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# Accommodating Special Diets

Emily Grody, RDN, LD

Ruth Taylor, MS, RDN, LD

meet

**ME**

in St. Louis

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# Today's Speakers

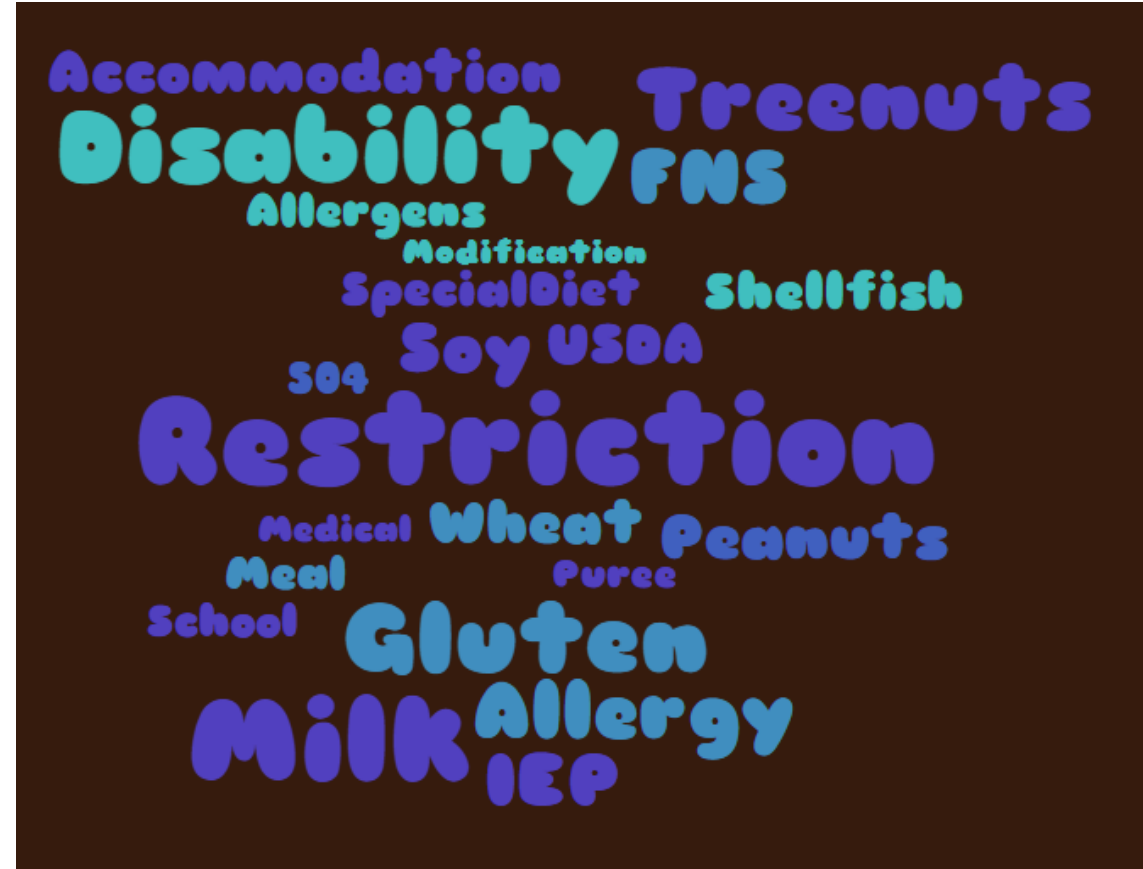


Ruth Taylor, MS, RDN, LD

