

SCHOOL LETTERHEAD

Date

Local DOH name:

Att:

Address 1

Address 2

Re: Food safety inspection request

To Whom it May Concern:

I am writing this letter to request a minimum of two food safety inspections be conducted at [INSERT SFA NAME] during the 2023-2024 school year commencing on [INSERT 1ST DAY OF SCHOOL] through [INSERT LAST DAY OF SCHOOL]. [INSERT SFA NAME] participates in the National School Lunch Program (NSLP) and thus per regulation eCFR 210.13 are required to request a minimum of two food safety inspections during each school year conducted by a State or local governmental agency responsible for food safety inspections.

[INSERT SFA NAME] is kindly requesting food safety inspections for the following sites:

School	Address	Time lunches are served in the cafeteria

If you have any questions, please contact my office at (###) ###-####.

Thank you in advance,

Signature

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>(link is external), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

program.intake@usda.gov(link is external)(link is external)

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