



BEST PRACTICES FOR NUTRITION, FOOD SERVICE & DINING IN LTC

PERMANENT MENU CHANGE FORM FOR LTC – JULY 2022

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|--|----------------------------|
| SUBJECT: Permanent Menu Change Form for LTC | Revised: 2022-07-11 |
| Source: OSNAC/FNAT | |
| This is a sample template for documenting your permanent menu changes and substitutions as required by the revised Menu Planning Regulations (ONTARIO REGULATION 246/22 made under the FIXING LONG-TERM CARE ACT, 2021 - Made: March 31, 2022, Section 77 into force July 11, 2022) | |

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|--|--------------------|
| HOME: | Menu Cycle: |
| SIGNATURE DIETARY MANAGER: | Date: |
| SIGNATURE CONSULTING DIETITIAN: | Date: |
| DOCUMENTATION ATTACHED (specify): | |

It is the responsibility of the Nutrition Manager to document any permanent changes to the menu. Any permanent changes must be reviewed with the Registered Dietitian prior to being finalized. Any changes to the master menu must be reflected on the therapeutic spreadsheets, posted menu, production sheets and order guides. Attach documentation on why a permanent change has been requested e.g. Resident Food Committee Minutes, to this document.

| DAY | WEEK 1 / 2 / 3 | MEAL: B/L/D AM/PM/HS | CHANGE FROM | CHANGE TO | REASON FOR CHANGE | CHANGE IMPLEMENTATION DATE |
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