



AccessAbility Services Meal Plan Modification Guideline & Procedure

General Guideline:

Serving students with life threatening food allergies, celiac disease, and other dietary conditions is a priority at Western Connecticut State University (WCSU). WCSU's Sodexo Dining Services provides a wide variety of high quality foods in order to meet individual needs and preferences of students. Some students residing on campus may have a food-related disability that limits their ability to fully and equally participate in WCSU's meal plan program. AccessAbility Services engages in an interactive process with each student and reviews requests for meal plan modifications on an individualized, case-by-case basis. Depending upon the nature and functional limitations of a student's documented disability, one might be eligible for a dietary modification. AccessAbility Services works collaboratively with Sodexo Dining Services, Housing and Residence Life, and Health Services in order to provide accommodations to qualified students with disabilities. The Americans with Disabilities Act of 1990 requires that consideration be given to the specific request of the student, but it does not require that a specific accommodation be granted if it is deemed not reasonable or if other suitable accommodations are available. **Please note: All students living on campus are required to purchase a Meal Plan. Meal plan modifications and/or housing accommodation will only be granted for students with documented disabilities for whom eating in the dining halls is not viable due to medically necessitated dietary requirements.**

Procedure for Requesting Meal Plan Modification through AAS:

- ❖ Students must first meet with Sodexo Dining Services to determine whether or not modifications can be made in the dining halls based on the student's specific dietary needs. Students should contact Don Grayson at grasond@wcsu.edu to schedule a meeting to talk about their dietary needs.
- ❖ After meeting with Sodexo Dining Services, if a student still feels that their dietary needs cannot be accommodated in the dining halls, the student may complete a request for accommodations by completing an **Accommodation Intake Form** and a **Housing Accommodation Request Form**.
- ❖ Students must submit disability documentation, which indicates their substantial need for a meal plan modification accommodation. Documentation should include, but is not limited to the following:
 - Diagnostic statement identifying the disability and the date of most recent evaluation
 - Discussion of current symptoms and functional limitations caused by the disability
 - Identification of the current impact of the disability with respect to dining
 - Description of current treatments, medications, devices, or services currently prescribed or used to mitigate the impact of the disability
 - Expected duration, severity, or progression of the disability
 - Clear and detailed description of the requested dining accommodation
 - Explanation of how the recommended accommodation will mitigate the disability and improve functioning

- Statement of the level of need for (or consequences of not receiving) the recommended accommodation
- ❖ Once appropriate information is received, AAS will contact the student to discuss and review the request.
- ❖ All meal plan accommodation requests are reviewed by a Housing Accommodations Review Committee comprised of the following departments: AccessAbility Services, Housing & Residence Life, Health Service, Sodexo Dining Services and the Counseling Center.
- ❖ Prior to an accommodation request being reviewed by the Housing Accommodations Review Committee, students must ensure the following :
 - Any applications required by Housing & Residence Life are completed
 - Any Housing & Residence Life deadlines and requirements (i.e., housing application, room deposit, health vaccines, etc.) are met
- ❖ The committee will review the request and the student will be contacted through their WCSU email with appropriate next steps.
- ❖ Meal plan accommodation approvals are **only** valid for the requested year; students must request meal plan accommodations each academic year through a **Housing Accommodation Request Form**. Please note: additional documentation or a documentation update may be requested by AAS for each year.

Any questions regarding the meal plan modification request guideline and procedure should be directed to Elisabeth Morel, AccessAbility Services Director, at 203-837-8225 (voice), 203-837-3235 (TTY), or via e-mail at morele@wcsu.edu.