

Accommodating Children with Special Dietary Needs Checklist

The purpose of this checklist is to ensure that all schools are able to respond appropriately to a student who is suspected of having a special dietary need(s).

When any school employee is told that a student has or may have special dietary needs, the employee must immediately notify the Special Dietary Designee (SDD).

Upon notification by the employee, the SDD must do the following:

- _____ Contact the Public Health Nurse (PHN) concerning a student with a dietary need.
PHN will contact, review and get consent from the parent(s)/legal guardian(s) to:
 - _____ Contact the student's primary care physician to clarify dietary needs (Attachment A (Provider)).
 - _____ Share information with the Hawaii State Department of Education (Department) (Attachment B (Department)).
 - _____ If applicable, create an Emergency Action Plan per the assessments conducted by PHN.

- _____ Request that the parent(s)/legal guardian(s) and the Required Medical Authority complete Attachment C: "Accommodating Children with Special Dietary Needs in School Nutrition Programs, Attachment J" and return the form to the SDD as soon as possible.

- _____ Ensure that the following individuals receive copies of the completed Attachment C: "Accommodating Children with Special Dietary Needs in School Nutrition Programs, Attachment J":
 - _____ PHN
 - _____ School Food Services Branch (SFSB)
 - _____ Cafeteria Manager
 - _____ Section 504/Individuals with Disabilities Education Act (IDEA) Care Coordinator
 - _____ School Health Aide

- _____ Notify the SFSB and the Cafeteria Manager.
 - _____ The SDD must send an email to SFSB (specialdiets@k12.hi.us) concerning the student's special dietary needs.
 - _____ Notify the Section 504 Coordinator at the student's school.

Cafeteria Manager must do the following:

- _____ Implement a tentative dietary accommodation until Attachment C: "Accommodating Children with Special Dietary Needs in School Nutrition Programs, Attachment J" is completed.

Section 504 Coordinator must do the following:

- _____ Begin the Section 504 referral process.
 - _____ If the student is already receiving accommodations through a Section 504 Plan, the team (including the PHN) must:
 - _____ Meet to discuss and determine the student's special dietary needs and whether a revision to the Section 504 Plan is required.
 - _____ For students with an Individualized Education Program (IEP):
 - _____ Notify the student's IDEA Care Coordinator of the student's special dietary needs.

- _____ The Procedural Safeguards Notice must be provided and reviewed with the parent(s)/legal guardian(s) throughout this process through their Section 504 eligibility.

- _____ Upload all supporting documents (such as Attachment C, reports, Emergency Action Plan (EAP), etc.) into the electronic Comprehensive Student Support Systems (eCSSS) under the Supports Tab.

If IDEA eligible, the IDEA Coordinator must do the following:

_____ Meet to discuss and determine the student's special dietary needs, its impact on student's ability to access his/her education, and determine whether a revision to the IEP is required.

_____ The Procedural Safeguards Notice must be provided and reviewed with the parent(s)/legal guardian(s) throughout this process through their IDEA eligibility

_____ Upload all supporting documents (such as Attachment C, reports, EAP, etc.) into the eCSSS under the supports Tab.

If found ineligible for Section 504 or IDEA, the SDD must do the following:

_____ Inform the SFSB about the change to the student's dietary accommodation.