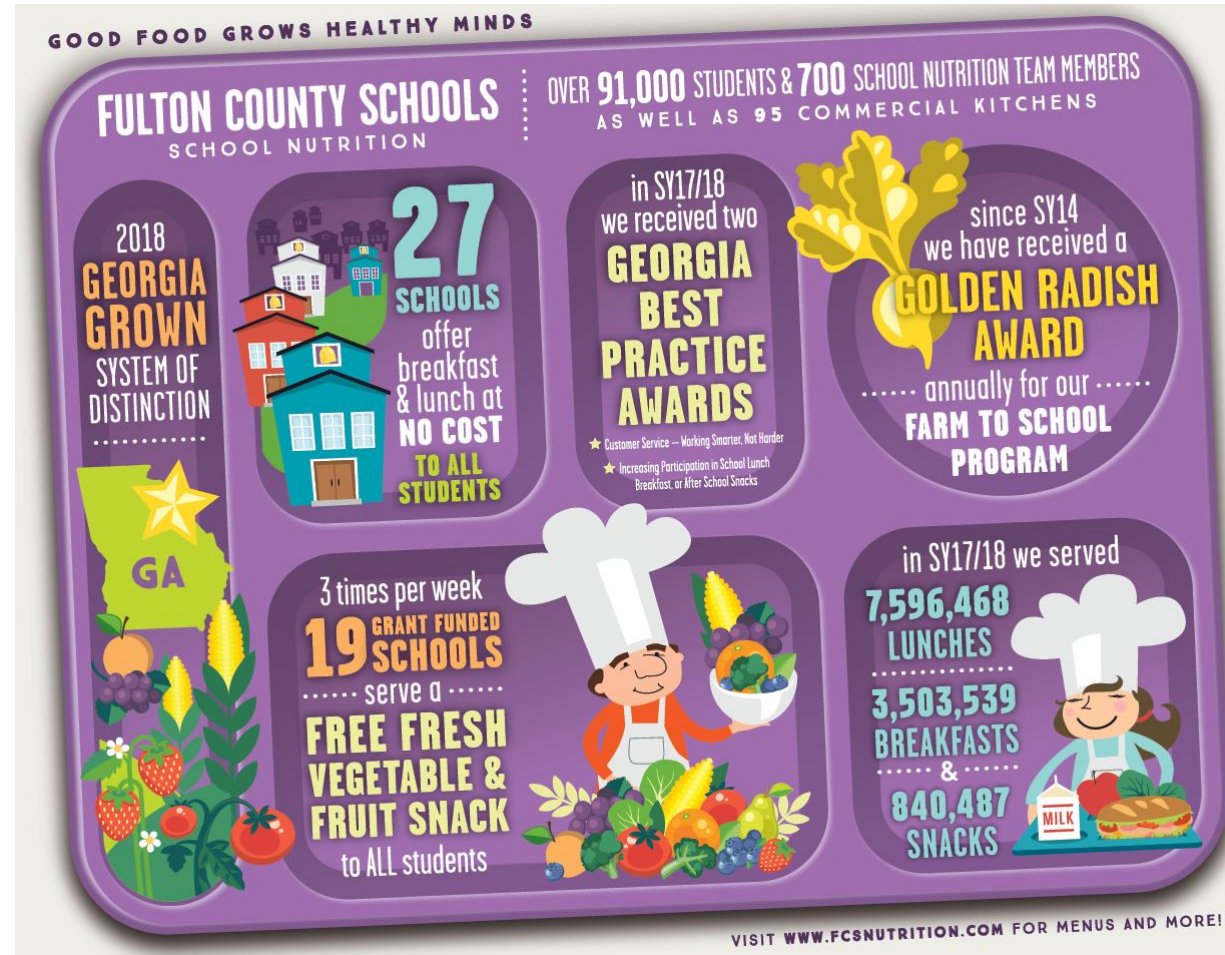
Emily Grody, RDN, LD

# Affiliation or Financial Disclosure

- Nothing to disclose



# Fulton County School Nutrition



# Special Diets

- Equal opportunity 7 CFR 15b
- Fulton County Special Diets 18/19
  - 55 Special Diets
  - 44 Texture Modifications
- 2018 USDA Best Practice Award



