



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.  
State Superintendent of Education

Alabama  
State Board  
of Education

TO: Child Nutrition Program Directors  
Directors of Charter Schools  
Directors of Residential Child Care Institutions

Governor Kay Ivey  
President

FROM: Angelice Lowe, Director *Angelice S. Lowe*  
Child Nutrition Programs

Jackie Zeigler  
District I

DATE: February 28, 2024

Tracie West  
District II  
Vice President

RE: Accommodating Special Dietary Needs in the School Nutrition Program

Stephanie Bell  
District III

Federal regulations require all School Food Authorities (SFA) to provide information on their websites about the process for accommodating special dietary needs in School Nutrition Programs. The Regional Office of the USDA Civil Rights Division (CRD) has approved the enclosed flowchart. All SFAs are required to post the document on their websites.

Yvette M. Richardson, Ed.D.  
District IV

We now need to verify that all SFAs are in compliance. Please send a screenshot in DocuSign of your webpage that shows the flowchart has been posted. The deadline is March 15, 2024.

Tonya S. Chestnut, Ed.D.  
District V  
President Pro Tem

We appreciate your assistance in documenting Alabama's compliance with federal civil rights regulations in School Nutrition Programs. If you have questions, please contact Dr. Anna Kozlowski at [anna.kozlowski@alsde.edu](mailto:anna.kozlowski@alsde.edu) or (334) 694-4664.

Marie Manning  
District VI

AL/ATK/NF

Belinda McRae  
District VII

Enclosure

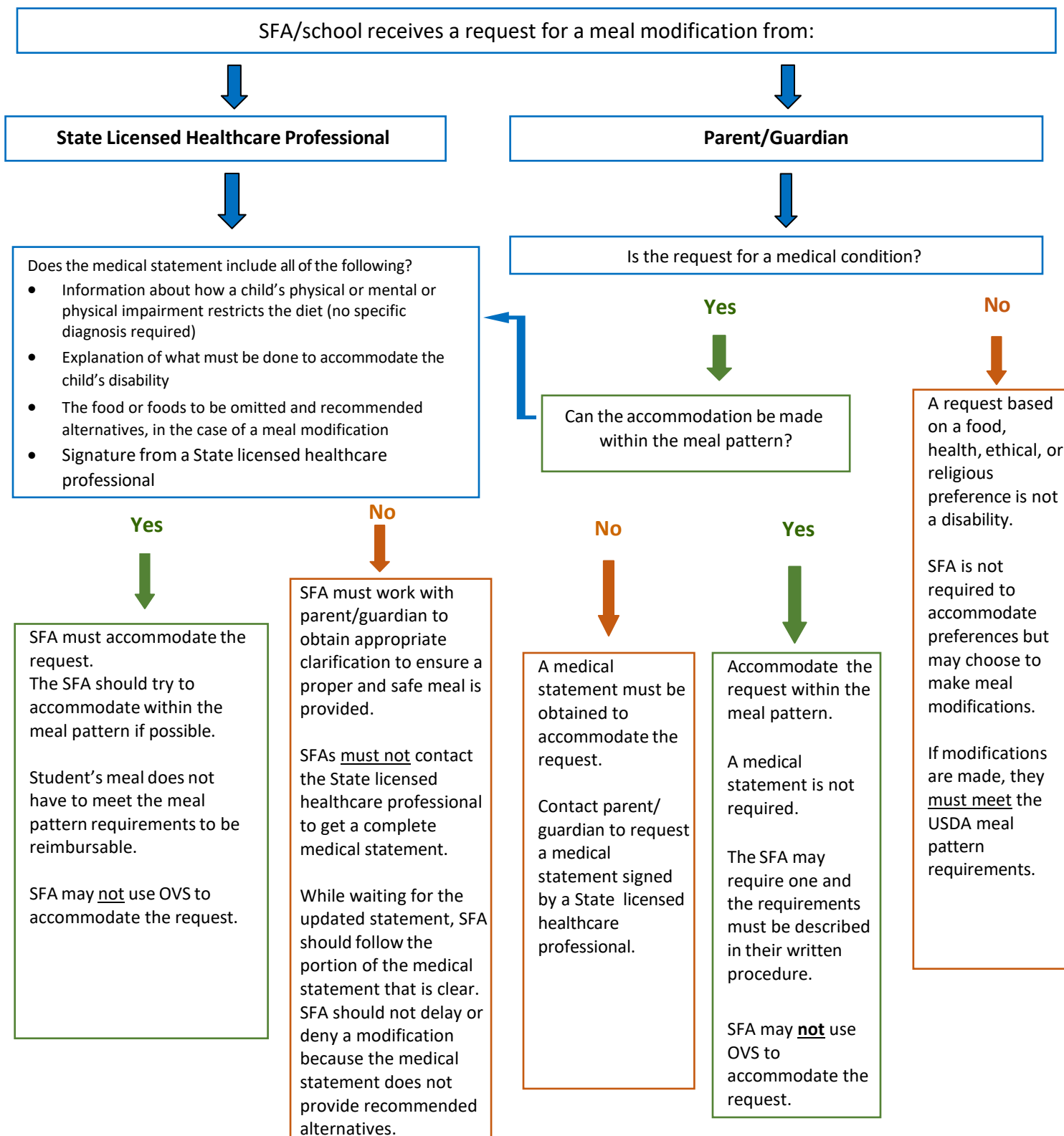
Wayne Reynolds, Ed.D.  
District VIII

cc: Brandon Payne  
Angelice Lowe  
Julie Autrey  
Anna Kozlowski  
Jason Swann  
Susan Crowther

Eric G. Mackey, Ed.D.  
Secretary and  
Executive Officer

# Accommodating Special Dietary Needs in the School Nutrition Program

This flow chart describes the SFA process for handling requests for modifications.



## Citations and References:

1. [P 40-2017 2017 Edition Disability Manual \(azureedge.us\)](https://azureedge.us)
2. [Accommodating Disabilities in the School Meal Programs: Guidance and Q&As | Food and Nutrition Service \(usda.gov\)](https://www.usda.gov/food-nutrition-service/guidance-and-qas)
3. [Modifications to Accommodate Disabilities in the School Meal Programs | Food and Nutrition Service \(usda.gov\)](https://www.usda.gov/food-nutrition-service/modifications-to-accommodate-disabilities)

It is recommended, but not required, that the diet prescription be renewed annually.

## **Accommodating Special Dietary Needs in the SNP**

The USDA Civil Rights Division is requiring all School Food Authorities (SFAs) to post the enclosed Accommodating Special Dietary Needs in School Nutrition Programs Flow Chart to their program website. Once the form is posted to the LEA website, capture a screenshot of the uploaded documentation, and upload to the attachment button below for validation. The State Agency is required to verify that all School Food Authorities (SFAs) are in compliance. Please click [here](#) to download the flow chart. Please complete this envelope no later than March 15, 2024.

We appreciate your assistance in documenting Alabama's compliance with federal civil rights regulations in School Meal Programs. If you have any questions, please contact Dr. Anna Kozlowski at [anna.kozlowski@alsde.edu](mailto:anna.kozlowski@alsde.edu).

Certificate Of Completion

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Document Pages: 3	Signatures: 0	Envelope Originator: Meagen Anthony-Rush 50 North Ripley St Montgomery, AL 36104 meagen.anthony@alsde.edu IP Address: 12.190.236.55
Certificate Pages: 1	Initials: 0	
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Payment Events	Status	Timestamps