**[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).



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2. fax: (833) 256-1665 or (202) 690-7442; or
3. email:program.intake@usda.gov

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