**Share with your neighbor:**

**How many special diets do you have  
within your district?**

**Who is in charge of planning the special  
diets within your district?**

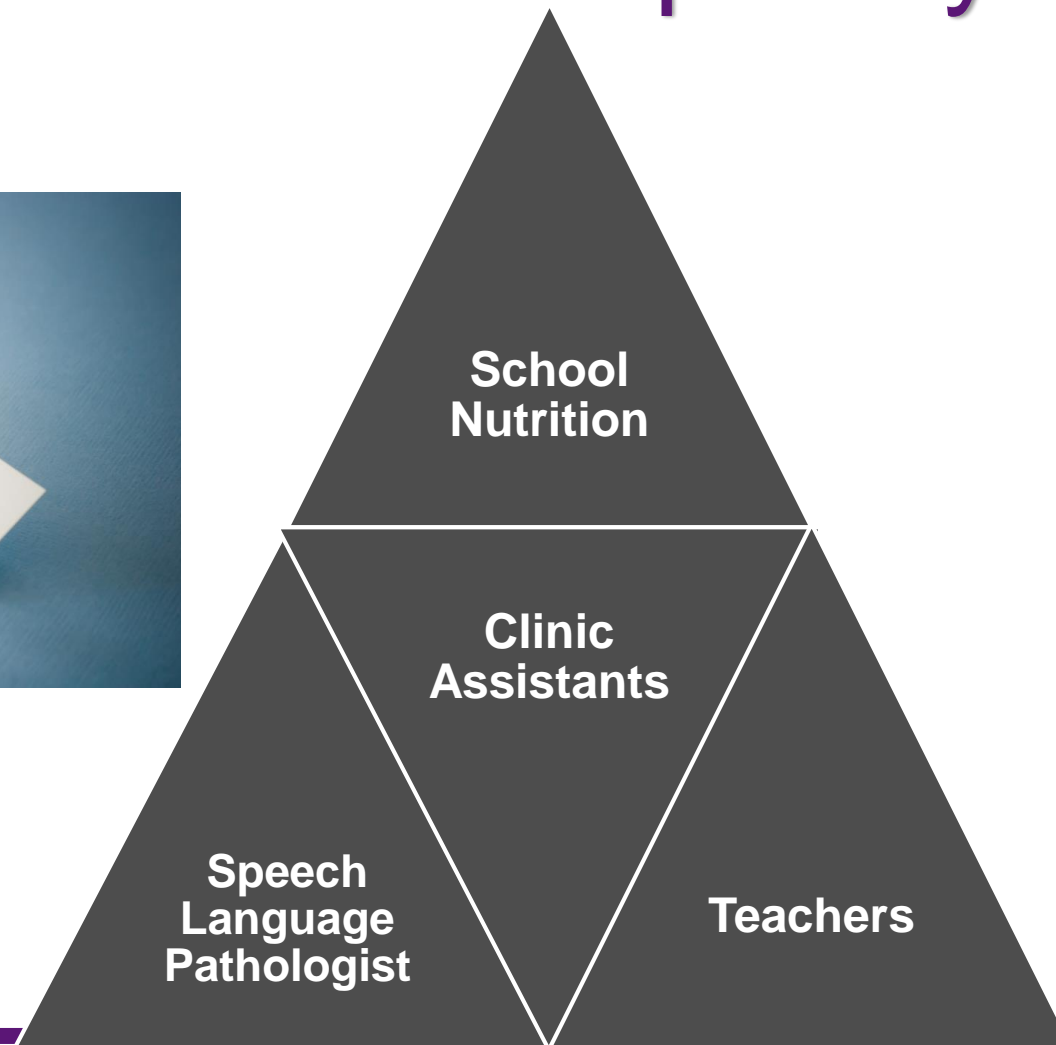
# Fulton County Special Diet Process

**Request**

**Plan**

**Implement**

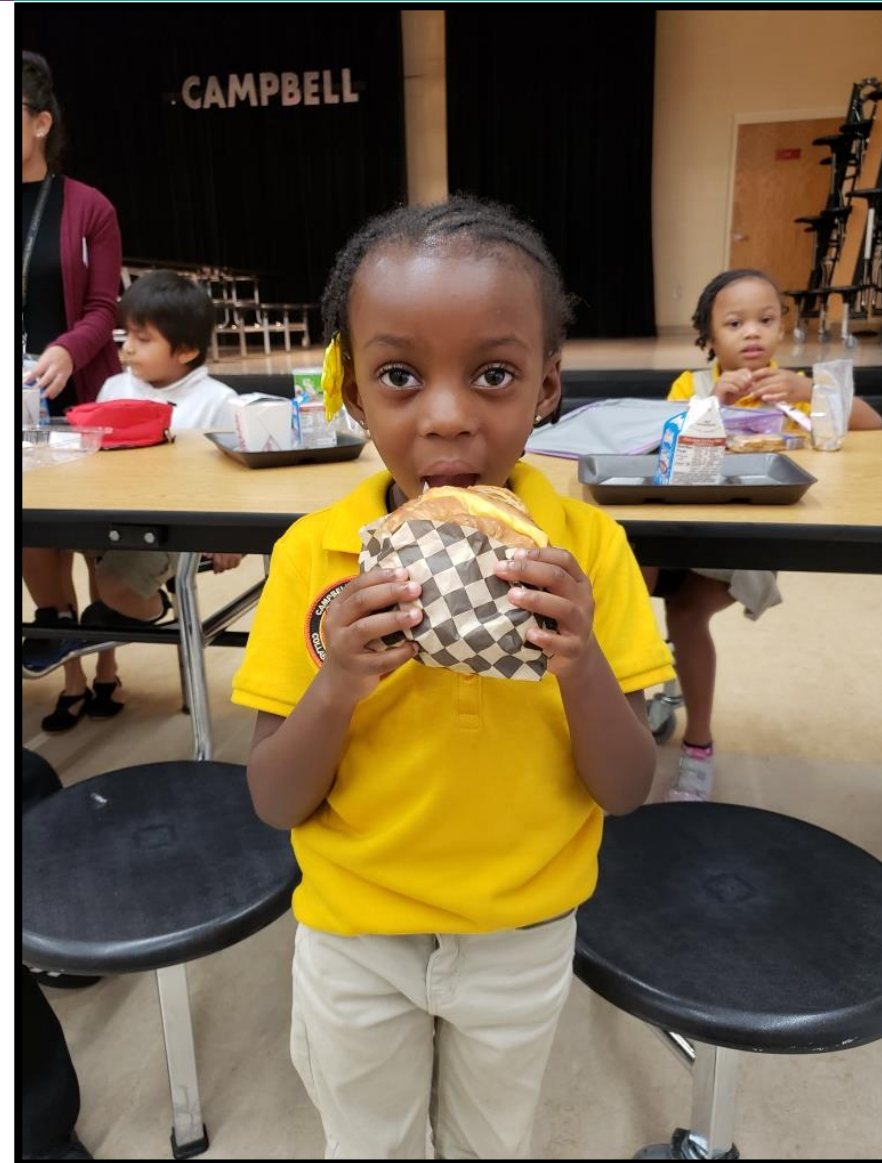
# Best Practice: Multidisciplinary Partnerships





