



**SOMETHING'S  
MISSING  
FROM YOUR  
MENU.**

# **Food Allergy Management Plan**

Tarrah Westercamp, MS, RDN, SNS



## Agenda

- Introductions
- Food Allergy Management
- Dinwiddie County Public Schools
- Prince William County Public Schools
- Resources
- Q&A

# Meet Our Panel



Tarrah  
Westercamp,  
MS, RDN, SNS



Marion Elder, MS



Callie Nickels,  
MPH, RDN



# Food Allergy 101

# Setting the Stage

- How many people have food allergies?
- What are the most common food allergies?
- Can allergies be outgrown?

# What is the Big 9?

The Big 9 is a list of the 9 most common allergens that affect people.



A white takeout container is shown from a top-down perspective. In the upper left corner, there is a slice of a red apple. In the upper right corner, there are three skewers of grilled meat, likely pork, resting on a green leaf. The text "SOMETHING'S MISSING FROM YOUR MENU." is printed in a bold, dark blue, sans-serif font, slanted upwards from left to right across the center of the container.

**SOMETHING'S  
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## **Truth or Myth**

# Casual Contact

Students that touch a table with a food allergen will cause a food allergy response.



# Food Allergy Management

# What is a Food Allergy Management Plan?

- Training
- Communication
- Preparation
- Point of Service (POS)
- Service
- Preference vs. Accommodation





# Training

- Staff Training
- Civil Rights
- Reading a Nutrition Facts Panel
- Substitutions
- Cross Contact
- Standard Operating Procedure
- Epi Pen Administration

# Communication

- Who is at the table?
- Who isn't at the table?
- How does the Local Wellness Committee fit?
- How do nurses fit in the picture?
- How to send out resources?
- How to reach families?



## Preparation

- Delivery Process
- Storing Foods
- Working in the Kitchen
- Labeling Allergen Friendly Items
- Menus

# POS

- How is information added in POS?
- Can cashiers easily understand the terms listed?
- Do cashiers know the proper substitutions?
- Does your team in each school have a good idea of student allergies?
- What is the relationship with the nursing staff?

# Service



# Preference vs. Accommodation

- How do you communicate this message?
- Can you provide preference options?
- Does OVS equal accommodation?
- Is juice an accommodation?

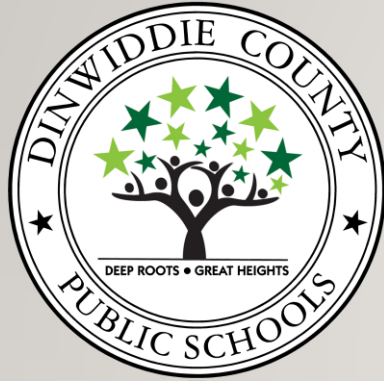


**SOMETHING'S  
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## **Truth or Myth**

# Cleaning Surfaces

You can't easily clean surfaces to reduce a food allergy response.



# DINWIDDIE COUNTY PUBLIC SCHOOLS

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**SCHOOL NUTRITION DEPARTMENT**

**MARION H. ELDER, DIRECTOR**

**JEFF WALTERS, CHIEF OPERATIONS OFFICER**

**KARI WESTON, SUPERINTENDENT**

# DCPS DEMOGRAPHICS

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- Enrollment – 4204
- Division wide CEP
- 7 Schools
- 43 Employees
- Head Start
- Encompass
- RISE



# FOOD ALLERGIES

- Understanding Food Allergies in Schools
- Difference between food allergy vs. intolerance vs. sensitivity
- Most common allergens in DCPS STUDENTS (Top 5)

## Top 5 DCPS Food Allergies

- **Peanut**
- **Seafood**
- **Eggs**
- **Wheat**
- **Strawberries**



**FOOD ALLERGY ALERT**



**PEANUT FREE CLASSROOM**



We are a peanut and tree nut free classroom!

Please wash your hands before entering if you have been in contact with peanuts or tree nuts today!

Thank you for your cooperation in helping to keep our students safe!



