

Special Nutrition Needs Presentation At-a-Glance

What to do Ahead of Time

Review the presentation script and the slides. If desired, save a copy of the presentation on a computer hard drive or flash drive and add local program information.

Test computer equipment and projector.

Review the fact sheets for each target audience(s). Decide which ones to use for presentation; see print material suggestions below. Make copies for participants and assemble into packets, if desired. Make copies of any other fact sheets or materials for resource table.

OPTION: Create a resource file of appropriate materials for each school site: main office, counselor's office, nurse's office, teacher's lounge, PTO/PTA, and school nutrition office. Include copies of district forms and other local information.

Invite a school nurse and other appropriate school staff to assist with the question and answer part of the presentation.

Presentation Objectives

After attending the presentation, participants will

Be familiar with the purpose, rules, and funding for the school nutrition program.

Be able to describe the difference between a disability and health concern.

Be able to identify the steps to follow to request a special nutrition needs diet for either a disability or health concern not considered a disability.

Be able to describe how the school nutrition program accommodates special nutrition needs.

NOTE: (*) is the key to click the slide program to display the next slide or portion of a slide.

Print Material Suggestion

This presentation, as written, uses the first three fact sheets in the target audience resource material sets:

Family Materials *A Family's Guide to - School Nutrition Programs, Special Nutrition Needs, and Understanding the Differences between Disabilities and Other Health Concerns.*

School Nutrition Materials *A School Nutrition Staff's Guide to - School Nutrition Programs, Special Nutrition Needs, and Understanding the Differences between Disabilities and Other Health Concerns*

Teacher and Other School Staff Materials *A Teacher's Guide to – School Nutrition Programs, Special Nutrition Needs for Disabilities, and Special Nutrition Needs for Health Concerns not Considered Disabilities*

School Nurse Materials *A School Nurse's Guide to - School Nutrition Programs, Special Nutrition Needs for Disabilities, and Special Nutrition Needs for Health Concerns not Considered Disabilities*

School Administrators *A School Administrator's Guide to - School Nutrition Programs, Laws and Regulations that Govern School Nutrition Programs, and Understanding the Differences between Disabilities and Other Health Concerns*

Make copies of fact sheets available, if desired. Include information on the physician's statement and medical statement. If your school nutrition program has a form for these statements, include a copy of each in each set. See the resource index for a complete list of all fact sheets.

The Presentation

The presentation and suggested script features 20 slides. The presentation requires about 15 minutes to present as written. Actual times will vary depending on additional information added and number of audience members.

Slides #1 (title), #6 (school meal funding), and #20 (local school nutrition program contact information) are designed to have local information added the slide content. If desired, hide any slides that are not pertinent to a local presentation(s).

How to hide slides:

A) Go to slide show sorter view so you can see all of the slides.

B) Place your cursor on a slide you wish to hide and left click to highlight or select the slide.

C) While the slide is highlighted, go to "slide show" on the top menu bar; then to "hide slide" (you may have to click on the little down arrows at the bottom of the drop-down menu to get the "hide slide" to show.) A slash through the number of the slide indicates it is hidden.

D) To 'unhide' a slide, highlight the slide and click on the "hide slide" choice from the "slide show" menu bar. The slash through the number of the slide should be removed.

OPTION: This presentation can be used in an office setting for small meetings or one-to-one education sessions with families or school staff. View the presentation on a computer monitor to help support key points.

Presentation Script for Special Nutrition Needs

Slide 1

Title Slide

NOTE: If desired, save the presentation to a hard drive or flash drive. Personalize the presentation with your school district name and other information.

Slide 2 (* to display header Special Nutrition Needs)

DO:

Welcome the group. Introduce yourself and the role you have in the school nutrition program.

SAY:

We are all here for the same reason – we share a concern.

OPTION: If families are attending, say you care about your child (* to display image of school students)

We care about our students (* to display image of variety of students) and we care about serving our students (* to display images of students eating school meals). Our goals are the same – to help each student achieve and succeed in school and life.

Today, we are going to focus on how the school nutrition program can meet the needs of students with special nutrition concerns.

Before I explain more about special needs diets, I will review the school nutrition program, its purpose, rules and funding. It is important for us to keep these program basics in mind as we discuss special needs diets. These handouts summarize the points I will cover.

DO:

Distribute handouts or show where handouts are located in the room.

Slide 3 (* to display header, School Nutrition Program and image of students eating lunch)

SAY:

The school nutrition program was created by Congress in 1946 (* to display words). One goal of the program has always been to help assure our nation's children are well nourished.

