



Building a Letter for the Health Department

Operators of the Summer Food Service Program are required to notify the local health department of their intention to operate if any of the operating sites are non-school sites.

It is important this notification includes the following elements for all non-school sites:

- Name and address
- Dates and days of operations
- Type of meal service and meal service times
- Location of food preparation and food delivery times *if applicable*
- *Optional*: Contact information for site supervisor(s)

Sample Letter:

Sponsoring Entity's Letterhead

Date

County Health Inspector Name and Title

Department Name

Department Address

Dear *insert name of local health department*:

The (*insert name of sponsoring agency*) would like to inform you of our intention to operate the Summer Food Service Program (SFSP). The SFSP is administered by the Arizona Department of Education Health and Nutrition Services. In accordance with USDA regulations, we ask that you inspect these sites to ensure that they meet local standards.

Non-School Site Name(s) and Address(es)	Dates and Days of Operation	Meal Service Types and Times	Site Supervisor Contact Information
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If you have any questions, please contact me at (*insert contact information*).

Sincerely,

Entity Contact and Title

Entity Name