

Process to Request Special Meal or Fluid Milk Accommodations

This handout outlines the process of requesting meal and fluid milk substitutions in the school meal program. Requests must be due to medical or other special dietary reasons. **Please note that SFUSD does not serve items made from peanuts or tree nuts.** Special meals and fluid milk can be arranged with proper documentation without additional charges.

Medical Statement to Request Special Meals and/or Accommodations

1. Go to www.SFUSD.edu
2. From the homepage, click on **“Nutrition & School Meals”** on the left hand side bar



Join the SFUSD School Names Review Task Force
Prompted by school communities advocating to ensure SFUSD schools reflect current attitudes and values, SFUSD is seeking candidates to serve on a blue-ribbon task force to review the names of schools. Panel members should expect to meet 4-6 hours a month for a year, beginning in February or March 2019. If you are interested in serving on the panel, please apply by Dec. 21.

3. Under **“Menus”** click on **“Nutrient Info & Special Dietary Needs”**



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Winter break from Dec. 24, 2018 to Jan. 4, 2019
All SFUSD schools will be closed from Monday, Dec. 24, 2018 to Friday, Jan. 4, 2019 for winter break. Offices will be closed on Tuesday, Dec. 25, 2018 and Tuesday, Jan. 1, 2019.

4. Scroll to the middle of the page to the section **“Food Substitutions for Food Allergies & Disabilities”**

Food Substitutions for Food Allergies & Disabilities

Special meal accommodation can be made for medical reasons (eg food allergies, intolerances, and/or disabilities that limit one or more major life activities). Request must be supported by a medical statement that includes the physical or mental impairment, foods to be omitted, and the recommended alternate foods by a recognized medical authority (eg physician, physician's assistant, or nurse practitioner).

Resources:

- Step-by-step Guide to Request for Special Meals and/or Accommodations - [English](#), [español](#), [中文](#)
- Medical Statement to Request Special Meals and/or Accommodations - [English](#), [español](#), [中文](#)

Please submit the form to Student Nutrition Services via fax (415) 749-3618 or SchoolLunch@sfusd.edu.

5. Click on the **“Medical Statement to Request Special Meals and/or Accommodations”** form (CNP 925)

6. If the child has both a food and fluid milk accommodation request, both requests can be made using this one form.

7. Please note, this form is only required if your child is participating in the school meal program.
8. This form must be signed by a licensed medical professional (Licensed Physician, Physician's Assistant, or Nurse Practitioner).
9. Submit to Student Nutrition Services (SNS) by fax: (415) 749-3618 or email: SchoolLunch@sfusd.edu
10. Once received, SNS will review and contact the parent or guardian to confirm the special meals arrangement.
11. The child's account will have a pop-up message to alert the dining staff of the child's special meal.
12. Please contact SNS if:
 - a. there are any changes in the child's diet (If so, please submit an updated form)
 - b. the child transfers to a new school
 - c. the child no longer attends SFUSD
13. Annual form renewal is not required.