Administrator, or the school staff person who gave you the blank form.				

STUDENT NAME:

STUDENT ID#:

PART B (To be completed by a **RECOGNIZED MEDICAL AUTHORITY**, i.e., Licensed physicians, physician assistants, and nurse practitioners)

Describe the student's physical or mental impairment:

Explain how the impairment restricts the student's diet:

Major life activities affected:
Select all that apply.

- Walking Seeing Hearing Speaking Performing manual tasks
 Learning Breathing Self-Care Eating/Digestion

Other (please specify):

Is this a Food Allergy? YES NO

If student has life threatening allergies* check appropriate box(es):

**Students with life threatening food allergies must have an emergency action plan in place at school.*

Is this a Food Intolerance? YES NO

- Ingestion Contact Inhalation

Specify any dietary restrictions or special diet instructions for accommodating this student in school meals:

For <i>any</i> special diet, list specific foods to be omitted and the recommended substitutions. <i>(You may attach a separate care plan)</i>	Foods to be Omitted	→	Recommended Substitutions	Foods to be Omitted	→	Recommended Substitutions

Designate safest consistency requirement for **FOOD**:

Designate safest consistency requirement for **LIQUIDS**:

- Pureed Mechanical Soft Other (please specify):
 Ground Chopped

- Clear Liquid Nectar-thick Other (please specify):
 Full Liquid Honey-thick
 Pudding-thick

Other comments about the child's eating or feeding patterns, including tube feeding if applicable:

NOTE If your assessment of the child does not yield sufficient data to fully complete the above sections applicable to the student's mealtime needs, please refer the child/family to the appropriate health care professional for completion of the assessment.

Signature of Recognized Medical Authority*

Printed Name

Phone Number

Date

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** A recognized medical authority in N.C. includes licensed physicians, physician assistants and nurse practitioners.*

PART C (To be completed by **SCHOOL DISTRICT ADMINISTRATORS**)

NOTES: (School Nutrition or other School Program staff)

School Nutrition Administrator's Signature: Date:

IEP/504 Coordinator Signature: Date:

(Español) Guía para completar la Declaración Médica para Estudiantes con necesidades únicas para comidas escolares

PARTE A - PADRE / TUTOR

La Declaración Médica para Estudiantes con Necesidades Únicas de Comida para Comidas Escolares ayuda a las escuelas a proveer modificaciones de comida para los estudiantes que las requieren. Las escuelas no pueden cambiar texturas alimenticias, hacer sustituciones de comida o alterar la dieta de un estudiante en la escuela sin la documentación apropiada de los proveedores de salud. La terminación de todos los artículos le permitirá a la escuela de su hijo crear un plan con usted para proveer comidas y bocadillos seguros y apropiados a su niño mientras esté en la escuela.

Su participación en este proceso es muy importante. Cuanto antes proporcione este formulario firmado y completado a la escuela de su hijo, cuanto antes el Programa de Nutrición Escolar y su personal puedan preparar la comida que su hijo necesita. Su firma es requerida para que su escuela tome acción en la Declaración Médica.

Siga estos pasos para comenzar:

1. Complete todas las secciones de la PARTE A de la Declaración Médica.
2. Lleve la Declaración Médica al pediatra o al médico de cabecera de su hijo / enfermera / asistente de médico y pídale que complete la PARTE B.
3. **DEVUELVA LA DECLARACIÓN MÉDICA COMPLETADA CON LAS FIRMAS DE AMBOS PADRES / TUTORES Y AUTORIDAD MÉDICA, AL MAESTRO DE SU NIÑO, DIRECTOR, ENFERMERO, GERENTE DE CASO DE EDUCACIÓN ESPECIAL O SECCIÓN 504 DIRECTOR DE CASO, ADMINISTRADOR DE NUTRICIÓN ESCOLAR O PERSONAL DE LA ESCUELA QUE DIO USTED LA FORMA EN BLANCO.**
4. Pregunte a la escuela cuando un equipo, incluido usted, el Administrador de Nutrición Escolar del sistema escolar y otros, se reunirán para considerar la información proporcionada en el formulario. También puede invitar a la reunión a personas de la comunidad que estén bien informados sobre los problemas de alimentación y nutrición de su hijo. Éstas serían personas que podrían ayudar al personal de la escuela a diseñar un plan escolar para sus hijos, como el pediatra, la enfermera, el patólogo del habla, el terapeuta ocupacional, el dietista registrado o el asistente de cuidado personal.