# Request

- Written Medical Statement:
  - Medical Plan of Care for Fulton School Nutrition
- 504 Plan; and/or
- Individualized Education Plan (IEP)



# Written Medical Statement Requirements

- Information about disability
- Explanation of what must be done to accommodate child's disability
- Food(s) to be omitted and recommended alternative
- Signed by State Licensed Healthcare Professional

# Best Practice: Standardized Form

- What's included on Fulton's standardized form?
  - Instructions
  - Disclosure of 7 CFR 15b
  - Disclosure statement that we plan meals based on available label info, and that we can not guarantee that food products served are not processed in facilities that also process other allergens
  - Child/Parent contact info
  - HIPPA waiver
  - Yes/No question if child has disability; If yes, description
  - Diet order – foods to omit; foods to substitute; texture modification;
  - Signature

Share with your neighbor:

**What has been one of the most challenging meal accommodation requests your district received?**

# Planning Dietary Accommodations

## Best Practice: Structure Your Team for Support

### High Volume of Requests:

- 2 Registered Dietitians develop the Special Diets; a 3<sup>rd</sup> is on standby if needed.
- 1 of the above will also train the staff and implement
- 1 Area Supervisor on stand-by to train, if needed

### Normal Maintenance

- 1 Registered Dietitian develop the Special Diets
- 1 Area Supervisor train staff and implement

# Planning Dietary Accommodations

- Obtain all nutrition fact labels
- Best Practice: Identify allergens in all menu items
  - \*We do not post this to public

Item:	Recipe #:	Stock #:	Allergens:	Comments:
Garlic Breadstick	AB012	1395	Soy, Milk, Wheat	*Processed in a facility that produces products with eggs.
Pepperoni Pizza	AE220A	2554	Milk, Wheat, Soy	
Cheese Pizza	AE220	2552	Milk, Wheat, Soy	
Chicken Nuggets	AE416	2685	Wheat	
Wheat Roll	AB002	1369A	Wheat, Soy, Egg	

# Planning Dietary Accommodations

- Align with existing menu as much as possible
- Meet meal pattern requirements as much as possible
- Inventory Management
- Time Management



