School is notified of a student with potential unique mealtime needs

Notification must be transferred to written form if not already:
- Email/Letter
- Referral
- Physician prescription
- Medical Statement

Received by Agent of the School

If school personnel are the first to identify potential unique mealtime needs, a meeting must be convened to discuss concerns with parent/guardian

School Administrator or Designee (e.g., 504 Coor.)

School Administrator/Designee may need input from School Nutrition Director, EC Staff or School Nurse to determine if info is clear and substantive.

Has a Medical Statement for Students with Unique Mealtime Needs for School Meals been completed?

Yes

A Medical Statement for Students with Unique Mealtime Needs for School Meals must be completed and signed by the parent/guardian and a physician/medical authority.

No

Is the info clear and substantive?

Yes

Ensure School Nutrition Dir/Mgr has reviewed Medical Statement and determined if accommodations can be made outside of a disability determination/within existing meal pattern.

No

Consult with School Nurse. If needed, obtain clarifying information from physician/medical authority, who completed the Medical Statement

Maybe

Yes

Convene School IEP/504 Team to review Medical Statement. Ensure School Nutrition is represented.

No

Convene team to review Medical Statement and determine if a Child Find obligation exists. Ensure School Nutrition is represented.

Does the student already have an IEP, 504 Plan, IHP, or EAP?

Yes

No