



## Meal Modification Letter

Your child's school:

1. Will make meal modifications prescribed by a licensed physician to accommodate a disability.
2. Will make meal modifications prescribed by a medical authority due to a food allergy/intolerance or other medical condition that does not rise to the level of a disability.
3. Will make substitutions for fluid cow's milk due to a food allergy/intolerance or for other reasons.

The *Medical Statement to Request School Meal Modification* is attached to this letter. On the front of that form there is further information about the three categories of meal modifications that can be requested under federal regulations, and the procedures that apply to each category. Please read this information carefully before completing the form. Only the types of meal modifications explained in the first paragraph of this letter are applicable to your child's school.

To ensure the requested meal modifications can be made on the first day of school, return the completed medical statement by August 1<sup>st</sup> to the food service office at 602 Walnut Street, Wellsville, KS 66092

If you are submitting a request for meal modification at a time other than the beginning of the school year, it will take approximately 5 school days from the time the request is received until it can be implemented.

**IMPORTANT:** For a student who does not have a recognized disability, the only fluid cow's milk substitutions allowed by USDA are: (1) lactose-free fluid cow's milk or (2) a non-dairy beverage with a nutrient profile equivalent to fluid cow's milk as specified in federal regulations.

If you have questions or need assistance, please call Mrs. Pam Langenfeld, District Data Clerk, or email at [plangenfeld@usd289.org](mailto:plangenfeld@usd289.org).

Sincerely,

Gwendolyn Jacobs  
Director of Teaching and Learning  
Food Service Authorized Representative  
Wellsville USD 289

## Form 19-A – Letter to Parent/Guardian Explaining Requirements for School Meal Modifications – 09/2020

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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. (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. (2) Fax: (202) 690-7442; or
3. (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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