

Monona Grove School District

School Nutrition Department

Procedures for Requesting Special Diet Substitutions:

1. School nurse needs to send home to parent/guardian the medical statement form.
2. Medical statement information sheet must be filled out and signed by parent/guardian and physician.
3. Completed medical statement returned to the School Nutrition Coordinator.
4. School Nutrition Coordinator will review statement and implement changes or ask for further clarification.
5. School Nutrition Coordinator will meet with kitchen manager to discuss alternate menu and procedures for the accommodation.

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(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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