Date

State/Local Goverment Food Safety Inspection Agency

Address

Address

The Code of Federal Regulations, Title 7 part 225.16, requires that all sites participating in the USDA Summer Food Service Program receive a minimum of one food safety inspection during site operation.

Due to our participation in the USDA Summer Food Service Program, Sponsor Name is writing to request the following site(s) receive at least one food safety inspection. Attached is a list of participating sites, their location, operating dates, and meal service times.

We appreciate your time and consideration concerning this request. Thank you for your assistance in ensuring the safety of our food service operation. If you have any questions, please contact me.

Sincerely,

Name

Position

School District

Address

Phone Number

Email Address

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.

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| SFSP Site | Location | Operation Dates | Meal Service Time |
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