

Culinary Services Department

Instructions for completing the Annual Modified Meal form and Receiving Modified Meals

In order to better serve our students with specialized dietary needs, an [Annual Modified Meal Request Form](#) must be completed each school year. The parent or guardian is required to submit a new form signed by the student's physician or medical authority. Recognized medical authorities include physicians, physician assistants, nurse practitioners, or registered dietitians. If the student does not eat or follow the modified meal, you will be contacted by a Culinary Services staff person to determine how to proceed. Modified meals cannot be provided to accommodate religious preferences, personal diet modifications, or food dislikes; however, our menu variety allows students to select items that meet their dietary preferences. Parents or guardians are encouraged to plan ahead with their students using PPHS menus.

Instructions:

- 1) The parent or guardian completes the top portion of the form including the required signature.
- 2) The medical authority completes the lower section of the form including required signature.
- 3) Please verify each section is complete before submitting. Incomplete forms cannot be honored.
- 4) Send the completed form to foodservices@pphs.purdue.edu (preferred method) or return directly to the Culinary Services Associate at your student's school. The completed form is processed by the Culinary Services Manager in the PPHS Culinary Services Department.

If you have questions or concerns regarding your student's modified meal, please call the Director of Culinary & Wellness at (317) 832-1200.

Grievances

A child's parent or guardian may submit a written complaint with any supporting documentation for consideration to: Shana Cash, scash@pphs.purdue.edu. A meeting will be scheduled with the complainant to discuss the complaint and possible resolutions. Following the meeting, a written decision will be rendered with an explanation of the position of our institution.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's

TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.