# ALLERGEN-SAFE MEAL PLANNING

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- Identifying allergens in standardized recipes
- Reading and interpreting food labels effectively
- Managing ingredient substitutions safely
- Preventing hidden allergens in processed foods
- Working with vendors to ensure accurate allergen documentation



# PREVENTING CROSS-CONTACT IN SCHOOL KITCHENS

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- Difference between cross-contact and cross-contamination
- Proper cleaning and sanitizing procedures
- Safe food preparation workflows
- Color-coded equipment and designated prep areas
- Managing shared serving lines



# COMMUNICATION & COLLABORATION

- Partnering with school nurses and administrators
- Working with parents/guardians
- Understanding and implementing 504 plans
- Training frontline cafeteria staff
- Communicating allergen information to students in age-appropriate ways

*“Student Services and School Nutrition collaborate to help ensure that students who have food allergies are safe and considered when meals are prepared and also when they are in the class environment.”- Mr. Robbie Garnes, Director of Student Services*



# CREATING AN INCLUSIVE CAFETERIA ENVIRONMENT

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- Reducing stigma for students with allergies
- Allergy-aware seating vs. inclusion practices
- Teaching peers about food allergy safety



# STAFF TRAINING & PROFESSIONAL DEVELOPMENT

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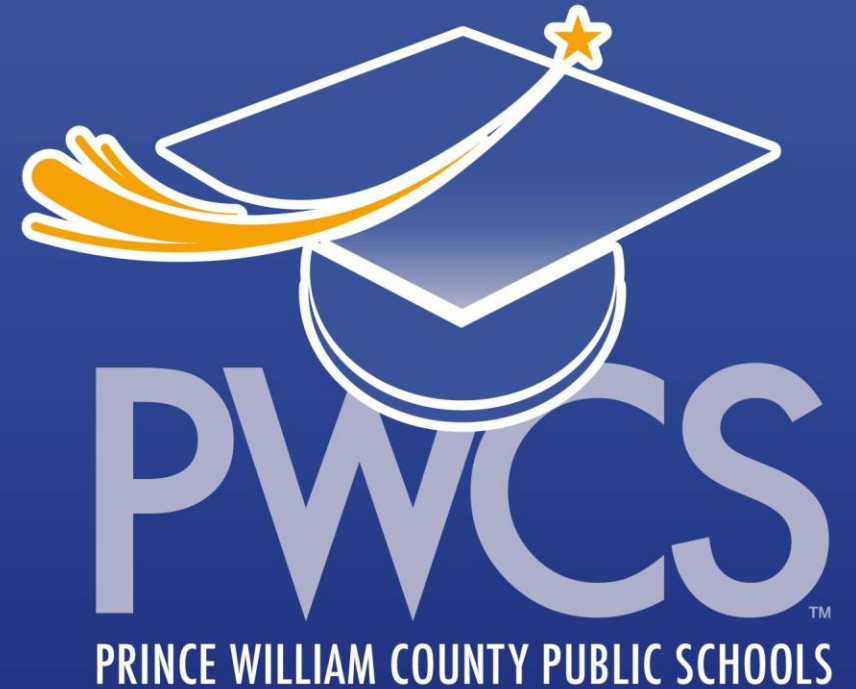
- Frequency and format of allergy training
- Scenario-based drills
- Building staff confidence in handling allergic reactions
- Evaluating training effectiveness



