*Instructions: Use the description provided under each heading to write your district/site's policy. Use the bullted resources to help you in each section. All links can be found on the Colorado Department of Education's Special Dietary Needs Webpage.*

Purpose

Standard Operating Procedure (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*](https://www.fns.usda.gov/sites/default/files/cn/SP59-2016os.pdf)
* [*USDA Memo SP 26-2017*](https://fns-prod.azureedge.net/sites/default/files/cn/SP26-2017os.pdf)

Accommodation Policy

*Instructions: Describe the school food authority's (SFA) 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 met 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.*

*Resource(s)*

* [*Special Dietary Needs Documentation Flowchart*](https://www.cde.state.co.us/nutrition/specialdietaryneedsdocumentationflowchart)

**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?

*Resource(s)*

* [*Milk Substitution Flowchart*](https://www.cde.state.co.us/nutrition/specialdientaryneedsmilksubstitutionflowchart)
* [*Determine if a non-dairy beverage meets USDA requirements*](https://www.cde.state.co.us/nutrition/specialdietaryneedsdetermininganon-dairybeveragesnutrients)

**Step 3** *(optional)*: Provide a letter to parents at the beginning of the school year outlining the SFA’s policy.

*Resource(s)*

* [*Letter to Parents*](file:///J%3A%5CSpecial%20Dietary%20Needs%5CCDE%20Forms%5CLetter%20to%20Parents%20for%20Meal%20Modification%207.17.doc)

**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.

*Resource(s)*

* [*Medical Statement for Meal Modification - English*](file:///J%3A%5CSpecial%20Dietary%20Needs%5CCDE%20Forms%5CMedical%20Statement%20for%20Meal%20Modification%20-%20English%20%28Word%29.docx)
* [*Medical Statement for Meal Modification – Spanish*](file:///J%3A%5CSpecial%20Dietary%20Needs%5CCDE%20Forms%5CMedical%20Statement%20for%20Meal%20Modification%20-%20Spanish%20%28Word%29.docx)
* [*Dietary Preference Form – English*](file:///J%3A%5CSpecial%20Dietary%20Needs%5CCDE%20Forms%5CDietary%20Preference%20Form%20for%20Meal%20Modification%20-%20English%20%28Word%29.docx)
* [*Dietary Preference Form – Spanish*](file:///J%3A%5CSpecial%20Dietary%20Needs%5CCDE%20Forms%5CDietary%20Preference%20Form%20for%20Meal%20Modification%20-%20Spanish%20%28Word%29.docx)
* [*Medical Statement Requirements*](file:///J%3A%5CSpecial%20Dietary%20Needs%5CCDE%20Forms%5CMedical%20Statement%20Requirements%207.17.docx)

Food Safety

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

*Resource(s)*

* Refer to SFA’s Hazard Analysis and Critical Control Point (HACCP) Plan

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. Include contact information.

*Resource(s)*

* [*Food Allergy Booklet – What School Employees Need to Know*](https://www.cde.state.co.us/sites/default/files/documents/cdenutritran/download/pdf/foodallergybook-english.pdf)