

May 26, 2011

Dear Parent or Guardian of Persons Requiring Special Diets:

The West Virginia Department of Education requires a completed medical statement to be submitted to the sponsoring agency for any child requiring a special diet. Sponsors of Child Nutrition Programs are committed to providing meals that meet the nutrition needs of those children whom they serve, including individuals having disabilities requiring special diets. In order to modify meals to meet such needs, federal regulations require that sponsors have on file a medical statement signed by a licensed physician (MD, DO). This statement helps to ensure that the physician's orders are clearly communicated and carried out by the program sponsor. A signed form by the parent or guardian must also be on file. Please read and sign the form on the back of this letter. Definitions of disability and other special dietary needs are listed on the back of the medical statement form.

Program sponsors may also provide modified meals to non-disabled individuals whose medical conditions require special diets. Substitutions to the regular diet may be provided on a case-by-case basis. For non-disabled children, the required medical statement may be signed by a physician or other recognized medical authority. These authorities include medical doctor (MD), doctor of osteopathic medicine (DO), nurse practitioner (CRNP) or physician's assistant (PA).

In order to obtain a copy of the medical statement form, please contact the sponsoring agency. If you need additional guidance, please contact Celeste Peggs, MS, RD, LD, Coordinator, at the Office of Child Nutrition at 304-558-3396 or [crpeggs@access.k12.wv.us](mailto:crpeggs@access.k12.wv.us).

Sincerely,



Richard J. Goff, Executive Director  
Office of Child Nutrition  
West Virginia Department of Education

RJG:CP:twp