

Henry Johnson Charter School

School Food Authority (SFA) Meal Modification Policy

School Name: Henry Johnson Charter School

Address: 30 Watervliet Avenue, Albany, NY 12206

Purpose

In accordance with federal civil rights laws and U.S. Department of Agriculture (USDA) Child Nutrition Program regulations, Henry Johnson Charter School's School Food Authority (SFA) will make reasonable meal modifications for children whose disabilities restrict their diet. This policy describes the process for requesting, reviewing, and implementing meal modifications to ensure equal access to program benefits.

Students with Disabilities (Required Accommodations)

The HJCS **must make meal modifications** for students with a disability that restricts their diet when supported by a medical statement signed by a **licensed healthcare provider**.

The medical statement must include:

- Identification of the student's disability
- An explanation of how disability restricts the student's diet
- Foods to be omitted from the students' meals
- Foods or substitutions to be provided

Meal modifications for students with disabilities will be provided **at no additional cost** and in the **most integrated setting appropriate**, consistent with USDA guidance.

Students Without Disabilities (Discretionary Accommodations)

For students who do not have a disability but request a meal modification due to food intolerance, allergy, or other medical or non-medical reason, the SFA **may make substitutions at its discretion**.

- A medical statement may be required to support the request.
- Requests will be evaluated on a case-by-case basis.

- The SFA is not required to make modifications that cannot be reasonably accommodated within program requirements.
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Request and Review Process

1. Parents or guardians must submit a written request for meal modification along with required medical documentation.
 2. Requests are reviewed to determine compliance with USDA regulations and operational feasibility.
 3. Approved accommodation will be communicated to food service staff and other appropriate school personnel while maintaining student confidentiality.
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Roles and Responsibilities

- **Natasha Evans, Food Service Director:** Ensures compliance with USDA meal pattern requirements and oversees the implementation of approved meal modifications.
 - **A'shinaiya Tuner, School Nurse:** Reviews and verifies medical statements and provides guidance regarding student health needs.
 - **Jessica Hudson, Director of Operations & Finance:** Maintains oversight of documentation, recordkeeping, and operational compliance.
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Documentation and Recordkeeping

- Medical statements and approved requests will be maintained in a secure location.
 - Documentation will be reviewed annually or when updated information is provided.
 - Records will be made available during an Administrative Review upon request.
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Nondiscrimination Statement

- The HJCS does not discriminate based on disability and ensures that children with disabilities have equal opportunity to participate in and benefit from the Child Nutrition Programs.

- **Policy Review and Updates**

- This policy will be reviewed annually and updated as necessary to remain consistent with USDA and New York State Education Department (NYSED) Child Nutrition Program requirements.

Approved by:

Natasha Evans, Food Service Director

A'shinaiya Tuner, School Nurse

Jessica Hudson, Director of Operations & Finance

Effective Date: September 2024

Review Date: May 2025