

**Michigan Department of Education
Summer Food Service Program**

SAMPLE LETTER TO THE HEALTH DEPARTMENT

A sponsor is required to send a letter to the county health department in which a site is located. In the letter, the sponsor needs to inform the health department that they will be operating a food service under the Summer Food Service Program. The purpose of this requirement is to provide the health department with sufficient information so that they can conduct an inspection of the meal service and facilities, if they wish. This is a different type of inspection than the environmental health inspection of camp facilities. Having an environmental health inspection does not fulfill this requirement to inform the health department of when meal services will be provided.

Below is a model letter to the health department.

Clean City School District
500 Education Drive
Clean City, MI 49620

April 12, 2007
Spotless County Health Department
1234 Fresh Water Lane
Clean City, MI 49658

Dear Sir/Madam:

We plan to sponsor a food service program this summer under the U.S. Department of Agriculture's Summer Food Service Program for Children. We plan to operate this food service program at the following sites:

ABC School 568 Learning Drive Clean City, MI 49620	Smart Kids Academy 222 Knowledge Lane Clean City, MI 49621
--	--

At each site we will serve a breakfast from 8:30 to 9:30 a.m. and a lunch from 12:00 noon to 1:30 p.m., Monday through Friday. Both feeding programs will operate from June 25 through August 15.

In accordance with USDA regulations, we are informing you of these food service operations and invite you to inspect them. If you have any questions, please contact my office at (313) 222-5555.

Sincerely,

Bea Brown, Food Service Director
Clean City School District

A GOOD HEALTH DEPARTMENT LETTER SHOULD DESCRIBE FOR EACH SITE:

- 1.) THE NAME AND ADDRESS OF THE SITE
- 2.) THE TYPE OF MEAL SERVICE
- 3.) THE TIME OF MEAL SERVICE
- 4.) THE DATES OF OPERATION
- 5.) A CONTACT PERSON AND PHONE NUMBER