

What to Do When You Receive a Statement for a Special Dietary Need Request

Is the statement completed and signed by a State Licensed Healthcare Professional?

WI State licensed healthcare professionals authorized to write medical prescriptions are a Physician, Physician Assistant, Advanced Practice Nurse Prescriber (APNP), Dentist, Optometrist, Podiatrist

Yes

No
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Does the statement contain **all** of the following?

1. Description of physical or mental impairment (reason for request)
2. How to accommodate the impairment (e.g. food(s) to be avoided and recommended substitution(s))

Yes

No

The participant is considered to have a **disability**.
Your program must offer a reasonable modification to accommodate the disability.

Work with the family to determine an appropriate modification, based off information from the medical statement. Families may accept the modification or choose to decline and provide their own. Families cannot be required to provide the modification.

Meal(s) do not have to meet meal pattern requirements (ex, non-creditable foods can be served)

Meals can be claimed as long as the program is providing at least one component

Contact family to get a complete medical statement from the state licensed healthcare professional that specifies:

1. The physical or mental impairment (reason for the request)

When a physical or mental impairment is not provided, i.e. the statement is in support of a family preference and not a disability; it is not valid for a disability. For these requests, you must follow **Requirements for Accommodating a Participant with a Non-Disability Special Dietary Need** (on page 2).

AND

2. Foods to be avoided and/or foods to serve so a proper and safe meal can be provided

While obtaining additional information, follow the portion of the medical statement that is clear to the greatest extent possible (e.g., do not serve foods that contain the allergen). Do not deny/delay a request because the medical statement does not provide sufficient information.

Yes

A complete statement has been obtained.

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