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| **Parent/Guardian Request for Fluid Milk Substitution****(Insert Name of SFA here) School Nutrition Program** |

Parents/guardians may request, in writing, a non-dairy fluid milk substitution for their child with a medical or special dietary need without providing a statement from a medical authority. The milk substitute requested must be nutritionally equivalent to fluid milk and meet the nutritional standards set by the United States Department of Agriculture (USDA) for Child Nutrition Programs1. Important note: Program operators are not required to provide substitutions and this request may be denied2. Price, availability, purchasing requirements, and other factors will be considered for this request. Fruit juice and water do not qualify as milk substitutes.

 (Insert SFA lactose intolerant procedure here. Example: This institution provides lactose free milk for all students with lactose intolerance or sensitivity. Please inform the School Nutrition Manager at your school of this need.)

A non-dairy milk substitute must, at a minimum, contain the following nutrient levels per cup (8 fluid ounces) to qualify as an acceptable milk substitution:

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| **Nutrient** | **Amount** | **Nutrient** | **Amount** |
| Protein | 8 grams | Phosphorus | 222 mg |
| Calcium | 276 mg | Potassium | 349 mg |
| Vitamin A | 150 mcg. (RAE) | Riboflavin | .44 mg |
| Vitamin D | 2.5 mcg | Vitamin B-12 | 1.1 mcg |
| Magnesium | 24 mg |  |  |

1Reference: 7 CFR 210.10(d)(3) and 7 CFR 220.8(d); 2Reference: USDA Policy Memo SP 35-2009 Q&As: Milk Substitution for Children with Medical or Special Dietary Needs (Non-Disability). CFR 226.20 Table 5 to Paragraph (g)(3)(ii)—Nutrient Requirements for Fluid Milk Substitutes) (8-28-24)

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| **To be completed by Parent/Guardian and returned to School Nutrition Office:** |
| Student’s name: |
| School: | Grade: |
| State the medical or dietary need that restricts the student’s diet and requires a substitute for fluid milk: |
| (Name of milk substitute being requested or name of milk substitute that is provided by the SFA if only one is offered) |
| Parent Signature: | Date: |
| Please return this form to: \_\_\_{enter name of SFA}\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School Nutrition Program |
| Name of School Nutrition Director:Address:phone,fax,email: |
|  |
| **OFFICE USE ONLY** |
| **Milk substitute provided? Y N** | **Date:** |

**This written statement will remain in effect until the parent or legal guardian revokes such statement or until the school discontinues the fluid milk substitution option.**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at [Program Discrimination Complaint Form English](https://www.fdacs.gov/content/download/115493/file/Complaint-Form-English-ad-3027.pdf) [pdf, 409.6 kB ], [Program Discrimination Complaint Form Spanish](https://www.fdacs.gov/content/download/115494/file/Complaint-Form-Spanish-ad-3027s.pdf) [pdf, 389.3 kB ] and from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**mail:**

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410; or

**fax:**

(833) 256-1665 or (202) 690-7442; or

**email:**

Program.Intake@usda.gov

This institution is an equal opportunity provider.

*Page updated with NCDPI, NDS communication from USDA: July 31, 2025*