



How to Complete the Work Schedule Request (LP-110)

The Work Schedule Request is required when the applicant is requesting Commitment or Resident Services.

1. **Regulations Applicable to the Requested Services:** Place a check mark in the appropriate box to identify which regulations apply to this request.
2. **Firm Name:** Enter the name of the applicant that is requesting commitment or resident services. This is the company that has Form LP-109, Application for Service on file and has been assigned an account number.
3. **FSIS/Plant Number:** Enter the FSIS/Plant Number for the company.
4. **Miles:** If applicable, enter the number of miles that will be charged as part of the agreement.
5. **Location of Service Address:** Enter the address where service will be provided. Include the name of the company if the location of service is at a company other than the one identified in the Firm Name.
6. **Service Request Hours:** Enter total shift hours requested on each applicable day, 10 hour maximum per shift. In plants where more than one grader is utilized, list the total number of scheduled hours per day. For example, two 8 hour shifts on Monday, the total hours would be listed as 16 for that day.
7. **Date:** Enter the date the form is signed.
8. **Title of Firm Representative:** Enter the title of the firm representative that completed the form.
9. **Signature of Firm Representative:** Enter the signature of the firm representative that completed the form.
10. **E-mail address:** Enter the E-mail address of the firm representative that completed the form. Include the phone number of the representative.
11. **Holiday Hours:** For services provided under [7 CFR Part 56, Voluntary Grading of Shell Eggs](#) or under [7 CFR Part 70, Voluntary Grading of Poultry Products and Rabbit Products](#), the number of holiday hours assigned will be charged to the applicant at the respective regular rate for each Federal Holiday. These hours are based on the number of hours per work schedule requested by the applicant.



12. Special Provisions: Identify any special provisions that may apply to the Work Schedule Request.

Services provided under [7 CFR Part 54, Meats, Prepared Meats, and Meat Products](#) (Grading, Certification, and Standards) allow for a Work Schedule Request to be split between multiple firms. When firms are sharing a commitment, complete the appropriate information for each firm.

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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