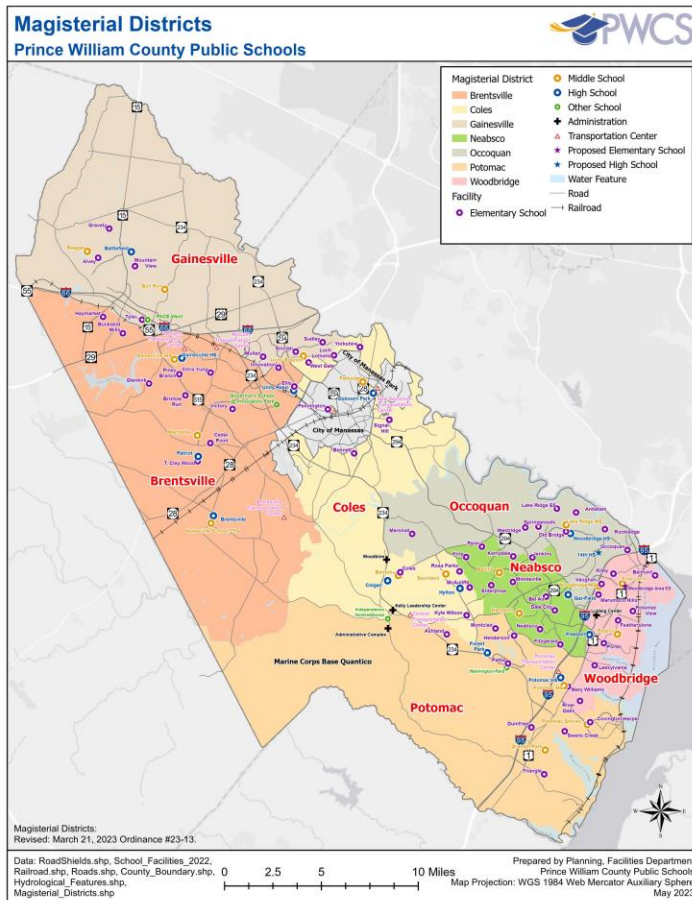
# Food Allergy Management Plan in Prince William County Schools

Callie Nickles, MPH, RDN

*Administrative Coordinator for Nutrition*



# Division Profile: Prince William County Schools



**Schools:** 97 schools

**Enrollment:** 89,000 students

**FRP:** 54%

**CEP Schools:** 69 schools (7 HS, 12 MS, 50 ES/K8/K12)

**Lunch ADP:** 60,000

**Breakfast ADP:** 26,000

**Staff Size:** approx. 800



# The PWCS Food and Nutrition Department...

*supports the health, wellness, and academic performance of every student in PWCS by serving inclusive, nutritious, high-quality meals and providing nutrition education in a welcoming and safe environment.*

# Common Allergens on Our Menus

1. Eggs
2. Fish (HS only) – Blue Catfish Tacos
3. Milk
4. Peanuts (MS/HS only) – PB&J Uncrustable Sandwich
5. Sesame
6. Soy
7. Wheat

*Currently, all menus are free from tree nuts and shellfish.*

*All elementary menus are free from peanuts, tree nuts, and shellfish.*



# Staff Training on Allergy Management

- New Employee Training
  - ✓ Food safety practices
  - ✓ Sanitation practices
- Back-to-School Meetings
  - ✓ Common student allergies
  - ✓ Cross-contact vs. cross-contamination
- ServSafe Certification Required for:
  - ✓ Manager
  - ✓ Assistant Manager
  - ✓ Team Lead

### Student Allergies


- What are the most common food allergies in the U.S.?



1. Shellfish
2. Eggs
3. Finned fish
4. Milk
5. Peanuts
6. Tree nuts
7. Sesame
8. Soy
9. Wheat

### Cross-Contact vs. Cross-Contamination

- **Cross-Contamination:** when bacteria or viruses get in our food and make it unsafe to eat.
- **Cross-Contact:** when a food allergen transfers from one food to another.
  1. Direct
  2. Indirect
- **The cooking process does not remove allergens from food.**



