Policy Title: Food Substitutions- Request for Special dietary accommodations  EC-506

Division: Early Childhood
Related Performance Standards: ECEAP D-2, D-3, D-5 & D-15

POLICY:
EPIC will accommodate a child having a medical disability impairment with food substitutions. EPIC makes reasonable accommodations for a child having a medical non-disabling condition. Reasonable accommodations for modified diets for diabetes, PKU, religious, etc, will also be made. Food substitutions for personal preferences are not made.

RATIONALE:
To ensure that all children are participating in the USDA/ CACFP Program and their individual nutritional needs are met. To comply with federal and state laws around disabilities.

Norma EC-506, PLANES PARA EL CUIDADO DE SALUD

NORMA:
PROCEDURE:

Food Substitutions:
1. During enrollment, the Family Advocate will identify any child files with possible dietary concerns and notify the ERSEA Program Supervisor. The ERSEA Program Supervisor or Director will not sign off on the file and the child will not attend until a Request for Special dietary accommodations form has been completed or it has been determined that a Request for Special dietary accommodations is not required.
2. The Advocate will give the parent/guardian the Request for Special dietary accommodations and Letter to The Provider.
3. The Request for Special dietary accommodations must be completed by child’s medical provider and returned before the child may attend. The Family Advocate may assist the family in accessing resources and getting an appointment.
4. Once the Family Advocate receives the Request for Special dietary accommodations form completed from the medical provider, they will place it in the ERSEA Program Supervisors box. The ERSEA Program Supervisor and USDA Manager will review the original Request for Special dietary accommodations form, add any necessary information and keep a copy.
5. The Family Advocate will place the original HCP in the child’s file. The Family Advocate will ensure that copies be posted in classroom, emergency binder, and given to kitchen staff. A copy can be made for the parents if requested.
6. The Advocate will contact the family, classroom staff and kitchen to inform them that the child may attend class.
7. When changes to Request for Special dietary accommodations occur the Family Advocate will inform ERSEA Program Supervisor, USDA Manager, classroom staff and kitchen and update the form as necessary.

Milk Substitutions:
1. The Family Advocate will have family complete “CACFP” Parent/Guardian Substitution Request for Fluid Milk (USDA #24) as needed, at enrollment. No Medical Provider Verification or Request for Special dietary accommodations form is necessary for this substitution. The Family Advocate will give a copy to the USDA Manager, ERSEA Program Supervisor, classroom, and kitchen staff. This will occur prior to child attending the program.

Religious & Vegetarian Modifications or Children with Individualized Schedules:
8. When there is a request for modifications for religious reasons, vegetarianism or for a child with an individualized schedule (i.e. attend school district, therapy etc.) Family Advocate must notify the USDA Manager.
9. Modifications will be made on an individual basis. (Food substitutions steps to be followed)