



Martin County School District  
Food & Nutrition Services Department  
**Menu Modification Procedure Flow Chart**

1. Parent/Guardian will contact the School Nurse or Cafeteria Manager a medically necessary menu modification request for their child(ren).



2. School Nurse will refer the parent/guardian to the school Cafeteria Manager.



3. The FNS Cafeteria Manager will provide the parent/guardian with a FNS Parent Letter and a current FNS Medical Request for Special Dietary Accommodation Form.

*\* If the student is lactose intolerant, the parent/guardian will complete page 1 of the Form.*

*\* If the student has a food allergy, the parent/guardian will complete page 1 of the Form and the treating physician will complete page 2.*



4. The FNS Cafeteria Manager will review the returned Form for completion. The manager will initials and date the form in the District Office box section and send the form to the FNS Office. Parent will be advised that it may take up to 10 days to process the form. **The student must pack meals until the form is processed. Incomplete forms will be returned to the parent.**



5. The FNS RD will review the form, create a student specific meal plan (when medically necessary), and alert the student's meal account in the cash register system.



6. The processed form and meal plan will be returned to the FNS Cafeteria Manager for review.



7. The Cafeteria Manager will review all returned documents. (If needed) The manager will order appropriate foods from approved vendors. The manager will train the kitchen staff on the menu accommodation prior to feeding the student. *FNS office staff will train kitchen staff when necessary.*



8. The Cafeteria Manager will contact the parent/guardian to inform them that their student's meal plan is ready.



9. When necessary, the FNS Cafeteria Manager will provide the school's nurse with a copy of the processed form and meal plan.\* *This form is a confidential document and will be handled appropriately.*



10. The process will be repeated **annually**.

*It is the parent's/guardian's responsibility to provide the above information to the Food & Nutrition Services Department each school year.*