# Resources

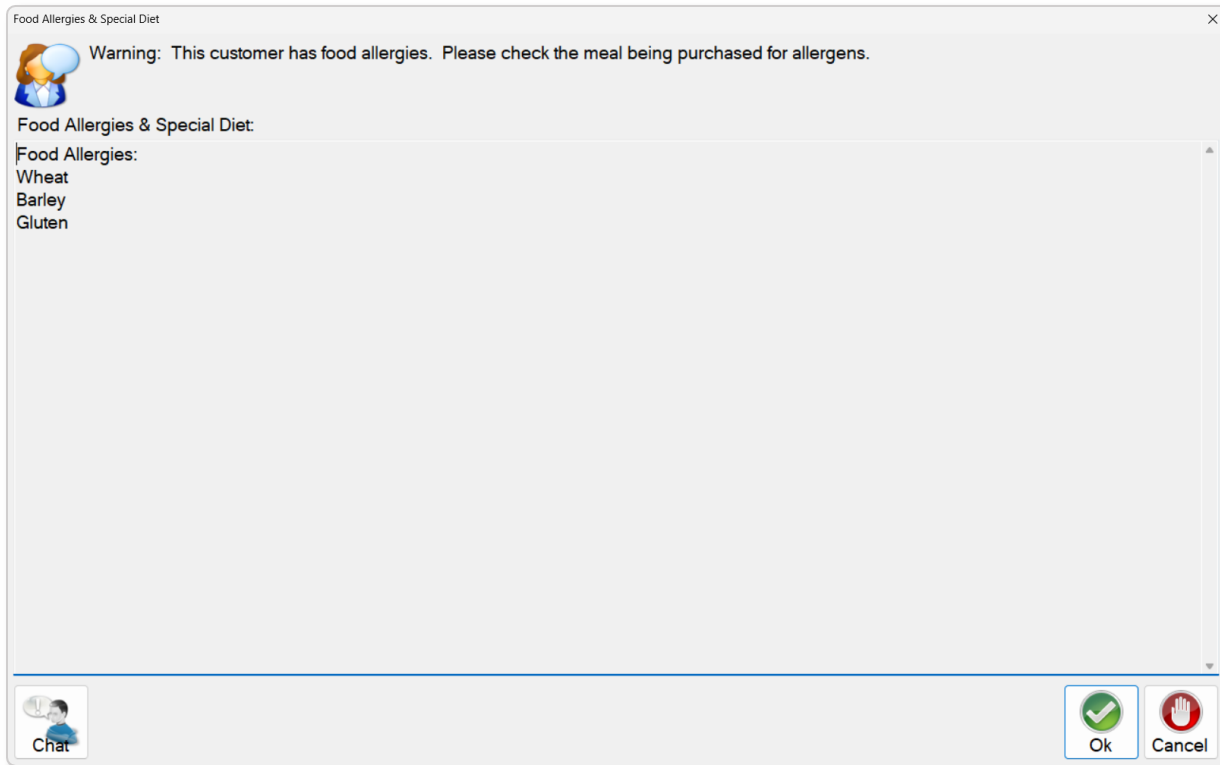
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- **Back of House Technology**
  1. Item/Recipe Allergen Management
  2. Customer Allergy Management



# Resources

- Back of House Technology
- **Front of House Technology**



*POS warning message for students with allergies*

# Resources

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- Back of House Technology
- Front of House Technology
- **Online Menus + Mobile Menu App**



