



University of the Incarnate Word

Food Allergy Policy

The University of the Incarnate Word (UIW) is committed to providing a supportive, challenging, diverse, and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act of 1973, Subpart E and Title III of the Americans with Disabilities Act, the University ensures accessibility to its programs, services and activities for students with documented disabilities. UIW works with students with disabilities through the provision of reasonable accommodations in order to ensure such accessibility.

UIW recognizes that there will be students who dine on campus and have a food-related disability or disabilities. For students who live on campus, their food allergy or allergies may limit their ability to fully and equally participate in the mandatory meal plan program. Any students who have a food-related disability should contact Student Disability Services so that we can work with them to provide reasonable accommodation regarding their food allergy. Reasonable accommodation will include access to obtain allergen-free meals from University food services or exemption from the mandatory meal plan program.

Should any student wish to request a reasonable accommodation or exemption from the mandatory University meal plan for residents, they should promptly contact Student Disability Services for assistance:

Student Disability Services

4301 Broadway, CPO 295
Administration Building, Suite 51
San Antonio, Texas 78209
Phone/Fax: (210) 829-3997
Website: <http://www.uiw.edu/sds/>

Moisés J. Torrescano
Director of Auxiliary Academic Services
(210) 829-3928
moisest@uiwtx.edu

Michelle C. Beasley
Manager of Student Disability Services
(210) 829-3997
beasley@uiwtx.edu

Student's Responsibilities

1. **Notify Student Disability Services (SDS) of his or her food allergy or allergies as food allergies may constitute a disability under the Americans with Disabilities Act (ADA), 42 USC § 12102.**
2. **Provide SDS with written documentation of the disability or disabilities and including any relevant information (e.g., diagnosis, specific food allergies, and dietary needs).**
3. **Submit a Food Allergy Action Plan to Student Disability Services**
 - a. **<http://www.foodallergy.org/files/FAAP.pdf>**
4. **Work with appropriate UIW staff to develop a plan that accommodates the student's dietary needs.**
5. **To be proficient in the self-management of the student's food allergy by:**
 - a. **Carrying prescribed medications with the student at all times.**
 - b. **Avoiding unsafe foods.**
 - c. **Recognizing symptoms of an allergic reaction and, if possible, informing an appropriate party that a food allergy reaction is occurring so the appropriate medical response can occur as quickly as possible.**
 - d. **Being knowledgeable about the proper use of prescribed medications to treat an allergic reaction.**
 - e. **Providing appropriate UIW staff (e.g., SDS and Residence Life) with emergency contact information if applicable.**
6. **Upon receipt of a letter of accommodation which modifies their mandatory University meal plan, the student will set an appointment with the Manager of Sodexho Food Services to review the letter of accommodation and discuss his or her food allergy needs. The discussion should cover the following points:**
 - i. **Procedures for obtaining allergy free meal choices which include how to pre-order meals.**
 1. **When preordering, the student should give Sodexho Food Services at least twenty four (24) hours notice before the meal is made available to the student. This ensures that the Manager of Sodexho Food Services has time to obtain the proper ingredients in order to prepare the specific meal request. If less than twenty four (24) hours is given, the Sodexho Food Services Manager will make reasonable efforts to fulfill the request, but cannot guarantee that the necessary ingredients will be readily available. In this event, an alternate and appropriate meal option will be offered to the student if necessary.**
 2. **The Sodexho Food Services website (<http://www.uiwdining.com>) contains lists of menu items including nutrition facts such as if the item contains allergens (e.g., eggs, wheat, tree nuts, peanuts, soy, or milk).**
 - ii. **How the student will access the dedicated area that Sodexho Food Services maintains for storage and preparation of food for students with food allergies.**

7. **As soon as possible, after a food allergy reaction, the student should meet with Student Disability Services personnel in order to discuss why the reaction occurred in order to work towards preventing future food allergy reactions.**

UIW/SDS Core Team Members' Responsibilities

1. **UIW core team members will make reasonable accommodations, according to federal and any state laws that apply, in order to work with students who have food allergies, including those who reside on campus and are subject to the mandatory meal plan. Core team members include but are not limited to, personnel from Student Disability Services (SDS) and Residence Life, and the Manager of Sodexo Food Services.**
2. **After a student has notified SDS of their food allergy and submitted appropriate documentation, SDS will provide ONE of the following, depending on the choice of the student:**
 - a. **A letter of accommodation indicating the specific modifications to the mandatory meal plan.**
The letter will include the specific allergens and any dietary restrictions that have been provided to SDS. A copy of this letter will be provided to the student, Residence Life as well as the Food Services Manager. The food allergy accommodation letter may be updated as necessary as additional medical information is brought to the attention of SDS.
 - b. **A letter of accommodation indicating that the student will be exempt from the UIW mandatory meal plan for residents.**
3. **Appropriate staff members, including Resident Assistants (RAs) should be familiar with**
 - a. Food allergy basics
 - b. Symptoms of food allergy reactions
 - c. Emergency medical procedures (including contacting the appropriate UIW personnel on campus who are properly trained in administering medications in case of emergency.)
4. **As necessary, the University will provide the student with reasonable accommodations to the meal plan while the medical documentation review process is occurring.**
5. **UIW requires that Sodexo Food Services**
 - a. **Maintains a dedicated area for storage and preparation of food for identified students with food allergies. This area should have the following items and be accessible to the students identified as having food allergies:**
 1. A separate sink and counter area with kitchen supplies
 2. A separate refrigerator and freezer
 3. Separate cabinet space
 4. Separate appliances (microwave, toaster etc.)
 5. Separate food warmer to keep pre-orders warm

- b. Offer and identify a selection of food options that are made without certain allergens (e.g., peanuts, tree nuts, wheat, and dairy) in the dining hall food lines and take reasonable steps to avoid cross-contaminating these items with foods that contain known allergens.** However, since this process only minimizes risk, students are offered the option to pre-order their meals through Sodexho Food Services in order to further reduce the risk of any possible cross-contamination since pre-orders are stored and prepared in a dedicated area as listed above in item 'a'.
 - c. Provides educational training to all food staff at least twice per year (once prior to fall semester, once prior to spring semester).**
 - i. Training should include instruction on celiac disease, food allergies and allergens, cross-contamination, proper storage and preparation of food.
 - ii. Training should also include how to handle food allergy inquiries including questions on ingredients and sub-ingredients in meals.
 - d. Notify Student Disability Services (SDS) promptly after a student seeks modifications to, or an exemption from, UIW's mandatory meal plan.**
 - e. Conduct monthly staff meetings to address food allergy awareness and practices**
- 6. UIW follows legal requirements regarding sharing of student's medical information.**

For more information about food allergies and anaphylaxis, including tips for managing food allergies, visit <http://www.foodallergy.org/>

