**HEALTH DEPARTMENT TEMPLATES (AR, OS, ES)  
LETTER OR EMAIL**

**Sample Letter Template**

Agency Name

Agency Address

City, State and Zip

March 1, 2018

Health Department

Health Department Address

City, State and Zip

Dear (name of contact),

The (name of your agency) will be offering meals to participants in our program(s), under a contract with the Department of Public Instruction’s Child and Adult Care Food Program (CACFP). The CACFP regulations require that we meet state or local health and safety standards when a Department of Children and Family license is not required. It is an annual requirement that we acquire and maintain documentation of either an annual inspection report or documentation stating that an inspection report is not required.

Please indicate which option below is applicable to our program:

* Inspection required - schedule an appointment for a health and safety inspection
* Inspection Exemption: Chapter ATCP 75 – Retail Food Establishments
  + (9) LICENSE EXEMPTIONS. A retail food establishment license is not required under s.97.30,Stats., or this section for any of the following: (c) ”General public” does not include any of the following: 1. Members of a household or personal guests in a private home, who are served a meal prepared by a member of the household. 2. Persons who are served a free meal by a religious or other nonprofit charitable organization, at a “soup kitchen,” food pantry, or similar location where meals are served to the needy.

If you have any questions, please contact me at (agency phone number).

Sincerely,

Name and Title

Agency Name

Phone Number

Email Address

<Sample Email Template>

Subject Line: (Agency Name) Health Department Inspection Request

Dear (name of contact),

The (name of your agency) will be offering meals to participants in our program(s), under a contract with the Department of Public Instruction’s Child and Adult Care Food Program (CACFP). The CACFP regulations require that we meet state or local health and safety standards when a Department of Children and Family license is not required. It is an annual requirement that we acquire and maintain documentation of either an annual inspection report or documentation stating that an inspection report is not required.

Please let me know which option below is applicable to our program:

* Inspection required - schedule an appointment for a health and safety inspection
* Inspection exemption - Chapter ATCP 75 – Retail Food Establishments
  + (9) LICENSE EXEMPTIONS. A retail food establishment license is not required under s.97.30,Stats., or this section for any of the following: (c) ”General public” does not include any of the following: 1. Members of a household or personal guests in a private home, who are served a meal prepared by a member of the household. 2. Persons who are served a free meal by a religious or other nonprofit charitable organization, at a “soup kitchen,” food pantry, or similar location where meals are served to the needy.

If you have any questions, please contact me at (Agency Phone Number).

Sincerely,

(Your Name, Title)

(Agency Name)

(Email Address)