

Disability Accommodation Request for Meal Plans Procedures and Guidelines

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Evangel University has established procedures to ensure that students with documented disabilities have access to reasonable on-campus meal plan (dining) accommodations. **According to the ADA, a disability is defined as any mental or physical impairment that substantially limits the individual in a major life activity compared to the average person. There must also be a legitimate connection between the disability and the requested accommodation.**

All students living on campus are required to purchase the university meal plan. Occasionally students have special needs based on documented health conditions, such as those resulting in certain dietary restrictions, which may necessitate a meal plan accommodation. Meal plan accommodations are determined on a case-by-case basis, according to documented need, and applicable standards for reasonable accommodations. Students must follow these procedures and provide all of the required information in order to be considered for meal plan disability accommodations.

Evangel University (Aladdin Food Management Services, LLC) Dining Services offers many dining options capable of accommodating different dietary needs, including student specific meal preparation for allergies, in addition to a wide array of healthy eating choices. We encourage students to meet with Dining Service's staff 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 Evangel's Dining Services.

Students should allow adequate time for the application materials to be reviewed and accommodations considered.
A meal plan accommodation review may take 2-4 weeks.

Procedures for Requesting a Meal Plan Accommodation

1. Submit the following to the Housing Office:

- *Disability Request for Meal Plan Accommodation Form*

2. Send *Disability Documentation Form for Meal Plan Accommodation* to your health care provider for completion:

- Ask your care provider to complete and send the following directly to the Housing Office:

- 1) *Disability Documentation Form for Meal Plan Accommodation*
- 2) Supporting Medical Documentation*

***Please Note that Documentation must:**

- be recent in order to assess the current and substantial impact on a major life activity (less than 24 months).
- be sufficient to establish a direct link between the underlying impairment and the requested meal plan accommodation.

Before a request for accommodation can be considered, all documents must be submitted to the address below, including:

1. **Disability Accommodations Request for Meal Plan Form (Completed by Student)**
2. **Disability Documentation Form from health care provider (Completed by Medical Professional)**
3. **Current Medical Documentation**

Pam Smallwood
Housing Director
Evangel University
1111 N Glenstone Ave
Springfield, MO 65802
Fax: (417) 865-9599
Smallwoodp@evangel.edu

Delivery may be made in person, or by sending documents by mail, fax, or e-mail attachment.

Incomplete applications or those without disability/medical documentation will not be considered.

Requests will be considered by the Meal Plan Accommodations Committee, which is comprised of staff from the offices of Disability Services, Dining Services, and other professional consultants, as needed. Students are informed of the status of their requests as soon as reasonably possible through their Evangel email account.

Students who are granted a Meal Plan accommodation will be notified as to whether or not they will need to resubmit a *Disability Accommodations Request for Meal Plan* each year. In some cases, students may need to submit updated forms or documentation.

Deadlines for Requesting a Meal Plan Accommodation

Students are strongly encouraged to submit any requests for meal plan accommodations as soon as such a request is determined to be necessary. **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.** In order to ensure that your request is processed in a timely manner, please submit all of the materials to the Office of Disability Services by the following dates:

- **July 31st for the Fall semester**
- **December 31st for the Spring semester**