**MealViewer**



# Online Menus + Mobile Menu App



BATTLEFIELD HIGH

INFO		ALLERGENS		LUNCH		MARCH 2026		< FEBRUARY	> APRIL	Print
Daily		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY				
<p><b>Milk</b> Breakfast, Lunch</p> <p>Milk, Skim carton Milk, Low Fat 1% carton Milk, Chocolate each</p> <p><b>Uncrustable Combo</b> Lunch</p> <p><b>Yogurt Combo</b> Lunch</p> <p><b>Condiments</b> Lunch</p> <p><b>A La Carte</b> Lunch</p>		<p>2</p> <p><b>PROTEIN</b> 3- Bean Chili 6 oz ladle</p> <p><b>PROTEIN/GRAIN COMBO</b> Chicken Fillet each</p> <p><b>GRAIN</b> Waffles (2) waffles Biscuit each</p> <p><b>VEGETABLE</b> Potato Wedges serving Layered Lettuce Salad cup Baby Carrots (1/2 cup) Celery Sticks (1/2 cup)</p> <p><b>FRUIT</b> Chilled Peaches 1/2 Strawberry Cup each Apple Slices each Fresh Apple each Fresh Banana Banana Craisins, Strawberry each</p>	<p>3</p> <p><b>PROTEIN</b> Min's Beef Bulgogi 1/3 cup Crispy Tofu (1/2 cup)</p> <p><b>PROTEIN/GRAIN COMBO</b> Honey Fire Chicken (1/2 cup) Cheesy Bread each</p> <p><b>GRAIN</b> Basmati Rice (1/2 cup) Cinnamon Bread 6x10 Cut Brown Rice (1/2 cup)</p> <p><b>VEGETABLE</b> Stir Fried Cabbage (1/2 cup) Spring Mix Salad cup Cucumber Slices (1/2 cup) Crispy Chickpeas, Ranch each</p> <p><b>FRUIT</b> Fresh Clementine (2) Each Diced Pears &amp; Blueberries (1/2 cup) Applesauce Cup each Fresh Apple each Mandarin Orange Cup each</p> <p><b>UNCATEGORIZED</b> Honey Fire Sauce (For Tofu) 2 oz</p>	<p>4</p> <p><b>PROTEIN</b> Hamburger (Halal) Burger American Cheese Slice Slice Veggie Buffalo Bites (5) Nugget</p> <p><b>PROTEIN/GRAIN COMBO</b> Popcorn Chicken serving</p> <p><b>GRAIN</b> Garlic Knot each Hamburger Bun each</p> <p><b>VEGETABLE</b> Baked Beans (2/3 cup) Shredded Romaine Lettuce cup Sliced Tomatoes (1/2 cup) Dill Pickle Chips (4) ounce Sliced Bermuda Onions (1/2 cup)</p> <p><b>FRUIT</b> Chilled Peaches 1/2 Fresh Apple each Orange Wedges (3) each</p>	<p>5</p> <p><b>PROTEIN</b> Barbacoa (For Nachos or Tacos) #8 scoop Southwest Chicken (1/2 cup) Queso each Shredded Cheddar Cheese each</p> <p><b>PROTEIN/GRAIN COMBO</b> Chicken &amp; Cheese Empanada (2) each Pizza Sticks (2) sticks</p> <p><b>GRAIN</b> Tortilla Chips - 2 oz (2) ounce Flour Tortilla - 6" (2) each</p> <p><b>VEGETABLE</b> Marinara Dipping Sauce (Dipping Cup) each Esquites (1/2 cup) Pico de Gallo (1/2 cup) Lettuce &amp; Tomato (1/2 cup) Bell Pepper Strips (1/2 cup)</p> <p><b>FRUIT</b> Chilled Tropical Fruit Salad (1/2 Cup) Grapefruit Wedges 0.5 cup Fresh Grape Clusters 0.5 cup Fresh Apple each Applesauce Cup each</p>	<p>6</p> <p><b>PROTEIN/GRAIN COMBO</b> Rose Bolognese Cut 3x6 Cheese Pizza each Pepperoni Pizza each Italian Sub Sandwich each</p> <p><b>GRAIN</b> Dinner Roll - 2 oz 5x8 Cut</p> <p><b>VEGETABLE</b> Kickin' Roasted Veggies (1/2 cup) Cran-Blueberry Spinach Salad cup Cauliflower Florets (1/2 cup) Banana Peppers ounce</p> <p><b>FRUIT</b> Graham Banana Bites (1/2 cup) Fresh Pear each Kiwi Wedges 0.5 cup Fresh Apple each Mandarin Orange Cup each</p>				

**Nutrition Calculator**

Your meal's nutrition information

# Resources

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- Back of House Technology
- Front of House Technology
- Online Menus + Mobile Menu App
- **Staff + Collaboration**
  - ✓ Registered Dietitians (3) in the Food & Nutrition Department
  - ✓ Collaboration with School Nurses
  - ✓ Collaboration with Student's Healthcare Team
  - ✓ Distributors/Vendors



# Resources that didn't work...



### Beef & Bean Burrito

*Tortilla filled with Halal certified beef & refried beans.*

★ PROTEIN ★ GRAIN

Wheat Soy Halal Certified

### Falafel Wrap with Hummus

*Chickpea patties (falafel) in pita bread served with a side of hummus (mashed chickpea and garlic dip).*

★ PROTEIN ★ PROTEIN ★ GRAIN

Falafel: Hummus: Pita Bread:

Vegetarian Sesame Vegetarian Wheat Soy Vegetarian

Does not contain top 9 allergens.

