



Child Nutrition Program
3000 North Sherwood Forest Drive Bldg. A
Baton Rouge, La. 70814
Phone: 225-226-3624

Child Nutrition Program Procedure for Requesting Diet Modifications for Religious Reasons

When menu changes are requested due to religious reasons, the following procedure is to be used:

- 1.) The Parent or guardian is to send a signed written note to the Cafeteria Manager or complete the Religious Reasons Diet Request form, which states that due to religious reasons the child cannot eat particular items, and listing the items that the child cannot eat. Each request is dealt with on an individual basis.

- 2.) The day that the signed written note or completed form is received by the Cafeteria Manager, the manager is to send or fax a copy to the CNP Purchasing Office for the CNP Staff Dietitian or Special Diets Manager to review. The original request must be kept on file in the school cafeteria office.

- 3.) The Cafeteria Manager, is to call their Regional Supervisor, the CNP Staff Dietitian, or the Special Diets Manager to work through what substitutions or changes can be made to the menus.

- 4.) EBR menus and products purchased on current CNP Award Sheets are used to determine substitutions.

- 5.) The CNP Staff Dietitian or Special Diets Manager will fax the modified menus to the Cafeteria Manager. The Cafeteria Manager is to discuss the menu changes with school cafeteria staff to make sure that menu changes are implemented as discussed with the Regional Supervisor, CNP Staff Dietitian, or the Special Diets Manager.

- 6.) The CNP Staff Dietitian or Special Diets Manager is to call and speak with the parent or guardian to discuss the substitutions that will be made due to religious reasons. The modified 4-week cycle menu should be e-mailed, faxed, or sent home to the parent or guardian even though verbal contact was made.

Additional Notes:

- In working with religious requests, in many cases, pork has been the item that the child cannot eat. In this case, we generally substitute another meat item for any pork item that is served; however, currently, we do not purchase many items containing pork. The few items we serve that contain pork are ham for ham & cheese sandwiches, breakfast ham slices, ham used in red beans, and lunch pepperoni pizza. Also, the link sausage used for jambalaya, Pastalaya, and gumbo is made with beef and pork. In any of these cases, another meat item would be substituted or in the case of the red beans, jambalaya, and pastalaya the school can make a small amount of these items without the pork and include enough beans or chicken to meet the full meat requirement for the meal. Some items that are generally