# Planning Dietary Accommodations

High School		Recipe Number	Process #	WEEK 1 MENU 1	Component	Portion Size	Recipe Number	Process #	WEEK 1 MENU 2	Component	Portion Size	Recipe Number	Process #	WEEK 1 MENU 3	Component	Portion Size	Recipe Number	Process #	WEEK 1 MENU 4	Component	Portion Size	Recipe Number	Process #	WEEK 1 MENU 5	Component	Portion Size	
Entrée:	AS010HS	3		Grilled Chicken Salad <b>NO GOLDFISH! NO SALTINE CRACKERS!!</b>	2MMA	1 Ea.	AE433C	2	White Queso Walking Nachos	2MMA 2GRN	1 Serv.	AE076STCH	2	Cheeseburger <b>NO BUN!</b>	2.5MMA	1 Ea.	AE263H	2	Cheese Nacho Bowl	2MMA 2GRN	1 Serv.	2515NB	2	Grilled Chicken Sandwich <b>NO BUN!</b>	2.5MMA	1 Ea.	
	AB038			Brown Rice	2 GRN	1 Cup	AV022A	1	Lettuce & Tomato	-	3/4Cup	AB038		Brown Rice	2 GRN	1 Cup	AV022A	1	Lettuce & Tomato	-	3/4Cup	AB038		Brown Rice	2 GRN	1 Cup	
Fruits & Vegetables	AF1000	1		Assorted Fruit Mixes <b>NO SPICED APPLES!</b>	1F	1/2 Cup	AF1000	1	Assorted Fruit Mixes <b>NO SPICED APPLES!</b>	1F	1/2 Cup	AF1000	1	Assorted Fruit Mixes <b>NO SPICED APPLES!</b>	1F	1/2 Cup	AF1000	1	Assorted Fruit Mixes <b>NO SPICED APPLES!</b>	1F	1/2 Cup	AF1000	1	Assorted Fruit Mixes <b>NO SPICED APPLES!</b>	1F	1/2 Cup	
	AF2000	1		Assorted Fresh Fruit	1F	1/2 Cup	AF2000	1	Assorted Fresh Fruit	1F	1/2 Cup	AF2000	1	Assorted Fresh Fruit	1F	1/2 Cup	AF2000	1	Assorted Fresh Fruit	1F	1/2 Cup	AF2000	1	Assorted Fresh Fruit	1F	1/2 Cup	
	AV010S	2		Steamed California Blend	1V	1/2 Cup	AV132	2	Steamed Black Beans	1V	1/2 Cup	AV009E	2	Oven Baked Tater Tots	1V	1/2 Cup	AV002S	2	Steamed Green Beans	1V	1/2 Cup	AV001S	2	Steamed Broccoli	1V	1/2 Cup	
	AV045	1		Carrots & Celery	1V	1/2 Cup	AV046	1	Cucumber, Carrot & Cherry Tomato	1V	1/2 Cup	AV045	1	Carrots & Celery	1V	1/2 Cup	AV046	1	Cucumber, Carrot & Cherry Tomato	1V	1/2 Cup	AV045	1	Carrots & Celery	1V	1/2 Cup	
Milk Temperature Control: remain at 41 degrees or below.	1120	1		Milk, Skim	1 c. Milk	1/2 Pint	1120	1	Milk, Skim	1 c. Milk	1/2 Pint	1120	1	Milk, Skim	1 c. Milk	1/2 Pint	1120	1	Milk, Skim	1 c. Milk	1/2 Pint	1120	1	Milk, Skim	1 c. Milk	1/2 Pint	
	1121	1		Milk, 1%	1 c. Milk	1/2 Pint	1121	1	Milk, 1%	1 c. Milk	1/2 Pint	1121	1	Milk, 1%	1 c. Milk	1/2 Pint	1121	1	Milk, 1%	1 c. Milk	1/2 Pint	1121	1	Milk, 1%	1 c. Milk	1/2 Pint	
	1343	1		Milk, Chocolate	1 c. Milk	1/2 Pint	1343	1	Milk, Chocolate	1 c. Milk	1/2 Pint	1343	1	Milk, Chocolate	1 c. Milk	1/2 Pint	1343	1	Milk, Chocolate	1 c. Milk	1/2 Pint	1343	1	Milk, Chocolate	1 c. Milk	1/2 Pint	
	1344	1		Milk, Strawberry	1 c. Milk	1/2 Pint	1344	1	Milk, Strawberry	1 c. Milk	1/2 Pint	1344	1	Milk, Strawberry	1 c. Milk	1/2 Pint	1344	1	Milk, Strawberry	1 c. Milk	1/2 Pint	1344	1	Milk, Strawberry	1 c. Milk	1/2 Pint	
Condiments:	4412	1		Ranch	-	1 Ea.	4412	1	Ranch	-	1 Ea.	4412	1	Ranch	-	1 Ea.	4412	1	Ranch	-	1 Ea.	4412	1	Ranch	-	1 Ea.	
							3059	1	Salsa	-	1/4 Cup	4133	1	Ketchup	-	1 Ea.	3057	1	Jalapenos	-	1 Oz.	4140	1	Mustard	-	1 Ea.	
												4140	1	Mustard	-	1 Ea.	3059	1	Salsa	-	1/4 Cup	4133	1	Ketchup	-	1 Ea.	
As of 12.18.18, all items listed on this menu are free of wheat/gluten.													<b>Process Numbers</b> 1=No Cook 2=Same Day Service 3=Complex Food														
If your school receives a sub item for something on B.C.'s Specialized Menu, contact Emily Grody IMMEDIATELY!!																											



