WESTERN MICHIGAN UNIVERSITY
DINING SERVICES

May 8, 2014

TO: Dining Service Stakeholders

FROM: Judy Gipper, R.D., Director
Kelsey Patterson, R.D., Manager of Nutrition Services

Policy: It is the policy that all resident students, with the exception of Harrison, Stinson, and Henry Halls, have a full meal plan (Unlimited, 20, 15, or 10 meal plan). Western Michigan University (WMU) Dining Services will work with students who have documented food allergies, or medically documented dietary needs to develop a plan that accommodates for each student’s needs.

Procedure:

WMU Dining Services Customer will:

1. Contact WMU Disability Services for Students and fill out appropriate forms and provide necessary medical documentation of food allergy or dietary needs.
2. Contact WMU Dining Services Registered Dietitian to schedule a meeting to review dietary needs.
3. Meet with the Registered Dietitian to develop a meal plan that accommodates for the food allergy or dietary needs.
4. Contact the Registered Dietitian or Dining Hall Manager, or designee, if the student has concerns or issues throughout the semester.
5. Understand that it is the intent of WMU Dining Services to provide an allergy friendly experience. However, the ingredients and nutritional content of food items served in the campus dining locations may vary. In addition, manufacturers may change their product formulation or consistency of ingredients without our knowledge, and product availability may fluctuate. While we make every effort to identify ingredients, we cannot assure against these contingencies. It is ultimately the students’ responsibility to determine whether to question ingredients or consume selected foods. WMU Dining Services cannot guarantee the safety of students with life-threatening allergies.

WMU Dining Services Staff will:

1. The Registered Dietitian will:
   • Meet with the student and develop a meal plan that accommodates for the food allergy or dietary needs.
• Take the student on a tour of the dining hall. The tour will include food storage and production areas, service and self-access locations for specialized foods and will highlight areas of concern for the specific dietary need.
• Introduce the student to other members of the Dining Hall Management team to ensure the student is familiar with whom to ask questions.
• Answer any questions or concerns the student may have.
• Communicate the students’ food allergy or dietary needs to the WMU Dining Management Staff of the residence hall that the student will frequent the most.
• If the student’s health related condition requires food accommodations, the student will be encouraged to contact Disability Services for Students, and the Registered Dietitian will collaborate with DSS for needed dietary accommodations.

2. Upon request from the student, the Dining Hall Manager or designee will:
   • Provide recipe information and ingredient/label information to the student.
   • Be available throughout the semester to assist the student with any questions or concerns.

3. The Registered Dietitian and Dining Hall Manager, or designee, will work with the student to address any concerns and agree on a resolution.