**Special Dietary Needs**

Issued By: Executive Director

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Belkin House is committed to meeting the dietary needs of its Residents – particularly where personal health concerns related to diet is involved.

* + - * Any special dietary needs of clients (vegetarian, religious) will require a Special Diet/Allergy Form to be completed and forwarded by the PDP Caseworker, Shelter worker, ECRF staff, or Food Services Department.
      * Health reasons (allergies, health-related dietary needs) will require a Registered Physician’s (Doctor or Registered Dietician) letter indicating the health problem and a detailed dietary request.
      * The client will fill out the “Special Diet/Allergy Form” detailing the foods that can and cannot be eaten giving as much detail about meals required as possible.
        + **Note:** This form will first require the authorization of the Shelter Manager, ECRF Manager, or Transitional Housing Manager of the department within which the Resident resides.
      * The name, room #, bed # (if applicable), duration of stay, dietary requirements are to be clearly written on the Special Diet/Allergy Form.
      * The Caseworker, Shelter worker, or ECRF staff will then make an appointment for the client to meet with the Food Service Manager.
      * The kitchen’s ability to fulfill dietary needs will be subject to resources, product availability and financial constraints.
      * If special meals are made and not picked up after three attempts, subsequent meals will not be made until clarification that the meals are still required. The Special Diet/Allergy Form process will need to be completed again.
      * A special meal list will be posted in the kitchen on the notice board at the end of the servery line.
      * The Caseworker, Shelter worker, or ECRF staff will inform the Food Service Manager when the meals are no longer required by the client.