

SCHOOL MEAL MODIFICATION PROCEDURE

SCHOOL MEAL MODIFICATIONS

Hancock Central School provides reasonable modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability/allergy must submit a medical statement completed by a State licensed healthcare professional, i.e., Physician, Nurse Practitioner, Physician's Assistant to their school's nurse's office. Documents can be emailed to Jennifer Hunt, jhunt@hancock.stier.org, faxed to (607) 637-5716 or mailed to 67 Education Lane, Hancock, NY 13783. If you need assistance, please contact Connie Babino, Food Service Director at babinoc@dcmoboces.com.

The medical statement requirements:

1. Provides information about impairment. Diagnosis not required.
2. An explanation of what must be done to accommodate the disability, which may include:
 - a. Food(s) to avoid or restrict (allergen).
 - b. Food(s) to substitute.
 - c. Brief explanation of how exposure affects the student(s).

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Food Service Director shall request additional information so that a proper and safe meal can be provided. Modifications to the meals will begin *immediately* upon receipt of the documentation and continue while waiting for additional information, if needed. This form will remain on file and in force until we receive written notification from the parent to remove.

Modification procedure:

1. All servers and cashiers are made aware of the modification as soon as the food service department is notified.
2. Student's account is flagged with the modification, so it automatically comes up on the POS when the child enters his or her number.
3. Any food items needed to be purchased (gluten free items, dairy free items), will be done within 10 business days. Substitutions will be made until product is received.

When choosing an appropriate approach to accommodate a student's disability, the district will consider the expense and efficiency of the requested accommodations. The district will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the district's Superintendent of Schools, Lori Asquith, lasquith@hancock.stier.org, (607) 637-2511, who will schedule a hearing on the grievance, in writing, to be held within 10 business days. The Business official shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request. The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

For additional guidance, see FNS memorandum SP 59-2016, Modifications to Accommodate Disabilities in the School Meal Programs, SP 26- 2017 Accommodating Disabilities in the School Meal Programs: Guidance and Questions and Answers (Q&As), (<https://www.fns.usda.gov/school-meals/accommodating-disabilities-school->

meal programs-guidance-and-qas) and Accommodating Children with Disabilities in the School Meal Programs (<https://www.fns.usda.gov/sites/default/files/cn/SP40-2017a1.pdf>)

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.