### Hamburger or Cheeseburger

*Halal beef patty on a bun with option of adding cheese.*

★ PROTEIN ★ GRAIN ★ PROTEIN

Beef Burger Bun Cheese

Halal Wheat Soy Vegetarian Milk Vegetarian

# Dietary Accommodations Process

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1. Direct the student/family to the Nutrition Team
2. Request medical statement from healthcare provider
  - ✓ **Resource:** Dietary Modification Medical Statement Form
3. Collaborate with manager, family, and healthcare team to create a modified menu

**Other resource:** Alternate Milk Request Form



# Dietary Modification Medical Statement

## Dietary Modification Medical Statement Form

Prince William County Public Schools  
School Year 2025-2026

**Instructions:** This form must be signed by a licensed healthcare professional, such as a licensed physician, physician assistant, or nurse practitioner. The school/division may contact the licensed healthcare professional for clarification of information provided on this form. Return this form to your child's school. This form must be submitted to ensure meal substitutions are made for children with disabilities. Mid-year changes require the submission of an updated and signed form.

Child's Name: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_

Grade Level/Classroom: \_\_\_\_\_

Name of School/Site: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Phone Number of Parent/Guardian: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Parent/Guardian* *Date*

Provide an explanation of how the student's physical or mental impairment restricts the student's diet:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the specific diet or necessary modifications prescribed by the state licensed medical authority to accommodate the student's needs:

\_\_\_\_\_  
\_\_\_\_\_

Document last modified on 06/09/2025.

List the food or foods to be omitted (please be specific) and recommended alternatives, if appropriate.

Foods to be omitted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggested substitutions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate texture modifications, if applicable:

- Chopped/Cut into bite sized pieces
- Ground/Finely Ground
- Pureed
- Other (please specify): \_\_\_\_\_

List any required special adaptive equipment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of licensed healthcare professional<sup>1</sup>* *Date*

Printed name and title of licensed healthcare professional:

Provider phone number: \_\_\_\_\_

<sup>1</sup> A licensed healthcare professional in the state of Virginia is defined as a licensed physician, physician assistance, nurse practitioner, or registered dietitian.

This institution is an equal opportunity provider.

## Health Insurance Portability and Accountability Act Waiver

*Signing the following section is optional but may prevent delays by allowing the school to speak with the physician/medical authority.*

In accordance with the provisions of the Health Insurance Portability and Accountability Act of 1996 and the Family Educational Rights and Privacy Act, I hereby authorize \_\_\_\_\_ (*name of licensed healthcare provider*) to release such protected health information of my child as is necessary for the specific purpose of Special Diet information to **Prince William County Public Schools Food & Nutrition Department** and I consent to allow the physician/medical authority to freely exchange the information listed on this form and in their records concerning my child with the school program as necessary. I understand that I may refuse to sign this authorization without impact on the eligibility of my request for a special diet for my child. I understand that permission to release this information may be rescinded at any time except when the information has already been released. My permission to release this information will expire on June 30, 2025. This information is to be released for the specific purpose of Special Diet information.

The undersigned certifies that they are the parent, guardian or representative of the student listed on this document and has the legal authority to sign on behalf of that person.

\_\_\_\_\_  
*Signature of Parent/Guardian* *Date*

## School Nutrition Program Contact

For information or questions about requesting accommodations to school meals and the meal service for students with disabilities at Prince William County Public Schools, please contact:

**Callie Nickles, MPH, RDN**  
Administrative Coordinator for Nutrition  
Office: (703) 791-8979  
Cell: (571) 358-4374  
Email Address: [nicklemm@pwcs.edu](mailto:nicklemm@pwcs.edu)

**Noah Ashenafi, MPH, RDN**  
Nutrition Specialist  
Office: (703) 791-8185  
Cell: (571) 386-6611  
Email Address: [ashenana@pwcs.edu](mailto:ashenana@pwcs.edu)

This institution is an equal opportunity provider.

