Medical Plan of Care Form Policy

Effective October 28, 2026

As a requirement of the USDA to participate in the CACFP, all children with food related medical needs or allergies must disclose to the sponsor in order for the sponsoring organization to provide alternative options that meet the required medical needs.

Any child with a food allergy or medical disability that impacts diet must complete the Medical Plan of Care Form. This form can be downloaded, printed, completed, and sent back to CBS Food Program at info@cbsfoodprogram.com. This form must be completed and signed by a medical professional (doctor, nurse practitioner, dietitian, etc.). Once CBS receives the completed and signed Medical Plan of Care form, CBS will work on addressing the needs of the medical request and will be in touch with the center to discuss directly. The typical turnaround time for the Medical Plan of Care Form submission and the alternative meal being received at a center is three business days.

Milk:

If a child is simply lactose intolerant and needs Lactose free milk or soy milk instead of cow's milk, a signed parent request from the parent/guardian requesting the alternative milk be provided to the center for the child will suffice for the program, instead of the Medical Plan of Care form. If the child only needs Lactase free/soy milk, this signed parent request can be sent to info@cbsfoodprogram.com and CBS Food Program will ensure that the alternative milk is included in the delivery to the center each Monday.

If a child is lactose intolerant but needs a more specific substitution than Lactose free or soy milk, a Medical Plan of Care form will be required for a doctor to specify exactly what milk products are allowable for the child. This form can be sent to info@cbsfoodprogram.com. Please note: Centers participating in the CACFP with CBS Food Program cannot provide Almond Milk to children due to CBS Food Program's 100% nut free policy. Once the center receives approval that the form has been received and logged into the KidKare system, the center/parent will be responsible for the purchase of the alternative product listed by the doctor on the Medical Form. The center/parent should save the receipt for the purchase of the product and send a copy of this receipt to info@cbsfoodprogram.com. CBS Food Program will reimburse the center/parent for the purchase of the specific product via mailed check. Please note: centers should make sure to list the mailing address of where the reimbursement check should be mailed too with their email receipt submission.

Infant:

If a child under 1 year old has a medical need for alternative formula (CBS Food Program provides *Member's Mark Advantage Premium* only), the Medical Plan of Care Form will be required. The medical professional completing the form should list the specific formula that the infant is allowed to have. Once CBS Food Program receives this medical form, and the center receives approval from CBS; the center/parent will be responsible for the purchase of the alternative product listed on the medical form. The center/parent should save the receipt for the purchase of the formula and send a copy of this receipt to info@cbsfoodprogram.com. CBS Food Program will reimburse the

center/parent for the purchase of the specific formula via mailed check. Please note: centers should make sure to list the mailing address of where the reimbursement check should be mailed too with their email receipt submission.

Other Allergies:

When CBS Food Program receives a Medical Plan of Care Form, CBS is then responsible for ensuring that an alternative meal that fits the medical needs of the child is provided. For example, if a child is allergic to fish, CBS Food Program will ensure an alternative is provided for the child when fish is served on the menu (Example- tuna salad/fish sticks). Complex cases may receive a bulk supply of food products that meet the needs of a child, that the center can put together as a creditable meal that can be reimbursable.

If the allergy is too complex for CBS to be able to provide a sufficient variety of meals to the child, CBS Food Program may encourage the parent to decline the program, as CBS may not be able to meet the needs of the child. If this is the case, the parent will need to complete the decline form for the program on the CBS Food Program website and send it to CBS at info@cbsfoodprogram.com.