

## Action Planning Form

### Sample 1 – Developing District Policy for Accommodating Special Diets

*This sample is intended as a guide. Your district may require different actions, resources, or personnel.*

**Step 1: Identify the objective and target date for completion.** Complete a separate action planning form for each objective.

Objective	Target date
To develop a district policy on providing special dietary accommodations for school meals.	April 30

**Step 2: Identify the actions needed to meet the objective above.** For each action, identify the materials and resources needed, the staff responsible, and the target date for completion.

Actions	Materials and resources needed	Staff responsible	Target date
1. Identify district procedures and timeline for approving policies. Schedule time on the agenda for any required policy review and approval meetings.	<ul style="list-style-type: none"> <li>• District policy requirements, committee meeting schedules, e.g., board of education, policy examples</li> </ul>	Food service director, school nurse supervisor	November 30
2. Review the federal and state requirements for meal accommodations in school nutrition programs.	<ul style="list-style-type: none"> <li>• CSDE’s <a href="#">Accommodating Special Diets in School Nutrition Programs</a></li> <li>• Federal and state regulations, including:                             <ul style="list-style-type: none"> <li>○ <a href="#">Connecticut General Statutes Section 10-212c</a>: School District Plan for Life-threatening Food Allergies</li> <li>○ <a href="#">Section 504 of the Rehabilitation Act of 1973</a> (Section 504);</li> <li>○ the <a href="#">Individuals with Disabilities Education Act (IDEA)</a>;</li> <li>○ the <a href="#">Americans with Disabilities Act (ADA)</a> of 1990, including changes made by the <a href="#">ADA Amendments Act of 2008</a>;</li> <li>○ USDA nondiscrimination regulations (<a href="#">7 CFR 15b</a>)</li> <li>○ USDA regulations for school nutrition programs (<a href="#">7 CFR 210</a>, <a href="#">7 CFR 220</a>, and <a href="#">7 CFR 215</a>)</li> </ul> </li> <li>• CSDE’s <a href="#">Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools</a></li> <li>• CSDE’s <a href="#">Special Diets in School Nutrition Programs</a> webpage</li> </ul>	Food service director, school nurse supervisor, special education director, pupil services director	November 30

## Action Planning Form

### Sample 1 – Developing District Policy for Accommodating Special Diets

Actions	Materials and resources needed	Staff responsible	Target date
3. Identify existing policies on special diets (federal, state, and local) through web search and contacting other schools and organizations. If using other districts' policy language as a template, review for consistency with federal and state requirements.	<ul style="list-style-type: none"> <li>• Sample policies, standard operating procedures, guides, handouts, and other districts' webpages</li> <li>• Federal and state requirements</li> </ul>	Food service director, school nurse supervisor, special education director, pupil services director, support staff	November 30
4. Identify topics for inclusion in the policy, such as federal and state requirements, procedures for requesting special dietary accommodations, procedures for obtaining nutrition information for school meals, and responsibilities of schools, students, and families in managing special diets. Write draft of policy.	<ul style="list-style-type: none"> <li>• CSDE's <i>Accommodating Special Dietary Needs in School Nutrition Programs</i></li> <li>• Federal and state regulations</li> <li>• CSDE's <i>Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools</i></li> <li>• Sample policies</li> </ul>	Food service director, school nurse supervisor, support staff	January 31
5. Get feedback on the draft policy from other school personnel. Assemble review committee and submit draft policy for review.	<ul style="list-style-type: none"> <li>• Review committee of representatives from various disciplines, such as food service, health services, medical advisor, registered dietitian, special education, administration, board of education policy committee and parent/teacher organizations</li> </ul>	Food service director, school nurse supervisor	March 1
6. Make edits and submit policy for final board of education review and approval.	<ul style="list-style-type: none"> <li>• District team responsible for final policy approval, e.g., policy committee, superintendent, board of education</li> </ul>	Food service director, school nurse supervisor, support staff	April 3
7. Convert final policy to PDF document for distribution and posting on district website.	<ul style="list-style-type: none"> <li>• Policy document</li> <li>• Access to district's computer technology department</li> </ul>	Food service director, district's computer technology personnel	April 30

## Action Planning Form

### Sample 1 – Developing District Policy for Accommodating Special Diets



For more information, visit the Connecticut State Department of Education's (CSDE) [Special Diets in School Nutrition Programs](#) webpage or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/SpecDiet/SpDietActionPolicy.pdf>.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, [levy.gillespie@ct.gov](mailto:levy.gillespie@ct.gov).