***Milk Substitution Request***

*(Insert Name of School Nutrition Program)*

This form must be completed and signed by the child’s parent/legal guardian and submitted to *(Insert Contact Information)*. The *(Insert Name)* School Nutrition Program provides lactose-free cow’s milk and soy milk that meet the USDA nutrition criteria. The brand of soy milk is selected at the discretion of the *(Insert Name)* School Nutrition Program. *Juice and bottled water cannot be offered as a milk substitute.* Any changes require the submission of a new form.

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| **Section I. Student, Parent/Guardian Contact Information** |
| Student Name: | DOB: | School: |
| Parent/Guardian Name: | Parent/Guardian Phone: |
| **Section II. Requested Milk Substitute** |
| [ ] Lactose-free Cow’s Milk [ ] Non-Dairy Soy Milk\*\* brand of soy milk is selected at the discretion of the School Nutrition Program & must meet the USDA nutrition criteria |
| **Parent/Legal Guardian** |
| **Signature & Date:**  |

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency ere they applied for benefits. Individuals who are deaf, heard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](https://www.ascr.usda.gov/how-file-program-discrimination-complaint) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.