

Child Adult Care Feeding Program At-Risk

Louisiana Department of Health

Requirements and Helpful Information (Rev. 8/17/2022)

Link to the Sanitary Code: [Louisiana Administrative Code \(LAC\) Title 51, Part XXIII](#).

- Permits issued by the local LDH office require the At-Risk feeding sites meet Code requirements and have LDOE approved sponsors. USDA requires the site have a LDH permit to receive funding for meals served. *Only schools that are part of the USDA National School Breakfast and School Lunch Program, operating in the permitted kitchen of the school, do not require an additional permit to operate.
- **For every site:** The CACFP At-Risk Feeding Site Questionnaire must be filled out and submitted to the local LDH office a **minimum of two (2) weeks** before the projected food service begins. Include a floor plan of the space and a sample menu. The local staff may ask for additional information. Indicate on your permit application you are delivering meals and include delivery plan with submission.
- Any site that does not have a current annual LDH permit to operate or if previously permitted as an At-Risk feeding site and had any physical changes in the floor plan must submit the Retail Food Plan Review Questionnaire in addition to the CACFP At-Risk Questionnaire. We encourage you to have your plans approved early. It is not necessary or advised to wait until two weeks before the anticipated start date. You may need to submit plans if your meal service changes, ex. Permitted to serve shelf stable and now are serving hot meals.
- You must submit a site agreement to operate in a site that you do not own. The agreement should include information regarding equipment and access your operation will have to this facility.
- **Sponsors who plan to deliver (or have delivered) prepared food to multiple feeding sites:** Submit a written plan explaining the delivery plan and plan for proper temperature holding of food. Train staff how to monitor and record temperatures. You may use Time as a Public Health Control for single meal service. Submit your plan and sample logs to LDH. State what happens to unserved meals. LAC Title 51, Part XXIII. §1317.
- For sponsors serving food prepared by another permitted entity, this entity shall have a permit with the Louisiana Department of Health Food and Drug Manufacturing section. A sponsor can prepare foods for their own sites (of which they are the sponsor) at one of their kitchens without requiring manufacturing permits. ~~When serving multiple meals, submit sample labels.~~
- The Chief Building/Plumbing Official in the city/parish office regulates plumbing. This includes restroom fixture counts and grease trap sizing. Confirmation from the CBO's office is required for the grease trap for cooking and satellite sites. For new sites that have not been previously permitted, submit your certificate of occupancy from the CBO with your plans. Be sure to contact the CBO early so there is no delay for the approval of the site.
- After receiving approval of submitted plans, contact the local LDH office to schedule an inspection. We utilize email to send Approval letters, so be sure to provide one or more email addresses on the questionnaire. You will need to call in advance to schedule. The inspector will schedule your inspection into their daily schedule.
- An individual with the legal authority to sign for the Sponsor must sign the temporary permit to operate (LHS-31.) It is possible for the legal authority to sign the temporary permit before the inspection or at the time of inspection. The issuing of a temporary permit occurs when all requirements are satisfied and the site passes inspection. The site must not open until in possession of the temporary permit as issued by LDH. Permanent Permit will be issued by the LDH Permit Unit.
- A person in charge must be onsite at the time of inspection. When scheduling an inspection, be prepared to give the name of the person in charge and their contact phone number. Provide specific directions to the kitchen site location to the inspector.
- Post the permit to operate from LDH and the inspection reports at the feeding site during hours of operation.
- Check out LDH's webpage www.eatsafe.la.gov for information on "How to Open a Food Establishment" and a "Pre-Opening Checklist" and "Pre Inspection Information." Click on the "For New Businesses" box for these links.
- You may contact the local LDH office for the CACFP At-Risk Feeding Site Questionnaire or find it in *Sanitarian: CACFP At-Risk Feeding Sites* at www.eatsafe.la.gov.
- Not every LDH office has clerical staff. Remember to contact the office before stopping by to ensure someone will be there to help you.