

Mounds View Schools Nutrition Services Gluten Free Menu Procedure:

1. Mounds View Nutrition Service Department will provide a Monthly Gluten Free Lunch Menu and a daily Gluten Free Breakfast option to a student on a medical authority verified Gluten Free diet.
2. In accordance with federal USDA regulations, the [Special Diet Statement](#) form must be completed and signed by the parent/guardian *as well as the child's licensed physician* before any accommodations are made. If a student has allergies other than gluten, it is the parent's responsibility to pick the food items that meet the student's diet on the menu and give to the Nutrition Staff.
3. The [Special Diet Statement](#) must be given to the School Health office and the District Nutrition Services Office. Please email it to Heather at heather.schmidt@moundsviewschools.org, Mail to: 4570 Victoria St. N. in Shoreview or FAX: 651-621-6026.
4. Please contact Heather Schmidt in the District Nutrition Service office to discuss the plan for their student.
5. Parent or guardian needs to email or call the school cafeteria by 8AM daily if their student will be eating lunch that day. Parent or guardian may choose to email or call for the whole week by 8 AM on Monday to state the days the student will be eating lunch for the week.
6. If a Gluten Free lunch is NOT ordered for a student, but the student comes to the lunch line and requests one, an alternative Gluten Free lunch will be provided at the end of the serving shift.
7. If student is absent from school and has chosen to eat that day, parent or guardian must call or email to inform us the student will not be eating that day.



8. The Nutrition Service staff will dish up the *Gluten Free* meal per the cycle menu for the student. Student will pick up their meal from a designated spot in the kitchen/cafeteria and then proceed to enter in their pin number at the register.

9. Nutrition staff members are not trained medical providers and will never determine if a child can or cannot eat a particular item. That decision belongs only to parents, guardians, or licensed medical providers. Parents or guardians are welcome to visit our kitchens and review the ingredient statements on labels at any time by making an appointment with the supervisor. However, ingredients may change at any time without notice by the manufacturer.