

Child Supplemental Food Plan Procedure

Purpose

This document tells site teams how to complete a plan when a child requires special foods due to an allergy/intolerance, special diet or a preference.

Guidance

Contractors must provide a variety of nutrient-dense foods which are rich in whole grains, fruits, and vegetables and low in salt, fat, and sugars. Contractors must limit the amount of highly processed foods served to children. The [Child Supplemental Food Plan](#) form is designed to organize all potential sources of food provided to a child to meet the individual dietary needs due to a health condition or food preferences. This form is filled out when a child needs menu changes due to requirements on a *Child Health Plan* or a family requests menu changes due to food preferences.

Procedure

Fill out the [Child Supplemental Food Plan](#) form completely, making sure that the student's name and birth date are clear and easy to read. When possible, add a picture so the child is easily identified by substitutes or volunteers.

- Check the box that shows why the special diet is needed.
- Decide who will provide the food substitutions. More than one source may be supplying the food.
- Review Class Menus
- Review the Creditable Foods Guide to create list of allowable foods on the USDA CACFP Contract.
- Review any substitutions listed on the Food Allergy Plan or Child Health Plans requiring a special diet.
- Post the [Special Diet List](#) in a confidential place.
- Select the boxes for the action needed if a child has been exposed to or has eaten an inappropriate food item. Other is used when an action, other than those listed, is determined by the staff or parent to be carried out.
- Sign the [Child Supplemental Food Plan](#) form
 - One copy of the form goes to the parent, one to food service and one goes in the emergency backpack. The original goes into the child's file.