Sample Action Plan for Promoting District Policy for Meal Modifications in the School Nutrition Programs

This sample is intended as a guide. Each district may require different actions, resources, or staff.

Step 1: Identify the objective and target date for completion. Complete a separate action planning form for each objective.

Objective	Target date
To promote the district's policy and standard operating procedures (SOPs) for meal modifications to school staff, students, and families.	August 31

Step 2: Identify the actions needed to meet the objective above. For each action, identify the materials and resources needed, the staff responsible, and the target date for completion

Actions	Materials and resources needed	Staff responsible	Target date
1. Develop communication strategies for various groups, including school staff, students, and families.	Team of representatives from various disciplines, such as food service, health services, medical advisor, registered dietitian, special education, administration, board of education policy committee, and parent/teacher organizations.	Food service director, school nurse supervisor, special education director, pupil services director	March 30

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Actions	Materials and resources needed	Staff responsible	Target date
2. Review existing webpages from state agencies, applicable health organizations, and other school districts. Develop a district webpage on the requirements and procedures for meal modifications in the school nutrition programs, and link to the school food service program's website.	• Computer and web access. • Computer technology staff for web posting.	Food service director, school nurse supervisor, district webmaster	April 30

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Actions	Materials and resources needed	Staff responsible	Target date
3. Identify resources for the district's meal modifications webpage, including district policy, state and federal resources; and links to national health organizations for special diets, such as food allergies, diabetes, and celiac disease. Review the Connecticut State Department of Education's (CSDE) Special Diets in School Nutrition Programs webpage for appropriate websites. Develop a list of common questions and answers (Q&A) about meal modifications. Post the district's policy and resources on the district's website.	• Policy document. • Federal and state regulations, e.g., USDA, ADA, ADA Amendments Act, Section 504, IDEA. • Identified resources such as the CSDE's Guide to Meal Modifications in the School Nutrition Programs and Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools. • Q&A on special diets in school meals.	Food service director, school nurse supervisor, special education director, pupil services director, district webmaster	May 31

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Actions	Materials and resources needed	Staff responsible	Target date
4. Include information on the district's meal modifications policy, SOPs, and website in various communication channels, such as school menus, parent and staff newsletters, parent and student handbooks, emails, and handouts.	• Access to school menus, parent and staff newsletters, parent and student handbooks, emails, and handouts.	Food service director, food service managers, school nurse supervisor, support staff	June 30
5. Develop PowerPoint presentation and training tools about the district's policy and SOPs, including supporting resources.	• PowerPoint presentation and handouts.	Food service director, school nurse supervisor	June 30
6. Schedule and deliver presentations to inform district staff and families about the district policy, e.g., staff in-service days and parent events.	• Schedule of district in-service days and parent events. • Staff availability.	Food service director, food service managers, school nurse supervisor, school nurses, support staff	August 31

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For more information, visit the CSDE's Special Diets in School Nutrition Programs webpage or contact the school nutrition programs staff at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.This document is available at https://portal.ct.gov/-/media/sde/nutrition/nslp/specdiet/action_promote_meal_modifications_snp.pdf.

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