



Child Nutrition Services
650 D Avenue, Coronado, CA 92118
(619) 522-8907, ext. 2085

Child Nutrition Services

CNP-925 Medical Statement to Request Special Meals and/or Accommodations

The Coronado Unified School District provides meal accommodations to students who have a physical or mental disability/impairment which prohibits them from following and/ or consuming the regularly planned meals offered through the school meal pattern.

CNP-925 Medical Statement Form Includes:

- Information about the student's physical or mental impairment, which is sufficient to allow us to understand how it restricts the student's diet.
- An explanation of what must be done to accommodate the disability from a dietary standpoint.
- The food(s) to be omitted and the recommended substitutions to the foods being omitted.
- Please note that medical statement forms do not expire, and do not need to be renewed annually. Once received, they will remain active until the student graduates from the school district or until the parent provides written documentation that the meal accommodation is no longer needed.

Parent/Guardian's Responsibility:

- Must obtain a completed CNP-925 Medical Statement form by a recognized healthcare professional for any meal accommodation recognized as a disability or impairment.
 - Click [HERE](#) to download the form.
- Must email the completed form to the CUSD Child Nutrition Services (CNS) Director @ charity.campbell@coronadousd.net.

Responsibility of the CNS Director or CNS Supervisor/Registered Dietitian:

- The CNS Director or CNS Supervisor/Registered Dietitian will contact the parent/guardian within 48 hours to receive clarification regarding the student's meal accommodation.
- A modified menu will be created based on the student's meal accommodation and will be shared with the CNS staff at the designated school site, and health services (as applicable).

- The CNS staff will undergo training on how to properly accommodate the student(s) with special dietary needs based on the modified menu.
- CNP-925 Medical Statement forms will be maintained on file for all students with an existing need for a meal accommodation.
- The student will not be authorized to eat in the cafeteria until the CNS Director or CNS Supervisor/ RD has cleared them to do so. Note, that this can take up to two (2) weeks as the CNS department will need to obtain the proper food items to accommodate and to provide the necessary training to the CNS staff. Parents/guardians and health services (as applicable) will be notified once CNS is ready to begin accommodating the student.

Responsibility of the CNS Staff:

- CNS staff must identify the student with the meal accommodation in the serving line.
- CNS staff will follow the modified menu provided to them when serving the student with a meal accommodation in accordance with the medical statement on file.
- The CNS staff will practice proper HACCP techniques to avoid cross contamination for students with allergies.
- CNS staff will be mindful of HIPPA laws when discussing the student's disability/ meal accommodations.
- In instances where a food substitution is made at the school site due to a supply chain disruption, the CNS staff must check the recipes and specifications of the ingredients in the entrée being served to ensure that the item is free from the allergen. Prior to serving the substitute item, the CNS staff will contact the CNS Director or CNS Supervisor/RD to receive approval to move forward with the substitute item.

504/ADA Coordinator:

If a student is assigned a 504/ADA coordinator who is responsible for meal accommodations, Health Services and/or the student's assigned 504/ADA coordinator will reach out to the CNS Director or CNS Supervisor/RD to communicate the student's meal accommodation. Once notified, a modified menu will be created that meets the student's meal accommodations. The ADA coordinator and Health services, as applicable, will be notified when CNS is ready to begin accommodating the student and will ensure that the student's meal accommodation is being honored. If the meal accommodation is included in the student's IEP, the CNP-925-Medical Statement form will not be required to accommodate the student.

Updating Meal Accommodation Forms:

Meal accommodation forms are not required to be updated annually. Once the CNS Director or Supervisor/RD is given a signed meal accommodation form, we can continue to serve the student with the meal accommodation for as long as they attend our school district. However, at the start of each school year the CNS Director or CNS Supervisor/RD will communicate with the student's parent/guardian to ensure that all medical statements on file reflect the current dietary needs of the student and will confirm that the student plans to continue to consume the school meals.

Students who no longer require a meal accommodation:

A student who once had a meal accommodation on file, and who no longer requires a special meal accommodation will not need to provide an updated meal accommodation form. Rather, the parent/guardian of the student must send a letter in writing or email to the CNS Director at charity.campbell@coronadousd.net, documenting that the student no longer needs a meal accommodation. This letter must be signed and dated and kept on record prior to ending the student's meal accommodation.

Health Insurance Portability Act (HIPPA):

This act requires that medical information be kept confidential, which includes medical information pertaining to a child's disability. CNS and health staff are required to follow confidentiality requirements under Individuals with Disability Act (IDEA).

Special Meal Accommodation for Children with Preference:

When planning menus, CNS considers cultural, religious, and ethnic preferences. Any request by a student or parent/guardian to modify a meal based on these preferences, cannot always be accommodated. The parent/guardian is encouraged to view the CNS Department's [digital menus](#) online to obtain information regarding the food that is served.

Fluid Milk Substitutions:

Milk substitutions for a non-disability must meet the USDA's nutrition requirements to be claimed as a reimbursable meal. If a student's medical statement form states that a student cannot consume milk due to a disability and requests a substitute, we will provide the milk substitute listed on the meal accommodation form by the licensed healthcare provider.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#) (PDF), found online at How to File a Program Discrimination Complaint 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. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Mail Stop 9410
Washington, D.C. 20250-9410;
2. fax:
202-690-7442; or
3. email:
Program.Intake@usda.gov.

This institution is an equal opportunity provider.