# Parental Support

Fulton County Schools 2018-2019					
SCHOOL NUTRITION Where Students Come First					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week of: Aug 6, Sept 4, Oct 1, Oct 29, Dec 3	Grilled Chicken Salad w/ Brown Rice Assorted Fresh and Mixed Fruit Carrots & Celery Steamed California Blend Vegetables	White Queso Nachos Assorted Fresh and Mixed Fruit Fresh Carrot, Cucumber, and Cherry Tomato Black Beans	Steakburger (NO BUN) w/ Brown Rice Assorted Fresh and Mixed Fruit Carrots & Celery Tater Tots	Cheddar Cheese Nachos OR Ground Beef Nachos Assorted Fresh and Mixed Fruit Fresh Carrot, Cucumber, and Cherry Tomato Steamed Green Beans	Grilled Chicken Patty w/ Brown Rice Assorted Fresh and Mixed Fruit Carrots & Celery Steamed Broccoli
Week of: Aug 13, Sept 10, Oct 9, Nov 5, Dec 10	Mini Burgers (NO BUN) w/ Brown Rice Assorted Fresh & Mixed Fruit Carrots & Celery Sweet Waffle Fries	Steak Nachos w/ White Queso or White Queso Nachos Assorted Fresh & Mixed Fruit Fresh Carrot, Cucumber, and Cherry Tomato Black Beans	Turkey Chef Salad w/ Brown Rice Assorted Fresh & Mixed Fruit Carrots & Celery French Fries	Cheddar Cheese Nachos OR Ground Beef Nachos Assorted Fresh and Mixed Fruit Fresh Carrot, Cucumber, and Cherry Tomato Signature Side Salad	Cheeseburger (NO BUN) w/ Brown Rice Assorted Fresh & Mixed Fruit Carrots & Celery Signature Side Salad
Week of: Aug 20, Sept 17, Oct 15, Nov 12, Dec 17	Grilled Chicken Salad w/ Brown Rice Assorted Fresh and Mixed Fruit Carrots & Celery Steamed Broccoli	White Queso Nacho Bowl w/ Pork Carnitas or White Queso Nachos Assorted Fresh & Mixed Fruit Fresh Carrot, Cucumber, and Cherry Tomato Signature Side Salad	Broccoli & Cheese Soup w/ Brown Rice Assorted Fresh & Mixed Fruit Carrots & Celery Tater Tots	Cheddar Cheese or Ground Beef Nachos Assorted Fresh & Mixed Fruit Fresh Carrot, Cucumber, and Cherry Tomato Signature Side Salad	Grilled Chicken Sandwich (NO BUN) w/ Brown Rice Assorted Fresh & Mixed Fruit Carrots & Celery Steamed Green Beans
Week of: Aug 27, Sept 24, Oct 22, Nov 26	Mini Burgers (NO BUN) w/ Brown Rice Assorted Fresh & Mixed Fruit Carrots & Celery Sweet Waffle Fries	White Queso Nachos Assorted Fresh and Mixed Fruit Fresh Carrot, Cucumber, and Cherry Tomato Signature Side Salad	Turkey Chef Salad w/ Brown Rice Assorted Fresh & Mixed Fruit Carrots & Celery Steamed Mixed Vegetables	Cheddar Cheese or Ground Beef Nachos Assorted Fresh & Mixed Fruit Fresh Carrot, Cucumber, and Cherry Tomato Steamed Broccoli	Hot Dog (NO BUN) w/ Brown Rice Assorted Fresh & Mixed Fruit Carrots & Celery French Fries

This menu was created for B.C. to be Gluten Free, according to the nutrition labels on file.

Cambridge High School Café Manager:  
**Melissa Schott**  
 (470) 254-47894  
[schottm@fultonschools.org](mailto:schottm@fultonschools.org)

This institution is an equal opportunity provider.



Share with your neighbor:

**Does your district accommodate requests that do not have a written medical statement?**

# Implementation

- In person training
  - Manager
  - Key Person or Production Chef
  
- Best Practice: Special Diet Implementation Form

Date of Training: \_\_\_\_\_

**Special Diet Implementation Form**  
(Used by the Area Supervisor)

Student Name: \_\_\_\_\_

Expected Meal Time: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

**Special Diet Accommodations:**

Allergies:

<input type="checkbox"/> Wheat	<input type="checkbox"/> Tree Nut
<input type="checkbox"/> Soy	<input type="checkbox"/> Peanut
<input type="checkbox"/> Milk	<input type="checkbox"/> Fish
<input type="checkbox"/> Egg	<input type="checkbox"/> Shellfish

Other: \_\_\_\_\_

Instructions on preparation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee(s) responsible for making meal: \_\_\_\_\_

Location of meal once prepared: \_\_\_\_\_

**Daily Check List:**

1. Special Menu located in manager's office and prep area.
2. Check inventory at least 1 day prior to ensure all items are on hand. I understand if a subbed item is received, I must have confirmation from Emily Grody that the product is safe for the student to consume.
3. Meal labeled with student name.
4. Manager (or designee only when the manager is not in the building). **MUST CHECK THE TRAY RIGHT BEFORE IT IS GIVEN TO THE STUDENT.**
5. Alert on the POS "Special Diet Meal".
6. Create a sample tray of the special diet, if different than the planned menu.
7. Accountability and production records documented correctly in the 'notes/comments' (SOPMP06).

Training has been completed and I understand the procedures for special diets and what my role in this process is. I will not deviate from the implemented plan.  
If I have any questions, I will call Emily Grody, 470-254-9029.

