



# Process to Request Special Meal Accommodation

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



GRAINS



PROTEIN



FRUITS



VEGGIE



MILK

## Steps

1. Menus, allergen reports, nutritional, & carbohydrate count information are posted at [www.sfusd.edu](http://www.sfusd.edu).
2. For any food substitution, Parent or guardian submits the California Department of Education form (SNP 925).

This form:

- a. is only required if your child is participating in the school meal program.
- b. Can be found online in this section.
- c. Must be signed by a licensed medical professional (Licensed Physician, Physician's Assistant, or Nurse Practitioner).
- d. Must be completed fully before submission.
- e. Submit to Student Nutrition Services (SNS) by fax: (415) 749-3618 or via email: [schoollunch@sfusd.edu](mailto:schoollunch@sfusd.edu)



3. Once received, SNS will review and contact the parent or guardian to confirm the special meals arrangement.
4. The child's account will have a pop-up message to alert the dining staff of the child's special meal.
5. If there are any changes in the child's diet, please submit an updated form. Annual renewal is not required.

