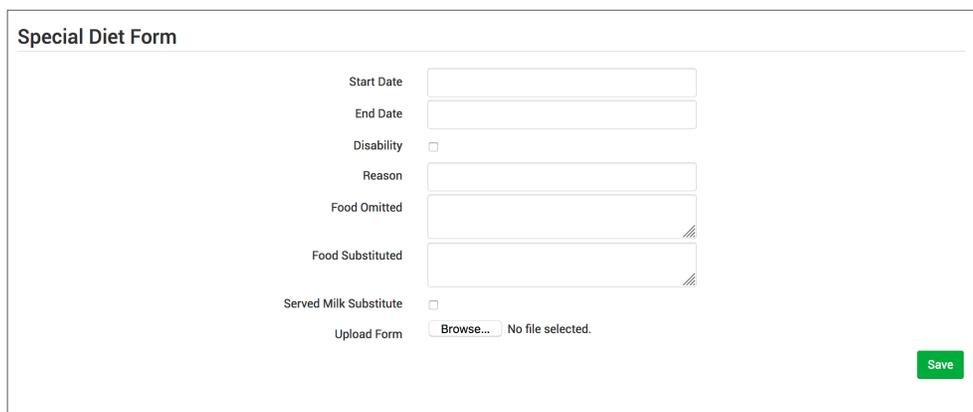


Documentation of special dietary needs can be tracked in My Food Program.

## To add a special diet for a participant:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the participant.
- Scroll down to “Special Diet” and click the blue “Add” button.
- Enter the fields:
  - Start date: effective date of the special dietary accomodation
  - End date: optional. Leave blank if this is an on-going dietary need
  - Disability checkbox: check if the special dietary need is related to a medical disability. This box being unchecked indicates that the dietary need is not related to a medical disability.
  - Reason: complete the reason for the special dietary need. For example, “Celiac Disease” or “Lactose Intolerance”.
  - Food Omitted: list the foods that the recognized medical authority has instructed the center to avoid serving the participant.
  - Food Substituted: list the foods that will be served in lieu of the omitted foods. Note: some state agencies require that foods substitutions be documented for every meal. In this case, you would want to add the additional food to your menus. If your state agency allows you to document an on-going substitution (for example, “every time strawberries are served, this participant is offered peaches” you can designate that here.
  - Served Milk Substitute: if checked, then participant will not be included in the milk requirements calculations used in the Milk Audit or the Milk Served Report.
- Upload a scan or photograph of the form, if desired.
- Click “Save”.

A screenshot of the "Special Diet Form" interface. The form is titled "Special Diet Form" and contains several input fields and checkboxes. The fields are: "Start Date" (text input), "End Date" (text input), "Disability" (checkbox), "Reason" (text input), "Food Omitted" (text input), "Food Substituted" (text input), and "Served Milk Substitute" (checkbox). Below these fields is an "Upload Form" section with a "Browse..." button and the text "No file selected." A green "Save" button is located in the bottom right corner of the form area.

**Note:** when a special diet form is added, My Food Program automatically sends an email to the main sponsor contact to alert them. Sponsors should review the special diet form and provide technical assistance to the site regarding implementation.