

Oregon Department of Education  
255 Capitol St. NE  
Salem, OR 97310

Office of Learning/Student Services  
Child Nutrition Programs  
Attn: Hazel Randolph Fax (503) 378-5156

**Sanitation Inspection Request**  
**USDA Child and Adult Care Food Program**

Date \_\_\_\_\_ Phone Number \_\_\_\_\_

Organization Name \_\_\_\_\_  
Organization Contact \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

RE: Request for sanitation inspections at the following facilities during fiscal year \_\_\_\_\_

Facility Name	Address	Meal Times	Contact at Facility

USDA and the Oregon Department of Education require facilities exempt from state licensing and participating on the Child and Adult Care Food Program to be inspected by a registered sanitarian annually. Inspections must include both preparation and dining sites.

To contact the Oregon Department of Education, contact Hazel Randolph at (503) 947-5894 and request to speak with a CACFP Child Nutrition Specialist.