Over the last 50 years, there have been more laws passed that govern the school nutrition programs. The U.S. Department of Agriculture has the job of writing guidance for school nutrition programs based on the laws that Congress has passed. All school nutrition programs must follow the USDA rules (* to display words).

[OPTION: If the audience members are school administrators, take a few minutes to review the specific laws and regulations that govern school nutrition programs. These are listed on

the School Administrator's Guide to Laws and Regulations that Govern School Nutrition Programs.]

School nutrition programs must be available to all students in the school (* to display words). For students with limited family income, school meals may be available through reduced-price or free meal benefits (* to display words).

Slide 4 (* to display heading School Nutrition Programs Nutrition Standards)

SAY:

School nutrition programs have nutrition standards that must be met. The USDA sets the national standards for nutrition. The nutrition standards are based on the nutrition needs of children and the *Dietary Guidelines for Americans*. School meals must provide one-fourth of a student's daily calorie and nutrient needs at breakfast (* to display words) and one-third of a student's daily calorie and nutrient needs at lunch (* to display words).

Slide 5 (* to display heading School Nutrition Programs Nutrition Standards)

SAY:

These are key nutrients that school meals provide:

Protein (* to display words)

Calories (* to display words)

Vitamin A (* to display words)

Vitamin C (* to display words)

Calcium (* to display words)

Iron (* to display words)

Slide 6 (* to display heading School Nutrition Programs Nutrition Standards)

SAY:

The fat in school meals must be limited. Total fat is limited to

Not more than 30% of the total calories over the menu week. (* to display words)

Saturated fat is limited to

Less than 10% of the total calories over the menu week. (* to display words)

Slide 7 (* to display heading School Nutrition Programs Nutrition Standards)

SAY:

In addition to these nutrition standards, school meals need to follow the *Dietary Guidelines for Americans*.

School meals strive to provide more fiber-rich foods (* to display words), such as whole grains, fruits, vegetables, and legumes.

Meals strive to lower two other nutrients of concern,
cholesterol (* to display words) and
sodium or salt (* to display words).

[OPTION: Discuss state standards for any nutrients which have a specific target value or goal. Modify slide content or add additional slides to provide visuals for state standards. If additional slides are added, note changes to slides numbers in remaining part of script.]

Slide 8 (* to display heading School Nutrition Program)

SAY:

School nutrition programs have only two sources of funding (* to display words for #1 funding source). The money we collect from meal prices is one source (* to display words).

[OPTION: If desired, personalize the presentation to include the program's meal prices (* to display words).]

Slide 9 (* to display heading School Nutrition Program)

SAY:

The second source of funding (* to display words #2 funding source) is the federal money we receive for student meals served (* to display words). We must follow the rules to submit a claim for the federal money (* to display words). The money is received as a reimbursement after meals are served (* to display words).

Slide 10 (* to display heading School Nutrition Program)

SAY:

The second source of funding (* to display words #2 funding source) is the federal money we receive for student meals served (* to display words). We must follow the rules to submit a claim for the federal money (* to display words). The money is received as a reimbursement after meals are served (* to display words).

Because we follow the program rules, we receive reimbursement for all student meals. We receive a small amount for students paying full price and more for students with reduced-price or free meal benefits.

[OPTION: If desired, tell the group your program's current paid student price (s) and amount of reimbursement for a paid student's meal, for a total price per meal. Help the group know that this amount of money times the number of student meals served makes up the budget. Explain that the amount of money received for free and reduced-price meals equals this price per meal. If your local paid student price and reimbursement is higher than the total reimbursement for a free meal benefit, adjust your comments as needed. (* to display words if you have added this information to the slide)

[OPTION: If desired, add information about the budget and paid adult meals; see suggested script below for adult meals discussion. Take the opportunity to reinforce the importance of inviting families to visit the school nutrition program and encouraging adults in the school system to eat with school meals.]

Suggested Script for Adult Meals Discussion

I want to share some information about the price of adult meals. Adult meals are a higher price than student meals for several reasons. We do not receive any reimbursement funds for the meals served to adults. We have to account for adult meals separately in our system. We must pay sales tax on adult meals.

NOTE: if your state does not require sales tax on adult meals, omit this last point. Also, add any additional local factors for pricing differences between adult and student meals.]

Adult meals provide the good nutrition of student meals and are a great value for the price. Trained professionals plan and prepare meals. School meals are convenient and we love having our staff eat with us. It is a great way to role model good health for our students, too!

Slide 11 (* to display heading School Nutrition Program and image of nutrition program food, supplies, equipment, and labor)

SAY:

The school nutrition program pays all program costs from these two sources of funds. The program pays for all food, equipment, supplies, and labor used to provide school meals. The budget is separate from the school district's budget and we do not receive local tax dollars.

