



Menu Modification Flowchart

Parent/guardian requests a menu modification for their child. Discuss the modification request.

Does the requested modification meet the CACFP meal pattern?

YES

NO



Is accomodating the request required or optional?



Non-Medical Personal Preference
Optional
Provider Customer Service Decision

Food Allergy, Intolerance, Major Bodily Function
Required

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Optional
Provider Customer Service Decision

Food Allergy, Intolerance, Major Bodily Function
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Best Practice Documentation
Participant Menu Modifications Form Sections 1 and 2 signed by parent/guardian and provider.

Required Documentation
Participant Menu Modifications Form Sections 1, 2, and 3 signed by parent/guardian and provider.

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Participant Menu Modifications Form Sections 1 and 2 signed by parent/guardian and provider.

Required Documentation
Participant Menu Modifications Form Sections 1, 2, and 3 signed by parent/guardian and provider.
&
Medical Authority Documentation
or complete 'Request Timeline' for up to 6 months while waiting for the medical note.

Claiming
Claiming can continue.

Cannot Claim
Meals do not meet the meal pattern and there is no medical reason for the request.
Claiming cannot continue.

Claiming
Claiming can continue with **all** required documentation.

Monitoring
If no documentation:
Recordkeeping TA
Do not disallow meals.

Monitoring
If no documentation:
Recordkeeping TA, then CA
Do not disallow meals.

Monitoring
If claiming, meal pattern CA.
Meals disallowed.

Monitoring
If no Participant Menu Modification form:
Recordkeeping TA, then CA.
If no medical documentation, Meal Pattern CA. **Meals disallowed.**