

Community Action Team
CHILD & FAMILY DEVELOPMENT PROGRAMS
Parent Request for Food and/or Milk Substitution

Centers will honor requests for food substitutions when the food is readily available and does not exceed the normal cost of a center-provided meal.

If a child has a special dietary need that requires substitutions to the normal center menu, a medical statement for food substitutions with disability or without disability must be completed to count the meal for USDA reimbursement. The forms are located at <http://www.ode.state.or.us/search/page/?id=3429> Forms have to be signed by the designated medical authorities listed on the forms. A person with a disability is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

For a milk substitution a milk substitution request must be completed to count the meal for USDA reimbursement when substituting a nutritionally equivalent milk substitute (<http://www.ode.state.or.us/search/page/?id=3902#anyword>) . The form is located at <http://www.ode.state.or.us/search/page/?id=3429> and completed and signed by the parent.

The meal substitution log (form 3-53) will be completed daily listing all children who have food and/or milk substitution (when the substitution requires a change to the menu) and sent weekly to the administration office. A copy of the medical statement for food substitution and milk substitution request will be sent to the administration office with the original placed in the child's file. Changes to the menu will be documented on the menu and sent to the administration office.

The program provides meals that meet USDA and Head Start guidelines. According to Head Start guidelines, foods served must be high in nutrients, low in fat and low in salt and sugar. Meals served must include a variety of foods and meet USDA requirements.

This institution is an equal opportunity provider, employer, and lender.