**(Print on Letterhead)**

Dear Parent or Guardian,

The *(insert name of school/district)* School Nutrition Program will provide meal modifications for students with a disabling medical condition which affects their diet. Please have your child’s licensed medical provider (M.D., D.O., PA, NP) complete and sign the *Medical Statement for Special Dietary Needs* form. A complete form includes:

* Information about the child’s physical or mental impairment and how it restricts their diet
* An explanation of what must be done to accommodate the child’s disability, and
* The food(s) to be omitted and recommended alternatives, in the case of a modified meal

For milk substitutions, our district provides lactose-free cow’s milk for student’s with lactose intolerance and nondairy soy milk that meet the USDA nutrition standards. To request a milk substitution, the *Milk Substitution Request Form* must be completed and signed by your child’s provider or by the child’s parent/guardian.

To ensure that our program has the necessary foods available and that staff are adequately informed of the accommodations, please allow *(insert number)* of school days after the receipt of the completed form for the necessary accommodations to be in place.

The *(insert name of school/district)* School Nutrition Program MUST follow the *Medical Statement for Special Dietary Needs* that is on file. Please submit new documentation should your child’s dietary needs change.

We look forward to working with you and your child.

Sincerely,

*INSERT NAME*

School Nutrition Director

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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.