



MEMORANDUM

Operations
Food & Nutrition Services

Date: October 1, 2007

Re: Procedures for Menu Substitutions for Food Allergies or Sensitivities

From: Lora Gilbert, Director, Food & Nutrition Services (FNS)

Orange County Public Schools supports and encourages the use and eating of healthy foods and ingredients. Unfortunately, even with healthy foods, people may have allergies or adverse reactions. It is the **responsibility of the parent** to view the labels and read the menus to stay aware of any items that may cause problems. Labels are available at the central office (6501 Magic Way, Building 500) and may be viewed daily from 8:00 am – 3:00 pm on school days. Parents may also request to view labels at the school where their student attends. This should be done at the time appointed by the school food service manager.

In the event that a parent identifies something the child should not eat, the parent should provide to the school food service manager a note from a health official (doctor, nurse, or Registered Dietitian) stating the reason and the food prohibited. Upon receipt, the manager and the parent should work together to develop a plan to restrict identified food from the child. Agreed upon substitutions to the menu should be readily available in the cafeteria and on the district's food bid. The plan is submitted to the district Food & Nutrition Services office and principal for review and approval.

Vendors do change their ingredients, and our distributor may send a substitution therefore, it is the responsibility of the parent to view the menu and ingredient statements to make decisions with their student on an on-going basis. The district believes that it is the parent's responsibility to ensure that the child does not eat food the parent does not want. It is not possible for the school to be held accountable for each student's food selection. The parents should participate in the restriction plan.