

# CACFP – Special Dietary Needs/ Medical Statements Policy

ST. JOSEPH ACADEMY  
(SJA)

Department:	ECEC
Number:	800.24
Effective Date:	7/12/2018
Review Date:	2/27/2020
Revised Date:	8/23/2021
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I. Policy:

This policy outlines St. Joseph Academy's (SJA) procedure for the Child and Adult Food Care Program (CACFP) requirements for meeting the Special Dietary Needs / Medical Statements for the children enrolled in the ECEC.

II. Procedure:

A. SJA will meet the CACFP special dietary requirements by:

- SJA will provide substitutions for children who are unable to consume a food item because of medical or other special dietary needs. Substitutions are made on a case-by-case basis. Substitutions are provided at no additional cost to the parent/guardian. All substitutions must be supported by a written medical statement from a physician.
  - **Children with a Disability:** SJA will make reasonable modifications to accommodate children with disabilities with a written medical statement. SJA will offer a reasonable modification that effectively accommodates the disability. SJA is not required to provide the exact substitution or modification requested (ex: a particular brand name of a substitute) but does not contain the specific allergen that affects the child. Meals can be claimed that do not meet the meal pattern requirements for reimbursement when the modification or substitution is supported by a medical statement.
  - **Children without a Disability:** Meals served to children without a disability will include all the required meal components. Meals will include foods creditable to the CACFP meal pattern and be supplied by SJA.
- The food service personnel and ECEC teaching staff are responsible for ensuring that any special dietary needs are being met.

B. Documentation:

The ECEC Management Team is responsible for obtaining the appropriate documentation (written medical statements must be from a physician, advanced practice nurse prescriber or physician assistant). The written medical statement must support the physical or mental impairment that restricts the child's diet. The written statement must include the following:

- Identification of the medical or special dietary need that restricts the child's diet.
- Food/beverage to be omitted from the child's diet.
- Food/beverage or choice of foods/beverages to be used as substitutions.

The documentation is kept in the child's file located in the Enrollment Coordinator's office. An additional copy for the child is kept in the classroom emergency binder.

C. Staff Training:

- ECEC Staff:

During the new employee orientation the CACFP meal pattern requirements will be reviewed including any special dietary needs for the children enrolled in the ECEC. Staff are also trained on how to complete the meal count form and what meals/snacks cannot be claimed for children with special dietary needs.

1. If a meal or snack that does not meet meal pattern requirements and there is no written medical statement on file for a non-dairy milk substitute, the meal cannot be claimed.
2. If a meal or snack that includes parent/guardian provided foods or beverages and there is no written medical statement on file for a non-dairy milk substitute, the meal cannot be claimed.

Annually, all ECEC staff will be trained in the CACFP meal pattern requirements including special dietary needs and medical statements.

D. Communication

- ECEC Staff: Special dietary needs are verbally communicated to staff when a written medical statement is submitted by the parent/guardian. A copy of the written medical statement is given to the classroom staff to be placed in the classroom emergency binder.
- Enrollment Coordinator: The written medical statement provides documentation of a special dietary need for any child enrolled in the ECEC. With this information, the Enrollment Coordinator enters the special dietary information into ProCare (ECEC data base). An updated allergy list is provided to the classroom and the food service.
- Parent/Guardian: If a parent/guardian provides a food/beverage substitution, the teacher will ensure a written medical statement is on file before serving the substitution. The classroom teachers will notify the ECEC management team and food service personnel.

Approved by:   
President/CEO

Date 8/23/2021