[OPTION: If the local program receives funding from other sources, provide that information.]

The main points I would like to emphasize are that school nutrition programs

Follow rules based on laws (* to display words)

Meet nutrition standards (* to display words)

Operate on limited budgets (* to display words)

Contribute to the success of students – serving students is why we exist! (* to display words)

Now that we've covered the basics of the school nutrition program, let's turn our attention to students with special nutrition needs.

Slide 12 (* to display heading School Nutrition Programs and Special Needs Diets)

SAY:

Some students have disabilities (* to display words) or health concerns (* to display words) that affect their nutrition needs. The exact steps followed to request a special needs diet are based on whether the student has a disability or a health concern. The next two handouts summarize the information I will be presenting.

DO:

Show the two handouts.

SAY:

Because school nutrition programs must follow rules, there are a few steps that must be followed to meet the needs of students with special nutrition needs.

We will look first at students with documented disabilities.

Slide 13 (* to display School Nutrition and Disabilities)

SAY:

The USDA Guidance states that

“A person with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment” (* to display words or image).

Slide 14 (* to display School Nutrition and Disabilities)

SAY:

Laws require school nutrition programs to make changes as needed for students with documented disabilities (* to display words).

Examples of disabilities include cerebral palsy, diabetes, and food anaphylaxis or severe food allergy (* to display words).

There are a few simple steps to follow for special nutrition needs when a student has a documented disability.

Slide 15 (* to display heading Disabilities)

SAY:

The first step is to have the family have a licensed physician provide a statement (* to display words or image) to the school nutrition program.

[OPTION: If your school nutrition program has a form for the physician statement, tell the group about the form and provide copies.]

(Production Note: if image is used for slide 11 remove * to display words from items below.)

The physician provides the following information

The student’s disability (* to display words)

How the disability affects a major life activity (* to display words)

How the disability restricts the student’s diet (* to display words)

Slide 16

SAY:

The food(s) to remove from the diet (* to display words)

The food(s) to add to the diet (* to display words)

The second step (* to display words) is for the family to return this information to our nutrition program as soon as possible. By law, we cannot make any changes to a student's meals until the signed statement by a licensed physician is on file (* to display words).

Slide 17 (* to display heading Disabilities)

SAY:

The first step is to have the family have a licensed physician provide a statement (* to display words or image) to the school nutrition program.

[OPTION: If your school nutrition program has a form for the physician statement, tell the group about the form and provide copies.]

(Production Note: if image is used for slide 11 remove * to display words from items below.)

The physician provides the following information

The student's disability (* to display words)

How the disability affects a major life activity (* to display words)

How the disability restricts the student's diet (* to display words)

The food(s) to remove from the diet (* to display words)

The food(s) to add to the diet (* to display words)

Slide 18

SAY:

The second step (* to display words) is for the family to return this information to our nutrition program as soon as possible. By law, we cannot make any changes to a student's meals until the signed statement by a licensed physician is on file (* to display words).

Slide 19 (* to display Special Nutrition Needs and Disabilities and image of team meeting)

SAY:

Once we have the physician's statement on file, we will make reasonable changes (* to display words) to the student's meals and provide those changes at no extra charge (* to display words).

It is also important to make sure the school nutrition staff is involved with any team meetings for the student. (* to display words) We can help plan ways to best meet the student's needs. We need to be at the table, so it is important to be aware of meetings. Here's something to remember: We cannot make any changes to your student's meals without the signed physician's statement, including any changes to the original diet orders. We need the physician's new diet orders *in writing* before we can change the existing special needs request (* to display words).

Slide 20

SAY:

It is also important to make sure the school nutrition staff is involved with any team meetings for the student. (* to display words) We can help plan ways to best meet the student's needs. We need to be at the table, so it is important to be aware of meetings. Here's something to remember: We cannot make any changes to your student's meals without the signed physician's statement, including any changes to the original diet orders. We need the physician's new diet orders *in writing* **before we can change the existing special needs request** (* to display words).

Slide 21 (* to display heading Health Concerns Not Considered Disabilities)

SAY:

Some students have health concerns that are not considered disabilities. Examples of health concerns that are not disabilities include overweight or food sensitivities such as lactose intolerance (* to display words).

Slide 22

SAY:

We work with families on a case-by-case basis for these health concerns (* to display words). Health concerns are not protected by law as disabilities are. However, USDA guidance does encourage school nutrition programs to try to meet needs when possible. It is also important that we are consistent and treat all students equally. The process involves similar steps (* to display words).

Slide 23 (* to display heading Medical Statement)

SAY:

The first step is for a family to provide a signed medical statement (* to display words or image) from a recognized medical authority. A recognized medical authority is a physician, physician assistant, or nurse practitioner.

