

Child Nutrition Program Procedure for Requesting Menu Modifications

The East Baton Rouge Parish Child Nutrition Program is committed to meeting the dietary needs of all students who participate in school meal programs. Any diet prescription or diet request to modify menus due to Food Allergies, Food Intolerances, Texture Modifications, Diabetes, and Caloric Restrictions, Sodium Restrictions, etc., must be made by a recognized medical authority, such as a doctor, nurse practitioner, or physician's assistant.

When a diet prescription or diet modification is necessary for any student, the following procedure is to be used:

- 1.) The East Baton Rouge Parish School System (Child Nutrition Program) "**Diet Prescription for Meals at School Form**" must be completed and signed by a medical authority. **(a sample form is attached).**
- 2.) Check off all specific menu modifications that apply and specify the food groups to omit. List any specific foods that should be omitted and specific foods to substitute.
- 3.) The signed prescription order is to be emailed or faxed to Patrice Williams, RDN, LDN, Purchasing Specialist in the Child Nutrition Program Office. The email address is **fwilliams7@ebrschools.org** and the fax number is **(225) 275-2298**.
- 4.) The CNP Registered Dietitian will change the menus according to the signed order. The menus will be emailed to the Cafeteria Manager and modifications discussed with the Cafeteria Manager. The Cafeteria Manager is to discuss the menu changes with the school cafeteria staff to make sure that menu changes are implemented as discussed with CNP Registered Dietitian.

Attached: Diet Prescription for Meals at School Form