

## Special Diet Frequently Asked Questions

1. How do I determine if my child qualifies for a special diet?

A **Medical Statement to Request a Special Diet** must be completed yearly by a licensed physician. This form will indicate if the reaction to consuming a food is life-threatening (i.e.; anaphylactic shock) or if the food texture needs to be modified to prevent choking.

Please note: Special Diets are not approved based on family or religious preferences.

2. How do I apply for a special diet?

A **Medical Statement to Request a Special Diet** must be completed annually. Once completed in full, the form should be submitted to the Health Office at school. The form will then be sent to CCSD Food Service for approval.

3. Where do I get the form?

The **Medical Statement to Request a Special Diet** may be found on the CCSD Food Service Website, or at the Health Office at school. <https://ccsd.net/departments/food-service/special-diets>

4. Where do I turn in the form?

The **Medical Statement to Request a Special Diet** should be returned to the Health Office at school so that the nurse can complete their section, then it will be sent to CCSD Food Service for processing.

5. Does the diet begin as soon as the form is turned into the Health Office?

No, the form needs to be received by CCSD Food Service and approved before the diet can be initiated. Once the diet order is approved, you will receive a call from CCSD Food Service to indicate a start date.

It may be 7-10 days before the meal is delivered to the school. Please continue to provide your child meals until you receive a call from Food Service to indicate the date the meal(s) will be available at school. Be sure to specify Breakfast, Lunch or both.

6. Can I specify which days of the week my student will be eating at school?

No, the kitchen is not able to make special accommodations for students to choose which days they will be eating. They will receive 5 meals per week that have been designed per the licensed physician's specifications.

7. Does the order need to be renewed?

Yes, just like any medical prescription from your physician, the **Medical Statement to Request a Special Diet** expires annually based on the date the MD signed it. It is your responsibility to renew it in order to prevent a delay in service.

8. How is it renewed?

The **Medical Statement to Request a Special Diet** may be printed out from the CCSD Food Service website or obtained from the Health Office at your school. It should be taken to a Licensed Physician for completion. Once the form is complete, it should be turned into the Health Office at the school. Continue to provide meals from home until which time you hear from CCSD Food Service the meal start date.

9. What happens if I do not renew the diet?

Failure to renew the **Medical Statement to Request a Special Diet** may cause the special diet to be placed on hold. While a diet is on hold, meals from home will need to be provided. There will be a 45-Day Grace Period once a diet has expired. CCSD Food Service will make every attempt to contact the parent to alert them of the expiration. After 45-Days, the meals will be placed on hold until which time the new **Medical Statement to Request a Special Diet** is received.

10. What if the diet changes?

Any changes in the diet need to be identified by a licensed physician and documented on a new **Medical Statement to Request a Special Diet**.

11. What if the diet is discontinued?

A new **Medical Statement to Request a Special Diet** must be filled out and the licensed physician must indicate that **a special diet is no longer necessary**.

12. How can I find out more about the ingredients and allergens in CCSD foods?

CCSD Food Service provides a spreadsheet online that details product ingredients and known allergens based on the Top 8 Allergens. The spreadsheet may be found on the CCSD Food Service Website.

Wheat/Gluten

Dairy

Eggs

Soy

Fish

Shellfish

Peanut

Tree Nuts