



Child Nutrition Services

2015-2016

Dear Parent/Guardian:

It is our goal to ensure a safe and supportive environment to all of our students. If your child has an allergy or other medical condition that requires dietary modification, we ask your assistance in providing this environment in our cafeterias. Parents/guardians are responsible for informing the school about their student's needs and for ensuring the provision of ongoing health information and necessary medical supplies.

To comply with USDA accommodation guidelines, Tulsa Public Schools Child Nutrition **must have documentation on file signed by a recognized medical authority** (physician, physician's assistant, or nurse practitioner) that clearly states the student's medical condition/allergies that requires dietary modifications. District policy states the letter **must be dated during the current school year**, as students allergen sensitivities/medical conditions can change rapidly. Please note, without this documentation, menu modifications cannot be made for the student.

The district will take reasonable measures to avoid allergens for affected students. Even with the district's best efforts, staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. However, the district will take precautions to reduce the risk of a student having an adverse reaction by implementing strategies to minimize the presence of allergens in schools.

Please provide your child's current documentation to your school's health staff or cafeteria manager. If you have questions, please contact the cafeteria manager at your site.

If you wish to file a Civil Rights program complaint of discrimination, complete the **USDA Program Discrimination Complaint Form**, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to USDA by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410, by fax 202-690-7442, or e-mail at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish).

USDA is an equal opportunity provider and employer.