The KIPP Capital Region Food Service Program will work with parents to make reasonable accommodations which adhere to the guidelines set forth by the USDA and the National School Lunch Program. Before an accommodation can be made, a medical statement from your child's heath care provider must be submitted to the school nurse.

Reasonable accommodations:
The District will make reasonable accommodations to those children whose disabilities restrict their diets, such as providing substitutions or modifications in the regular meal pattern. These meal substitutions will be offered at no extra charge. However, the school food service in not required to provide meal services (for example, School Breakfast Program) to students with disabilities when the meal service is not normally available to the general student body, unless a meal service is required under the student's individualized education plan (IEP) or Section 504 Accommodation Plan as mandated by a physician's written instructions.

Modifications will be made to accommodate a disability will be determined on a case-to-case basis. Health concerns or preferences that a child eat a specific diet because the parent/guardian believes it is healthier for the child are not disabilities and do not require a modification.

The modification provided:

- Should be related to the disability or limitations caused by the disability
- Does not have to be the modification requested
- Must (generally) be free of charge
- Should be implanted even when the person requesting the modification believes more should be done

Medical statement requirements:

- Provide information about impairment – diagnosis is not required
- States how diet is restricted
- States how to accommodate condition

If the medical statement relates to a food allergy, the following are the three essential components:

1. The food to be avoided (allergen)
2. Brief explanation of how exposure affects the student
3. Recommended substitutes

Family notification:

The District will provide notification to parent/guardians of its meal modification procedures via the following sources:

1. District website – the website will include information on the modification procedures.
2. By request – The meal modification plan will be available to all parents/guardians by request from a teacher or building principal.

Where to send requests:

The Request for Meal Modification form should be sent to the school nurse in the building the student attends.

Appeal procedure:

If a meal modification is denied, an appeal can be directed to the building principal in charge of the building at which the student attends.

A response will be provided, and every attempt will be made to provide a prompt and equitable resolution. If resolution cannot be reached, a parent/guardian may request and participate in an impartial hearing to resolve the grievance, with the opportunity to examine the complete record. After the hearing, the parent/guardian will receive notice of the final decision and the basis for the decision.