# Thank You!

**Callie Nickles, MPH, RDN**

*Administrative Coordinator for Nutrition*

[nicklemm@pwcs.edu](mailto:nicklemm@pwcs.edu)





**SOMETHING'S  
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## **Truth or Myth**

# Food Bans

Eliminating a food allergen from the school manages all food allergies.

# Resources

- [Local Wellness Policy Resources](#)
- [Food Allergy Research](#)
- [Be Fearless when Serving Peanuts](#)
- [National Peanut Board: Allergies at School](#)
- [FARE Report](#)



# Grab the Toolkit





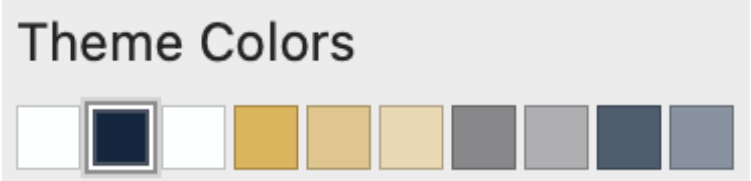
**Questions?**





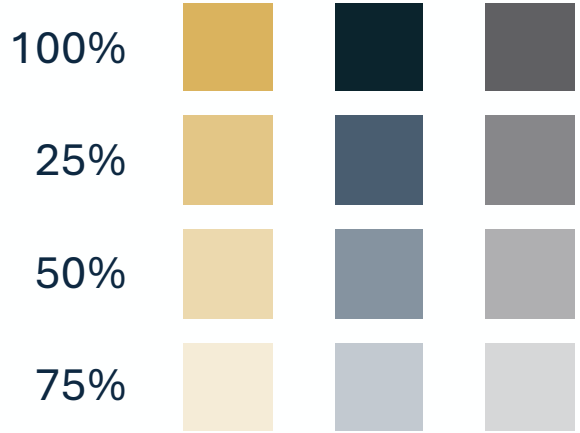
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Use the colors that are set up in the template color palette:



To add on colors, you can use the color picker:

Shades of colors – by transparency setting:



These are colors are reserved for hyperlinks and clicked on hyperlinks :



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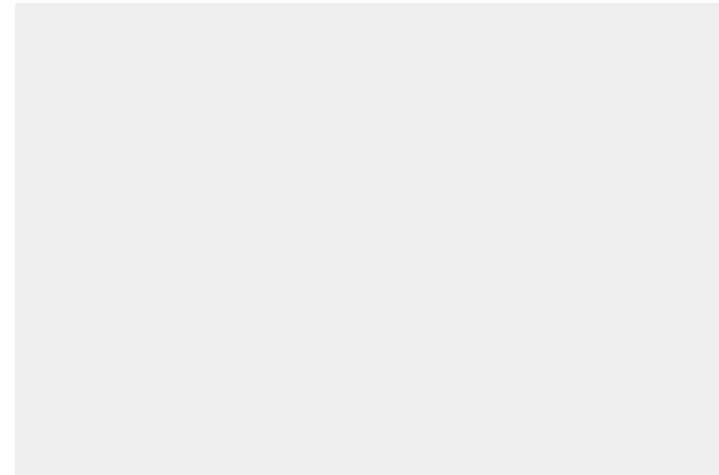
Can be added to any slide if needed



Spatula



Tray Metal



Gray Box

# Fonts

To ensure that the fonts in the presentation are going to display correctly the typeface **Aptos** was chosen.

## Headline

Aptos Display (Headings) – bold – 35 point  
midnight navy or peanut colored

## Subheader

Aptos Display (Headings) – bold – 24 point  
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## Bodycopy

Aptos (body) – regular – 24 point or 20 point  
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## Line Spacing

Spacing:

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After:	<input type="text" value="0 pt"/>	<input type="button" value="↑"/>	<input type="button" value="↓"/>	<input type="text" value="Multiple"/>	<input type="button" value="↓"/>	At:	<input type="text" value="0.9"/>	<input type="button" value="↑"/>	<input type="button" value="↓"/>