PART B – RECOGNIZED MEDICAL AUTHORITIES *(Licensed physician, physician assistant, and nurse practitioner)*

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PART C – SCHOOL NUTRITION ADMINISTRATOR and IEP/504 REPRESENTATIVE

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USDA Nondiscrimination Statement	<p>De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, credo religioso, discapacidad, edad, creencias políticas, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.</p> <p>Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o con discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] llamando al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.</p> <p>Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en: http://www.ascr.usda.gov/complaint_filing_cust.html y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:</p> <ol style="list-style-type: none"> (1) correo: 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; o (3) Correo electrónico: program.intake@usda.gov. <p>Esta institución es un proveedor que ofrece igualdad de oportunidades.</p>
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Declaración Médica para Estudiantes con Necesidades Únicas para Comidas Escolares

Una vez llenado completamente, este formulario da a las escuelas la información requerida por el Departamento de Agricultura de los Estados Unidos (USDA), la Oficina de Derechos Civiles de los Estados Unidos (OCR) y la Oficina de Servicios de Rehabilitación y Educación Especial (OSERS) de los EE. Consulte "Orientación para completar la declaración médica para estudiantes con necesidades únicas de comidas para comidas escolares" (página anterior) para obtener ayuda para completar este formulario.

PARTE A (Para ser completado por el padre / tutor)				
INFORMACIÓN DEL ESTUDIANTE	Apellido:	Nombre de pila:	Segundo nombre:	Fecha de nacimiento:
	Colegio:		Grado:	Identificación del Estudiante#:
SELECCIONE las comidas y / o bocadillos proporcionados por la escuela en los que este estudiante participará:	<input type="checkbox"/> Programa de Desayuno Escolar <input type="checkbox"/> Programa Nacional de Almuerzos Escolares <input type="checkbox"/> Programa de refrigerios después de la escuela <input type="checkbox"/> Programa de Cena Después de la Escuela <input type="checkbox"/> Programa de Frutas y Verduras Frescas			
PADRE/TUTOR INFORMACIÓN DE CONTACTO	Nombre del PADRE / GUARDIAN:			
	Dirección de correo:		Ciudad:	Estado:
	Teléfono del trabajo:	Teléfono de casa:	Teléfono móvil:	Correo electrónico:
Describa las preocupaciones que tiene sobre las necesidades nutricionales de su estudiante en la escuela:				
Describa las preocupaciones que tiene acerca de la capacidad de su estudiante para participar de manera segura en la hora de comer en la escuela.				
¿El estudiante ya tiene un Programa de Educación Individualizado (IEP)? <input type="checkbox"/> SÍ <input type="checkbox"/> NO		NOTA: Las necesidades únicas de la hora de comer para los estudiantes sin IEP, 504 o discapacidad, pero con preocupaciones generales de salud, se tratan dentro del patrón de comidas a discreción del Administrador de Nutrición Escolar y las políticas del distrito escolar.		
¿El estudiante ya tiene un Plan 504? <input type="checkbox"/> SÍ <input type="checkbox"/> NO				
Consentimiento del padre / tutor	<p style="text-align: center;"><i>Estoy de acuerdo en permitir que el proveedor de atención médicos de mi hijo y el personal de la escuela se comuniquen cuando sea necesario con respecto a la información en este formulario.</i></p>			
	Firma del Padre / Tutor		Fecha	
Por favor devuelva esta Declaración Médica completamente completada con las firmas de ambos padres / guardián y autoridad médica, al maestro de su hijo, director, enfermera, administrador de casos de Educación Especial o administrador de casos de la Sección 504, Administrador de Nutrición Escolar o la persona del personal escolar que le dio El formulario en blanco.				

STUDENT NAME:

STUDENT ID#:

PART B (To be completed by a **RECOGNIZED MEDICAL AUTHORITY**, i.e., Licensed physicians, physician assistants, and nurse practitioners)

Describe the student's physical or mental impairment:

Explain how the impairment restricts the student's diet:

Major life activities affected:
Select all that apply.

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Signature of Recognized Medical Authority*

Printed Name

Phone Number

Date

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PART C (To be completed by **SCHOOL DISTRICT ADMINISTRATORS**)

NOTES: (School Nutrition or other School Program staff)

School Nutrition Administrator's Signature: Date:

IEP/504 Coordinator Signature: Date: