**[insert date]**

Dear **[insert name of** **local health department director]**:

The purpose of this letter is to request that the **[insert name of** **local health department]** conducts a food safety health inspection at the school listed below. Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act to require at least two food safety inspections be conducted at each school participating in the National School Lunch Program (NSLP) or School Breakfast Program (SBP).

As of the date of this letter, **[insert name** **of school]** located at **[insert address]** has not received the two required food safety inspections. I am therefore requesting that your office conducts an inspection at your convenience, but no later than **[insert last serving day]**.

Thank you for your consideration of this request. If you have any questions, please contact me at **[insert telephone number]** or **[insert e-mail address]**.

Sincerely,

**[insert name and title]**

For more information, visit the CSDE’s [Food Safety for Child Nutrition Programs](https://portal.ct.gov/SDE/Nutrition/Food-Safety-for-Child-Nutrition-Programs) webpage or contact the [Child Nutrition Programs staff](https://portal.ct.gov/SDE/Nutrition/Child-Nutrition-Programs/Contact) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.For guidance on the state food safety requirements, visit the Connecticut Department of Public Health’s [Food Protection Program](https://portal.ct.gov/DPH/Food-Protection-Program/Main-Page) website.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/FoodSafe/‌Letter\_Food\_Safety\_Inspection.docx](https://portal.ct.gov/-/media/SDE/Nutrition/FoodSafe/Letter_Food_Safety_Inspection.docx).



|  |  |
| --- | --- |
| In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.  Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.  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>, 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:   1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or 2. fax: (833) 256-1665 or (202) 690-7442; or 3. email:[program.intake@usda.gov](mailto:program.intake@usda.gov)   This institution is an equal opportunity provider. | The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education’s nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email [louis.todisco@ct.gov](mailto:louis.todisco@ct.gov). |