



Neosho R-5 School District  
418 Fairground Rd., Neosho, MO 64850

Shelly Johnson  
DIRECTOR  
FOOD SERVICES  
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Working Together For Excellence In Education

Dear Parents or Guardians,

### Students Requiring Special Meals

This is an important informational letter. Please read carefully. We want to keep your student safe, but we are also required to comply with the law.

The Medical Statement Form for students with special meal needs and the USDA's qualifying statement is available on the NEOSHO R5 SCHOOL DISTRICT Food Services web page. Please note that a **licensed medical physician** must sign the special diet request form. The state of Missouri DESE Food Service Division and the Neosho R5 School District requires, and will not accept any signature other than, a **licensed medical physician's** signature. Without this completed and signed form my department will not be able to supply or substitute food items for the student's meals.

Please be sure that your physician has completed the form. Be sure that all areas that apply are checked. Include foods to be omitted and food substitutions.

We cannot accept statements written on a physician's prescription pad even if signed by the physician. You must use the *Special Meals* form.

You may return the completed form to:

- The district food service office which is located at 418 Fairground Road in the Neosho R-5 School District's Administrative Center.
- Or you may send the completed form back to school with your student to be given to the kitchen manager at their school.
- Or you may mail the completed form to:  
Neosho R5 School District  
Attention Shelly Johnson  
418 Fairground Road  
Neosho, MO 64850.  
417-451-8603.