ALBUQUERQUE PUBLIC SCHOOLS

Instructions for Special Diet Authorization Form

APS Food and Nutrition Services may make modifications and substitutions to the regular school meals for a student with a disability that restricts their diet. The Special Diet Authorization Form must be completed and signed by a licensed healthcare provider for a student with a disability before the school cafeteria can provide any modifications or substitutions. The completed form must be provided to the School Nurse who will forward it to the school cafeteria supervisor and APS Food & Nutrition Services department.

Follow these steps to ensure a student with a disability requiring special nutrition needs is served the proper diet in the school breakfast, lunch, and snack programs:

1. This form is not appropriate for food preference request. STOP here if you are completing this for a preference rather than a medical need for the student.
2. A Special Diet Authorization Form is to be completed, and signed by a licensed healthcare provider for each student prior to receiving meal accommodations. This is required for each educational stage (K-5, 6-8, K-8 and 9-12) for each student or when changes occur with special dietary needs or allergens.
3. Regulations require that the APS Special Diet Authorization Form be on file for each student who receives a special meal in the students' school nurse's office, school cafeteria and the APS Food & Nutrition Services office.
4. Work with the cafeteria site supervisor and the APS Food & Nutrition representative to know what foods will be offered to the student at their school.
5. The school nurse, APS Food & Nutrition Services representative or other health professional may suggest the special dietary needs be included in the Individual Education Plan (IEP) or the 504 Plan, as appropriate.

APS Food and Nutrition Services will make every effort to accommodate special dietary needs for emergency medical situations. Such determinations are made on a case-by-case basis by the APS Food & Nutrition representative, and must be supported by the same Special Diet Authorization Form signed by a licensed healthcare provider. Please be specific when describing a student's intolerance /allergen or modified dietary need; here are some examples, "can have eggs baked into recipes, but not scrambled eggs" or "can have milk baked into recipes, but no fluid milk" or "food has to be pureed or finely chopped" etc. Please also indicate which meals the student eats at school. Please note that APS Food & Nutrition Services is not required to serve special meals to children with food preferences that are not deemed a disability.

For further information such as definitions of disability, or other special dietary needs, as well as the school's responsibility, please visit USDA's Student Nutrition website at:

https://www.fns.usda.gov/cn/accommodating-disabilities-school-meal-programs-guidance-qas

Contact information for APS Food & Nutrition Services:
Telephone: 505-345-5661 Extension: 38244