



Forest City Regional School District

100 Susquehanna Street, Forest City, PA 18421-1399

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Mary Lee Martines, SNS - Food Service Director

Dear Parent/Guardian:

Schools participating in a federal Child Nutrition Program are required to make accommodations for students who are unable to eat the school meals because of a **disability** that restricts their diet. Some food allergies which may result in a severe, life-threatening (anaphylactic) reaction may meet the definition of “disability.”

Schools **may** also, at their discretion, make substitutions for students who have special dietary needs but **do not** meet the definition of a disability. For example, Lactaid is offered in place of fluid milk for students who are **lactose intolerant**. A note from a parent/guardian is needed to substitute Lactaid for fluid milk. Additional substitutions are made on a case-by-case basis for students who have other special dietary needs.

Attached to this letter is information regarding students with disabling and non-disabling special dietary needs and a “Medical Plan of Care for School Food Service” form. The Food Service Department must have this form on file in order to make any food modifications or substitutions.

If you have any questions or concerns, please do not hesitate to call my office (785-2412) or the school nurse (785-2415). Thank you for your time and cooperation.

Sincerely,

Mary Lee Martines, SNS
Food Service Director

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.