

## Meal Modification Procedures

### Requests

To request a meal modification, a child's parent, adult participant, or participant's guardian shall submit the below information to:

*Amy Klene, 504 Coordinator  
amyk@dcfymca.org*

For a request related to a medical special dietary need, submit a medical statement to the 504 Coordinator that includes:

- Description of the impairment
- Foods to be avoided/dietary restrictions
- Appropriate substitutes/needs

The medical statement must be signed by licensed physician, physician's assistant or nurse practitioner

For a request related to a special dietary need that is not medical, submit the following information to the 504 Coordinator, signed by a parent:

- Description of the impairment
- Foods to be avoided/dietary restrictions
- Appropriate substitutes/needs

Updates to an existing accommodation require a new request.

### Determinations

All requests for reasonable accommodations that relate to a disability will be approved as required by USDA regulation. Prior to denying any request related to a disability, the request will be reviewed by the Indiana Department of Education and United States Department of Agriculture's Regional Civil Rights Director.

While requests that are unrelated to a disability are not required to be accommodated, our institution will consider them on a case by case basis to provide accommodations to the best of our ability.

A prompt written final decision will be provided to the child's parent, adult participant, or participant's guardian

### Grievances

A child's parent, adult participant, or participant's guardian may submit a written complaint with any supporting documentation for consideration to: *Amy Klene, amyk@dcfymca.org*

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.