

Dear Parent / Guardian:

The Waterbury Food Service Department serves breakfast, lunch, snack and supper meals to our students. We are committed to children's health and well-being. This service will continue until city / state developments deem differently.

The USDA's nondiscrimination regulations and the regulations for school nutrition programs require that the School Food Authorities make reasonable modifications (a "reasonable modification" is a change or alteration in policies, practices and / or procedures to accommodate a reasonable meal modification to a student whose physical or mental impairment restricts their diet so that the child / children have an equal opportunity to participate in or benefit from a program), on a case-by- case basis, when a recognized medical authority certifies the need. "Case-by -case basis" means that the meal modifications are specific to the individual medical condition and dietary needs of each child. A recognized medical authority is a state-licensed healthcare professional authorized to write medical prescriptions under state law, including physicians, physician assistants, doctor of osteopathy and advanced practice registered nurses (APRN). APRNs include nurse practitioners, clinical nurse specialists and certified nurse anesthetist who are licensed as APRNBs.

A child / children who has a physical or mental impairment that substantially limits one or more "major life activities", has a "record of such impairment", or is "regarded as having such impairment" constitutes a review for a meal modification on a case-by-case basis. All meal modifications must be related to the student's limitations and requires a medical statement from a recognized medical authority as described above.

The Waterbury Food Service Department provides many students with modified diet meals throughout the school year. If you have a child / children who requires a modified diet please contact Linda Salvador by telephone number 203-346-2376 or by email [lsalvador@waterbury.k12.ct.us](mailto:lsalvador@waterbury.k12.ct.us) with your request.

The USDA requires that the medical statement (from a recognized medical authority) to request meal modifications must include:

- Information about the child's physical or mental impairment that is sufficient to allow the School Food Authorities to understand how it restricts the child's diet
- An explanation of what must be done accommodate the child's disability; and
- If appropriate, the food or foods to be omitted and recommended alternatives

In some cases, more information may be required.

Please also include the child / children's name and school which child / children / parent /guardian will be picking up the food from.

The Waterbury Food Service Department will process your request, in a timely manner, and if approved will contact you with information on times and locations for meal pick-up. If your request is not approved, the Waterbury Food Service Department will contact you with a full explanation or reasoning. If your request is not approved, you have the right to file a grievance if you believe a violation has occurred regarding your request. You have the right to receive a prompt and equitable resolution to this grievance, request and participate in an impartial hearing to resolve this grievance, be represented by counsel at the hearing, examine the record and receive notice of the final decision and procedure for review, i.e. the right to appeal the hearing decision. Please feel free to contact me with any questions that you may have.

Linda Salvador (203-346-2376) or [lsalvador@waterbury.k12.ct.us](mailto:lsalvador@waterbury.k12.ct.us)

### **U.S. Department of Agriculture (USDA): English**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the **USDA Program Discrimination Complaint Form**, (AD-3027) found online at: **How to File a Complaint**, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **USDA: Spanish**

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en: [How to File a Complaint](#), y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

- (1) correo: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; o
- (3) correo electrónico: [program.program.intake@usda.gov](mailto:program.program.intake@usda.gov).

Esta institución es un proveedor que ofrece igualdad de oportunidades.

### **Connecticut State Department of Education (CSDE)**

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing),

gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, [levy.gillespie@ct.gov](mailto:levy.gillespie@ct.gov).