

# DISABILITY ACCOMMODATION PROCEDURES AND GUIDELINES FOR MEAL PLANS

## UNIVERSITY OF VALLEY FORGE - DISABILITY SERVICES

1401 Charlestown Road, Phoenixville, PA 19460  
Dr. Caruso: 610-917-3913 • Health Center: 610-917-1465 • Fax: 610-935-9353

*The Americans with Disabilities Act (ADA) has defined a disability as any mental or physical impairment that substantially limits the individual in a major life activity compared to the average person.* In compliance with Section 504 of the ADA, the University of Valley Forge (UVF) has established procedures to ensure that students with documented disabilities have access to reasonable on campus meal plan accommodations. UVF requires all single resident students living on campus to have a meal plan. On rare occasions students may have special needs based on documented health conditions such as those resulting in certain dietary restrictions which may necessitate a meal plan accommodation. Accommodations for meal plans will be determined on a case-by-case basis, depending on the documented need. The University reserves the right to relocate a student to another residence hall or room based on the accommodation needed. Students must follow the procedures described below and provide all the required information in order to be considered for meal plan disability accommodations.

Sodexo Dining Services offers many dining options which are capable of accommodating different dietary needs and provides a wide array of healthy eating choices. *We encourage students to meet with the General Manager of Sodexo first to inquire about all of the dining options before pursuing a meal plan accommodation.* A complete exemption from participation in the meal plan is rare and will only be considered when needs cannot be accommodated by University of Valley Forge's Dining Services.

Students should allow adequate time for the application materials to be reviewed and accommodations to be considered. *A meal plan accommodation review may take 3-4 weeks.*

**All of the following must be fully completed and received by the Director of Disability Services at the University of Valley Forge for review before accommodation will be considered:**

1. Disability Request Form for Meal Plan Accommodation (To be completed by the student.)
2. Disability Documentation Form for Meal Plan Accommodation (To be completed by a medical professional.)
3. General Release of Medical Information (To be signed by student.)
4. Medical Documentation

**All of the following must be fully completed and received by the Director of Disability Services at the University of Valley Forge for review before accommodation will be considered:**

- Be dated within 6 months of the request in order to assess current medical conditions
- Be a medical condition that supports the requested meal plan accommodation
- Meet the Disability Service's and Health Center's guidelines

*Please keep in mind that incomplete applications or those without valid disability/medical documentation will not be considered.*

The Director of Disability Services, Director of Health Services, General Manager of the Dining Commons, UVF's Registered Dietician Representative, Residence Life Staff, Vice President of Student Life and Vice President of Finance may review applications in order to make a decision on the meal plan accommodation. Students will need to resubmit an application on a yearly basis.

### **Deadlines for Requesting a Meal Plan Accommodation**

Students are encouraged to submit the request before the deadlines or after the disability has been officially diagnosed. Meal Plan accommodations are NOT retroactive and financial refunds will not be granted for current or past semesters. Once the semester begins, all approved meal plan accommodations will be applied to the following semester.

New students must apply before June 1 to be considered for the upcoming Fall semester and academic year. Returning students from the Spring, must apply before May 1 to be considered for the next academic year. Requests to be considered for Spring housing must be sent before December 1. Requests to be considered for Summer housing must be sent before March 31. Requests submitted AFTER these deadlines may be denied or delayed to the following semester.

**Send all requests to:**

The UVF Disability Services 1401 Charlestown Road, Phoenixville, PA 19460  
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