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Position \_\_\_\_\_ Date: \_\_\_\_\_

Name and Position \_\_\_\_\_ Date: \_\_\_\_\_

Training completed by \_\_\_\_\_ Date: \_\_\_\_\_

Area Supervisor of Special Diet \_\_\_\_\_ Date: \_\_\_\_\_

The Area Supervisor of Special Diets and the manager should retain a copy of this form.

# Documentation

- Production record
- Commend section on production record
- Sample tray

Horizon OneSource		FULTON COUNTY BOE CO				DE 0121 (revised, February 2015)			
Lunch Food Production Record									
School: 5027 NOLAN LOVE T ELEMENTARY	Date: 4/11/2019	Day of Week: M T W TH FR		Age/Grade Group	Meals Planned	Meals Served			
Grade Group: K-5	Single Inventory: YES NO			Student Meals	706	696			
Menu: Chix of the Day w/ Roll; Mini Burgers; Yogurt & Cheese Pack Assorted Fresh Fruit; Assorted Mixed Fruit Signature Side Salad / Black-Eyed P Choice of MILK; Ranch, Ketchup, Mustard, Pickles									
				Adult Meals / a la		10	9		
				Total Meals		716	705		

(1) Menu Item Include name of recipe/recipe # or product description including brand	(2) Serving Size	(3) Projected # or servings	(4) Amount Prepared (#, cans, cases, etc.)	(5) Actual # of Servings Prepared	(6) Crediting of Components										(7) Amount Leftover and code (D, R)	(8) Total Amount Served (# of Servings)									
					Meat/Meat Alternate (oz eq)		Vegetables (cup(s))				Milk														
					Meat/Meat Alternate (W/GR)	Grains (W/GR)	Fruits	Dark Green	Red/Orange	Dried Beans/Peas	Starchy	Total Vegetable	Milk												
ROLLS, WHEAT 2 OZ AB002	1-1 each	425	425 1-1 each	425		2																			
BEEF SLIDERS AE182	1-2 Mini Sandwiches	185	185 1-2 Mini Sandwiches	185	2	2												6 D	179						
Yogurt and Cheese Pack AS060N	1-1 Each	50	50 1-1 Each	50	2	2													29 R	21					
Signature Side Salad,Rom blend AV039RB	1-1 Serving	125	125 1-1 Serving	125				1/8	1/8					1/2					11 R	114					
PEAS BLACKEYED, canned, dry av081C	1-1/2 Cup	95	95 1-1/2 Cup	95						1/2				1/2					11 D	87					
MILK SKIM, 1/2 PT 1120	1-PINT (1/2)	50	15.00 PINT (1/2)	50																1	35 R	15			
MILK, UNFLAVORED, 1% 1121	1-PINT (1/2)	75	41.00 PINT (1/2)	75																	1	34 R	41		
MILK, SKIM, CHOC 1/2 PT SK 1343	1-PINT (1/2)	325	5 CS (50/.5 PT) & 41.00 CARTON	325																	1	34 R	291		
MILK, STRW 1/2 PT SK 1344	1-PINT (1/2)	175	3 CS (50/1.5 PT) & 19.00 CARTON (1)	175																	1	6 R	169		
DRESSING, RANCH BUTTERMILK SS 4412	1-Packet	200	100.00 PACKET	200																			100 R	100	
KETCHUP IND 4133	1-package	500	800.00 PACKET	800																				800	
MUSTARD, YELLOW, SS 4140	1-PACKET (4.6 GR)	25	20.45 Packet	25																				25	
PICKLES, DILLS, HAMBURGER 4074	3-PIECE	185	0.86 GAL (1)	185																				185	
CHICKEN, ROTISSERIE (USDA) AE069	1-1 serving	425	425 1-1 serving	425	2																			425	
PEARS, CANNED, SLICED AF0075	1-1/2 cup	265	265 1-1/2 cup	265			1/2																	65 R	200
ORANGES 125 CT. 3082	1-Fruit	325	2 CS (125 CT) & 75.00 ORNGE (1)	325			5																	325	
Wings of Fire AE409	1-3 Wings	25	25 1-3 Wings	25	1	1/4	2																	3 D	22
PACK, CHEESE PIZZA AS178	1-1 each	49	49 1-1 each	49	2	2				1/4				1/4										49	
Rice, Brown AB038	1-1 Cup	1	1 1-1 Cup	1	1	2																		1	

**Notes:** Thursday Sample Tray  
Special Diets: AP: Rot. Chicken w/ Rice/Salad/ Black-Eyed Peas/ Oranges; AS: No Lunch  
Wings of Fire served to utilize inventory

Signature: \_\_\_\_\_ Position: \_\_\_\_\_ \*USDA is an equal opportunity provider and employer\*

\*\*Denotes item is no longer attached to a stock number. Nutrition Link number and description is displayed in place of the stock number and description.



