

## **Food Allergy Policy and Procedures**

UA's dining services team is well-trained in food allergy awareness and offers a number of options for students with food allergies or food-related disabilities, including communication about and modification to existing menu items, and special preparation of allergen-free menu items. Students who have questions about these services or who wish to request food allergy or food-related disability accommodations should contact Holly Grof, MS, RD, LD; Dining Services Coordinator, at 205-348-2981 or [hgrof@fa.ua.edu](mailto:hgrof@fa.ua.edu). **If a student needs other accommodations as a result of his or her food allergy, he or she should contact UA's Office of Disability Services at 205-348-4285.**

UA recognizes that despite its good faith and reasonable efforts to provide reasonable accommodations to its policies, practices and procedures for students with food allergies or food-related disabilities, students may ultimately disagree with UA's proposed accommodations. In the event a student with a food allergy or food-related disability disagrees with the determinations made by University Dining Services after the student has engaged in the interactive process, the student may request a review by UA's ADA Coordinator. Appeals of this review are heard by the Vice President for Student Affairs, who will render a decision following deliberation with the Vice President for Financial Affairs.

### **Steps for Requesting a Meal Plan Accommodation:**

1. The process for obtaining a reasonable accommodation is an interactive one that begins with the student's request for a change in the usual manner in which things are done at UA. As such, students requesting a reasonable accommodation to their meal plan should begin by contacting:

Holly Grof, MS, RD, LD  
Dining Services Coordinator  
206 Hayden-Harris Hall  
Box 870390  
Tuscaloosa, AL 35487  
(205) 348-2981  
[hgrof@fa.ua.edu](mailto:hgrof@fa.ua.edu)

to complete a Special Diet Accommodation Form. The student should share all pertinent information about his or her food allergy needs on the Special Diet Accommodation Form.

2. If appropriate, students may be asked to submit written documentation completed by an appropriate health care provider regarding the disability or disabilities, including but not limited to diagnosis, specific food allergies, and dietary needs. This person must be currently treating the student for the condition for which the accommodation is requested.
3. Once University Dining Services has received and reviewed these forms, UA will make reasonable accommodations in accordance with applicable federal and state laws. These accommodations will be determined following an interactive process wherein the student and the University, together with a designated Bama Dining Services staff member, work cooperatively to fashion a modified plan for the student, and will be set forth in a letter of accommodation, a copy of which will be provided to the student.

**Student Responsibilities:**

1. The student should schedule a meeting with a designated Bama Dining Services staff member to review menus and discuss his or her food allergy needs. University Dining Services will provide the student with the contact information for the designated Bama Dining Services staff member.
2. The student should be proficient in the self-management of the student's food allergy by:
  - a. Being responsible for what he or she eats and avoiding unsafe foods.
  - b. Being knowledgeable about the proper use of prescribed medications to treat an allergic reaction.
  - c. Recognizing symptoms of an allergic reaction so that the appropriate medical response can occur as quickly as possible.
3. The student and the designated Bama Dining Services staff member will work together cooperatively to set a determined time and location for the student to pick up a special diet meal.
4. If a student needs to cancel a meal, the student must contact the dining hall manager at the location the meal is to be picked up a minimum of two hours in advance.

5. In the event student has a food allergy reaction, the student should meet with the designated Bama Dining Services staff member as soon as possible in order to discuss why the reaction occurred and to work toward preventing future food allergy reactions.
6. The student should work cooperatively with UA.