

CHILD NUTRITION

Task: Special Diet Requests

Task	Person Responsible	Date to be Completed
*Upon notification of special diet requests from parent/guardian.		
1. Submit "Special Diet Request" form to doctor's office.	Family Advocate	At enrollment or as need as identified
2. Review the "Special Diet Request" form ensuring the form clearly indicates what is to be omitted and substituted with. *If any questions, check with lead cook.	Family Advocate	Upon Receipt from Provider
3. Review the Special Diet Request and ensure it has doctor's signature.	Family Advocate	After signed copy is received
4. E-mail scanned copy of the Special Diet Request to Lead Cook and Health Services Manager. Write "S/E" on paper copy.	Family Advocate	After signatures are obtained
5. Notify HSM for menu change to accommodate the Special Diet needs.	Lead Cook	After signed copy is received
6. Approve menu changes for Special Diet	HSM	Upon Receipt
7. Work with kitchen staff to make necessary menu changes to accommodate special diet needs.	Lead Cook	Upon Approval from HSM
8. Notify Family Advocate of approval of Special Diet needs.	Lead Cook	Upon Approval from HSM
9. Update Allergy posting in kitchen and classroom.	Cook	As needs arise
10. Scan the Special Diet Request form into ChildPlus as an attachment under the health tab labeled "Special Diet". Write "S/E" on paper copy.	Family Advocate	After signatures are obtained
11. File the Special Diet Request in the child's original folder.	Family Advocate	After E-mailed