[OPTION: If your school nutrition program has a form for medical statements, tell the group about the form and provide copies. If your State agency has specified other professionals as recognized medical authorities, include that information.]

(Production Note: if image is used for slide 14 remove * to display words from items below.)

The signed medical statement must include

The student's medical condition (* to display words)

How the medical condition restricts the student's diet (* to display words)

Slide 24 (* to display heading Medical Statement)

SAY:

The food(s) to remove from the diet (* to display words)

The food(s) to add to the diet (* to display words)

The second step is for the family to return this information to our nutrition program as soon as possible (* to display words).

We will review this information and determine the changes we are able to provide (* to display words).

Slide 25 (* to display Special Nutrition Needs and Health Concerns (not considered disabilities) and image of team meeting)

SAY:

We try to meet a student's needs in reasonable ways (* to display words). We will advise the nutrition staff at the school of the changes we can provide for a student. Those changes are made at no extra cost to a student's meals (* to display words).

Slide 26 (* to display Special Nutrition Needs and Health Concerns (not considered disabilities) and image of team meeting)

SAY:

It is also important to make sure the school nutrition staff is involved with any team meetings for a student with health concerns and a special nutrition need (* to display words). We can help plan ways to best meet a student's needs. It is important for school nutrition staff to be aware of meetings.

Here is something to remember: Once a special diet order for a health concern is in effect, we cannot make any changes to a student's meals without new written orders. We need the recognized medical authority's new diet orders *in writing* before we can change the existing special needs request (* to display words). We are not allowed to make any changes without written diet orders.

There are two other points I would like to touch on briefly.

Slide 27(* to display heading Special Nutrition Needs Temporary Disabilities)

SAY:

If a student has a temporary disability (* to display words), such as a wired jaw, we follow the process for disability-based special nutrition needs (* to display words).

It is very important to provide new written statements from the licensed physician when a student no longer needs the special needs diet and can be returned to regular school meals. We cannot make those changes without new written diet orders (* to display words).

Slide 28 (* to display heading Special Nutrition Needs)

SAY:

We do not need a new physician statement or recognized medical authority statement each school year (* to display words) unless there are changes. However, since students are growing, it is important to make sure the information on file is current (* to display words). Once a special need diet order is in place, it is helpful to update the information each year to make sure it is current (* to display words).

Slide 29 (* to display heading School Nutrition Helps All Student Succeed)

SAY:

As I said at the beginning of the presentation, we – families and school nutrition programs – share the same vision (* to display words). We want to help all students learn and succeed to the best of their ability. (* to display words)

[OPTION : If families are in the audience, include in the script...and so do families!]

Slide 30 (* to display heading Special Nutrition Needs)

We have additional resources to help you with the steps required for a special nutrition requests (* to display words).

DO:

Describe to the group the various fact sheets available, forms, and other information.

SAY:

[OPTION: Modify the content for confidentiality based on audience. See suggested scripts below.]

Suggested script for Family presentation discussion on confidentiality:

One aspect of special nutrition needs I want to emphasize is that we keep all information confidential (* to display words). As we move into our question and answer portion of this presentation, please feel free to ask any general questions in the group setting. If you have specific questions about your child's situation, we can talk privately after the general session is over.

Suggested script for School Nutrition Staff presentation discussion on confidentiality:

One aspect of special nutrition needs I want to emphasize is that we keep all information confidential (* to display words). We need to be able to identify a student with special nutrition needs, but we do that in a discrete way so that others do not know the details of the student's special needs. Often classmates will know that a student has an allergy or medical condition such as diabetes. But we must be careful not to label a student by their special need by saying things such as "She's the diabetic meal." This student is a person with diabetes. We do take care to make sure students with special needs receive the changes needed.

Suggested script for School Staff presentation discussion on confidentiality:

One aspect of special nutrition needs I want to emphasize is that we keep all information confidential (* to display words). It is important that other school staff members also respect the confidentiality of this information. For example, you should not publicly talk about a student's special nutrition needs with school nutrition staff on the serving line or with other school staff.

I would like to open the floor for clarifying any points I have covered or questions you may have (* to display words).

[OPTION: If possible, invite the school nurse or other appropriate school staff to be available during the question and answer part of the presentation to answer questions that might not fall under the responsibility of school nutrition program staff. Introduce the school nurse and any other staff present.]

Slide 31 (* to display heading For More Information)

SAY:

If you need more information, here is the contact information (* to display words).

NOTE: If desired, personalize the presentation with your school nutrition program's staff name and contact information for special nutrition needs. If this slide is not personalized, delete it from the slide presentation or hide it in the presentation.