

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 diet request to modify menus due to Food Allergies, Food Intolerances, Texture Modifications, Diabetes and Sodium Restrictions, etc., must be made by a recognized medical authority, such as a doctor, nurse practitioner, or physician's assistant.

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

- 1.) The East Baton Rouge Parish School System (Child Nutrition Program) "**Diet Prescription for Meals at School Form**" must be completed and signed by a medical authority. (a sample form is attached).
- 2.) Check off all specific menu modifications that apply and specify the food groups to omit. List any specific foods that should be omitted and specific foods to substitute.
- 3.) The signed prescription order is to be emailed or faxed to Patrice Williams, RDN, LDN, Purchasing Specialist in the Child Nutrition Program Office. Her email address is 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 CNP Registered Dietitian will change the menus according to the signed order. The Modified 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 the school cafeteria staff to make sure that menu changes are implemented as discussed with CNP Registered Dietitian.