Special Dietary Needs Procedure

Kitchen Manager is notified of special dietary need, food allergy or intolerance.

Kitchen Manager provides Special Dietary Needs paperwork.

Paperwork is fully completed and signed by an appropriate recognized medical authority*.

Completed Special Dietary Needs paperwork is returned to the Kitchen Manager.

Kitchen Manager forwards completed Special Dietary Needs paperwork to the Nutrition and Menu Specialist (NMS).

NMS develops individualized and specific diet plans for substitutions and/or accommodations, as applicable.

NMS enters special dietary needs information and specific accommodation plans via Infinite Campus and Horizon.

NMS will email Kitchen Manager, School Nurse & Health Clerk to provide initial notification that a special dietary need exists at their location.

A spreadsheet containing all students with Special Dietary Needs will be kept on file in the Nutrition Services.

**IMPORTANT NOTES:**
- If a student transfers to another District 6 school, it is the responsibility of the Kitchen Manager and the Health Clerk/School Nurse to (confidentially) pass this on to the counterparts at the site that the student will be moving to.
- Special Dietary Needs Documents are not required to be recompleted annually. However, the NMS needs to be alerted if a special dietary need will carry over from one year to the next--OR--if special dietary needs change.

Weld County School District 6 Special Dietary Needs information and forms can be accessed online at:
www.greeleyschools.org -> Departments -> Nutrition Services -> Meals -> Special Dietary Needs

8/3/2017
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