



## Special Dining Services Request General Information and Application

### General Information:

Muhlenberg College students with a documented medical condition that may significantly and directly impact the ability to fully utilize or access dining services may submit a **Special Dining Services Request**, along with supporting medical documentation, to the Office of Disability Services. Students making application are encouraged to review all components of the application and documentation process. The **Medical Provider Documentation Guidelines** should be presented to the medical professional who will be providing written documentation of the condition.

Special Dining Services Request applications and documentation are individually considered by the Special Dining Committee. The medical conditions documented through this process must rise to the standards of a disability under the Americans with Disabilities Amendments Act (ADAAA) (revised 2008). Decisions about Special Dining Services accommodations are made based on the severity of the condition and the critical medical necessity of the request. The accommodations requested through this process must be an integral component of a treatment plan prescribed by a medical professional qualified to treat the particular condition.

For students who have been determined eligible through this process, a **Special Dining Services Accommodation Plan** will be individually developed in a collaborative process that includes the student, Representatives of Dining Services, and may also include a staff member from the Office of Disability Services and other campus representatives, as appropriate.

It should be noted that documentation of a medical condition **does not** guarantee that a request will be approved. Further, situations such as diets for weight loss and personally elected dietary restrictions generally do not warrant special dining services accommodations through this process, as these are considered lifestyle choices and not conditions consistent with a determination of disability.

### Procedures:

- ▶ To initiate the process, students should submit the completed **Special Dining Services Request Form Application** to the Office of Disability Services. (See the **Jot Form link at the end of the page**)
- ▶ The treating medical professional must complete the **Medical Provider Documentation Guidelines Form** and submit a report and statement of medical necessity to support the Special Dining Services Request. (Please note that students need to re-apply for accommodations through the Special Dining Services Request process **every** year that the request is being made.)
- ▶ Students must schedule an initial in-person or phone interview with a designated staff member from the Office of Disability Services

Subsequent Accommodation for meal planning will be discussed with representative(s) of Dining Services to discuss the request.

## Special Dining Request Recommended Deadlines:

- ▶ In order for the special dining request requiring individualized mal planning accommodations, to be reviewed by the Special Dining Committee, the student application and Medical Report must be submitted prior to an interview with the student.
- ▶ It is best for first-year students, continuing students and transfer students to commence the process. no later than July 1st prior to the fall semester. and by November 1st prior to the spring semester.
- ▶ **Current semester, off -deadline requests:** Students should submit the application with supporting medical documentation as soon as possible after the diagnosis and recommendations have been obtained from the medical professional with whom the student is working. **Late applications may delay the implementation of requests through Special Dining Process.**

Please click on this Jot Form to complete the student application:

<https://www.jotform.com/220174613225042>