

Child Nutrition Program  
3000 N. Sherwood Forest Dr., Bldg. A  
Baton Rouge, LA 70814

## Child Nutrition Program

### Procedure for Requesting Menu Modifications

The East Baton Rouge Parish Child Nutrition Program is committed to meeting the dietary needs of all students who participate in school meal programs. Any diet prescription or special diet request to modify menus due to Diabetes, Food Allergies, Texture Modifications, etc., must include the signature of an individual who is authorized to write medical prescriptions under State law, such as a doctor, nurse practitioner, or physician's assistant.

When a diet prescription or special diet is necessary for any student, the following procedure is to be used:

- 1.) The diet order must be requested by completing and signing the East Baton Rouge Parish School System (Child Nutrition Program) "Diet Prescription for Meals at School Form" (a sample form is attached).
- 2.) Specific menu modifications are to be listed on the form, including a specified number of carbohydrates per meal, etc.
- 3.) The signed prescription order is to be emailed or faxed to Patrice Williams, Purchasing Specialist and Special Diets Manager in the Child Nutrition Program Office. Her email address is [fwilliams7@ebrschools.org](mailto:fwilliams7@ebrschools.org) and her fax number is (225) 275-2298. You may contact **Mrs. Williams at (225)-226-3624** or **Mrs. Cecile Grisby at (225)-226-3612**.
- 4.) The Special Diets Manager will modify the menus according to the signed order. The Special Diets Manager will forward the menus to the Cafeteria Manager and discuss modifications with the Cafeteria Manager. The Cafeteria Manager is to discuss the menu changes with school cafeteria staff to make sure that menu changes are implemented as discussed with the Special Diets Manager.

Attached: Diet Prescription for Meals at School Form