# Best Practice: Central Office Organization

- Master Spreadsheet
- Electronic file for each student
- Hard copy for each student filed on site
  - Signed implementation form
  - Notes documenting communication with parents & staff

Special Diets for SY 18-19						
Name:	School:	Allergen:	Date Received:	Date Completed:	Parent:	Contact Information:
B. C.	Cambridge	Wheat/Gluten	6/4/2018	Emily trained staff on 8/3	G.C.	
T. R.	Centennial	Gluten & Lactose Intolerant CAN have Processed Cheese	6/7/2018	Emily trained staff on 8/3	S. R.	
S.R.	Centennial	Gluten & Lactose Intolerant CAN have Processed Cheese	6/7/2018	Emily trained staff on 8/3	S. R.	
P.C.	Wilson Creek ES	Parent requesting a list of all foods containing Peanut/Tree Nuts				

# Manager Training

- Start-Up Training
  - Overview of Special Diet Process
  - Food safety
  - Substitutions from food distributor
  - Parent requests



Share with your neighbor:

**What do you do if a parent comes into the school kitchen and asks to see nutrition labels?**

# Texture Modified Diets

- Soft Diets
- Pureed Diets
  - Equipment
  - Training





# Fluid Milk

- Written Medical Statement
- Reasonable Accommodation



Share with your neighbor:

**What do you do if a parent requests juice as a substitute for fluid milk?**

# Peanut-Free Menus

- Fulton Menus are not considered Peanut-Free
- Best Practice: Handout that lists food items on menus and extra sales that:
  - contain peanut/tree nut in ingredients
  - may be processed in facility on shared equipment
- Peanut-Free tables
  - FNS Guidance on Special Seating Arrangements



# Special Diet Information on our Website and App

- Process for requesting meal modifications
- Carbohydrate Counts
- We do not post allergen lists



# Special Diet Challenges

- Time for due diligence
- Multiple students with meal accommodations at one site
- Students with multiple food allergies
- Field Trips
- Turnover in staffing



Share with your neighbor:

**How does your district  
manage multiple  
meal accommodations  
at one site?**

# Tools & Resources

- **USDA FNS:**
  - **SP 59-2016** Policy Memo on Modifications to Accommodate Disabilities in the School Meal Programs
  - **SP 26-2017** Accommodating Disabilities in the School Meal Programs: Guidance and Questions and Answers
  - **Companion Piece:** Accommodating Children with Disabilities in the School Meal Programs: Guidance for School Food Service Professionals – released 07/25/2017
- Institute of Child Nutrition – collection of fact sheets on food allergies
- Software Programs



# Why we do what we do:

***“The staff has been awesome over the years in working with and for my child. I truly appreciate everyone that is involved in this process.”***

***-Parent***

***“Thank you so much for taking time to get this done for us...I am so happy to know Fulton County Schools are willing to make this easy for us.”***

***-Parent***

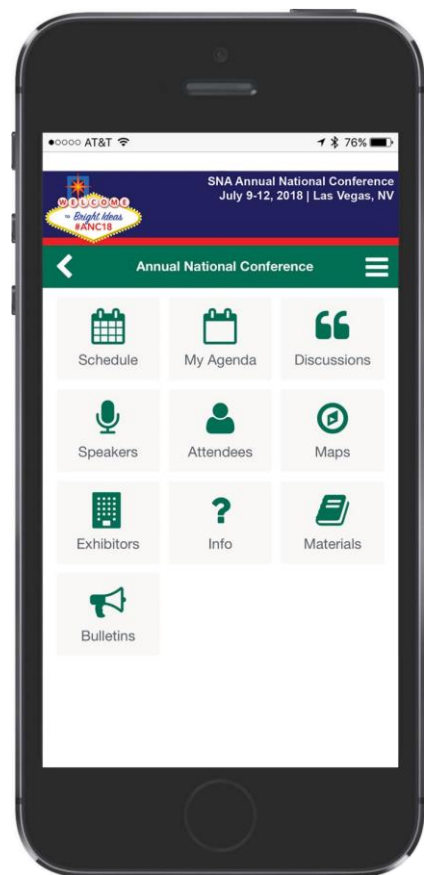
***“He was so thrilled to eat from the regular menu. Thank you and your staff...for your professionalism and support during our time of need”***

***-Parent***





# Evaluate This Session



Use the ANC App to evaluate the education sessions you attend and you will automatically be entered to win a FREE registration to ANC 2020 in Nashville.\*

*One entry per person. VOID WHERE PROHIBITED OR RESTRICTED BY LAW.*



Thank You!