Disability Meal Accommodation Policy

Purpose

Holy Cross Catholic School will provide reasonable meal modifications for students with disabilities whose disabilities restrict their diets, without additional charge, consistent with USDA National School Lunch Program (NSLP) requirements and applicable disability nondiscrimination laws.

Request and review

Families may request an accommodation verbally or in writing through the school office or NSLP Coordinator. Staff will promptly acknowledge the request, consult with the family, and coordinate with administration and other appropriate staff. A school-created form is optional and is not a prerequisite to beginning review. When documentation is being obtained, the school will provide safe, reasonable interim modifications to the extent possible.

Documentation

If a disability-related modification meets the applicable meal pattern, USDA does not require a medical statement for reimbursement. If a requested modified lunch falls outside the meal pattern, the school will obtain a written medical statement from a state-licensed healthcare professional or registered dietitian that provides sufficient information about dietary restrictions, foods to omit, and suitable alternatives. Under USDA SP 01-2026, a signed parent or guardian statement may be used for a disability-related fluid milk substitution at NSLP lunch only. Staff will seek clarification promptly if a statement is incomplete, without unnecessarily delaying safe accommodations.

Implementation and safety

The NSLP Coordinator will document agreed modifications and share only necessary instructions with cafeteria staff. Staff will check ingredients and labels, use appropriate cross-contact precautions, follow relevant student emergency plans, and provide accessible meal service. Students will not be isolated or singled out unnecessarily.

Meal counting and costs

The point-of-service system will count accommodated reimbursable meals using normal procedures. Modified meals meeting the meal pattern may be claimed; meals outside the pattern must have the documentation required by USDA, including the applicable milk exception. Any additional accommodation costs are paid by the school food authority, not the family.

Confidentiality and records

Requests, medical statements, parent statements, accommodation instructions, communications, and relevant meal records will be stored securely with access limited to staff who need the information. Records will be retained according to applicable program recordkeeping requirements and longer when required by audit, review, or other law.

Notice and dispute resolution

The school will provide families with notice of the request process and applicable procedural safeguards at enrollment, in school communications, and on request. Families may raise concerns with the school

administration and access an impartial hearing and review procedure as required by 7 CFR Part 15b. The school will not retaliate against families requesting accommodations.

Annual review

The NSLP Coordinator will review this policy and family notification materials annually and update staff instructions when accommodation needs or federal or state requirements change.

Regulatory references: 7 CFR 210.10(m); 7 CFR Part 15b; USDA SP 07-2025; USDA SP 01-2026.

Family Notification and Request Procedure

1. Publish notice

At the beginning of each school year, include the parent notice below in the family handbook, enrollment materials or school communications. Keep copies in the school office and make the notice available upon request.

2. Receive requests

The school office or NSLP Coordinator accepts requests by phone, email, in person, or in writing. Do not require families to use a specific school form.

3. Acknowledge and assess

Promptly contact the parent or guardian, identify foods to avoid, discuss safe substitutions and whether a medical statement is required for reimbursement, and coordinate with school administration or the student support team as needed.

4. Implement and document

Prepare an individual accommodation instruction sheet for authorized cafeteria staff, check labels and cross-contact controls, and record the start date and review arrangements. Provide reasonable interim modifications where safe while clarifying documentation.

5. Follow up and maintain

Confirm with the family that the accommodation is working. Update instructions when the menu, ingredients, or student needs change. Keep sensitive information secure.

6. Handle concerns

Provide the family with the school administrator or designated Section 504 contact. Explain how to submit a grievance, receive a prompt response, request an impartial hearing, inspect relevant records, participate with counsel, and seek review of the decision. School administration must maintain the actual hearing and review process.

Parent/Guardian Notice: Meal Accommodations

Holy Cross Catholic School provides reasonable school lunch modifications for students whose disabilities restrict their diets, at no additional cost to families.

If your child needs a meal accommodation, please contact the school office or NSLP Coordinator. You may make a request by phone, email, in person, or in writing. A school form is available for convenience but is not required.

Please describe the foods or ingredients your child must avoid and any substitutions or assistance needed. Some modifications that do not meet the USDA meal pattern require a medical statement from an authorized healthcare professional or registered dietitian. For disability-related fluid milk substitutions at NSLP lunch, a signed parent/guardian statement may be accepted under current USDA rules.

The school will work with you promptly to determine and implement a safe accommodation. Information will be shared only with staff who need it to serve your child safely.

If you have a concern about a request or accommodation decision, contact school administration to obtain the grievance and impartial hearing/review procedures, including rights to review records, participate, and be represented by counsel.

School office phone: _____

NSLP Coordinator contact: _____

Administrator / grievance contact: _____

School website / notice location: _____

Office use: Date notice distributed: _____ Method: _____

HOLY CROSS CATHOLIC SCHOOL

National School Lunch Program | 2026-2027

Confidential Meal Accommodation Tracker

Keep this form in a restricted-access file, not in a publicly visible binder. Use one form per student.

Student name / ID: _____

Grade / homeroom: _____

Parent or guardian / contact: _____

Date request received: _____

Request received by: _____

Food(s) to omit / restriction: _____

Required substitutions or meal-service assistance: _____

Documentation status

[ ] Modification within meal pattern - medical statement not required for USDA reimbursement

[ ] Medical statement on file (licensed healthcare professional or registered dietitian)

[ ] Signed parent/guardian statement for disability-related NSLP lunch fluid milk substitute

[ ] Clarification requested / interim safe plan in place

Documentation received / clarification date: _____

Implementation and communication

Accommodation start date: _____

Approved meal preparation / cross-contact instructions: _____

Staff informed (roles only) / date: _____

Menu / ingredient verification method: _____

Parent confirmation / follow-up date: _____

Next review date: _____

Changes / concerns / resolution: _____

Status: [ ] Active [ ] Under review [ ] Updated [ ] Closed

Store supporting medical statements separately with restricted access. Review when menu ingredients or student needs change.