

## Prototype Letter: Health Department Notification

**[NOTE: This is a prototype letter SFSP Sponsors may use to notify the local health department of SFSP sites and food service facilities. Sponsors must send a notification letter to the health department listing each site.]**

***[insert Sponsor name/address]***

***[insert date]***

***[insert address of local health department]***

To Whom it May Concern:

***[insert Sponsor name]*** intends to participate in the Summer Food Service Program (SFSP) as a sponsor. The SFSP is a federally funded program administered in Oklahoma by Child Nutrition Programs, Oklahoma State Department of Education. Federal regulations require that SFSP sponsors notify local health departments of their intention to provide a food service during a specific period at specific sites and arrange for prompt and regular trash removal. All SFSP sites must meet proper sanitation and health standards which conform with all applicable State and local laws and regulations in the storage, preparation, and service of food.

Below is a list of sites at which ***[insert Sponsor name]*** intends to provide a SFSP food service.

**[Insert a list of all sites and food service facilities, if meals provided will not be prepared on-site. Include the following information for each site:**

- **Site name**
- **Site address**
- **Dates of meal service operation**
- **Meal types and service times**
- **Daily number of meals for each meal type**
- ***If applicable:* Name and address of food service facility where meals will be prepared for the site**
- **Site supervisor name and contact information]**

This notification also serves as an invitation to inspect any of the listed sites, should your organization wish to do so. If you have any questions, please contact me at ***[insert phone number]***.

Sincerely,

***[written signature]***

***[insert printed name and title]***

***This institution is an equal opportunity provider.***