

Summer Feeding Program 2020

LDH Permit to Operate

ALINA CARLIN

LOUISIANA DEPARTMENT OF HEALTH

RETAIL FOOD PROGRAM MANAGER



Summer Feeding Food Service Sponsors

Sponsors must apply and become an approved sponsor with the Louisiana Department of Education's Division of Nutrition Support to provide meals to Summer Feeding Sites.

- **The first step with Louisiana Department of Health is to apply for a permit.**

The Summer Feeding Site and/or cooking site **Must** Have a LDH Permit to Operate!

Your Summer Feeding Site **WILL NOT** be reimbursed funds without a Louisiana Department of Health Permit!

Summer Feeding Food Service Sponsors

- “A sponsor may provide meals in the following ways:

- 1) Provide its own meals
- 2) Purchase meals through an agreement with an area school
- 3) Contract for meals with a food vendor”

(the site preparing the food requires a LDH Food & Drug Manufacturing Permit)

<https://louisianabelieves.com/newsroom/news-releases/2020/01/06/department-seeks-applications-for-summer-food-service-program-sponsors>

Summer Feeding Site Permit

- Sponsors must apply for permits for each feeding and/or cooking site through the local LDH office.
- Must meet Sanitary Code Requirements
 - Louisiana Administrative Code, Title 51, Part XXIII → www.eatsafe.la.gov

- **Sites must have a Louisiana Department of Education (LDOE) approved sponsor.**

The temporary permit will expire and is only applicable to Summer Feeding Services.

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, do not require an additional permit to operate. **If the schools serves food at a different location, they need a permit at that other feeding site location.**

Types of Sites

- Full Service Kitchen
- Satellite kitchen
- Outdoor Sites
- Mobile Units

Full Service Kitchen

- Any kitchen that prepares, cooks, and/or heats food to serve
- These sites will be required to have:
 - a hand sink in all food prep and dishwashing areas,
 - a hand sink accessible for the children (away from food prep areas)
 - a three compartment sink
 - a grease trap (contact the Chief Plumbing Official in your parish)
 - cold holding equipment and possibly hot holding equipment
 - sanitizer and sanitizer test strips for washing, rinsing, and sanitizing.
 - mop sink, and dumpster pad

Satellite Kitchen

- A kitchen where **no food prep or cooking** takes places
- Food is provided from a full service summer feeding site or from a commercial kitchen with a LDH Food and Drug Manufacturing Permit.
- Utensils must be returned to the prep site for proper dishwashing and sanitizing
- All food items must arrive on temp and a log must be used to record dates, times, and temperatures of food.
 - Retain logs for duration of Summer Feeding operation or as long as required by LDOE or USDA.
- Minimal Food Assembly
- **A hand sink must be available with hot water and soap and paper towels for children and servers to wash their hands.**

Feeding Site Only

- There are minimum requirements for feeding sites that must be met for a permit to be issued.
- The feeding site staff must have access to equipment and plumbing noted as available at the site.
- The temporary permit will be issued for dates provided by your Sponsor.
- The permit must be posted at the feeding site for all days of service.

Outdoor Sites

- All food must arrive as a packaged unit.
- No food assembly.
- Utensils must be returned to the prep site for proper dishwashing and sanitizing.
- Containers (ice chests, cambros, etc.) must be maintained clean.
- A hand sink with hot water, soap, and paper towels must be available for children and servers.



Mobile Units –Traveling Food Establishments

- **All food must arrive as a packaged unit** (No food assembly on mobile unit)
 - must be assembled at the commissary
- Safest meals are shelf stable. **If food transported to sites is potentially hazardous, the mobile unit must use Time as Public Health Control.**
 - The operator is required to have written plan, keep logs, and discard all PHF/TCS foods at the end of the four-hour allowance. – Logs must indicate time food was removed from temperature control and time for discard. Food should be labeled with discard time.
- Single service utensils/plates only

Mobile Units: What's a commissary?

- **Permitted base of operations**
- A letter from the commissary is required
 - Must report to commissary daily for supplies and cleaning services.
 - Provided for dumping and flushing liquid waste from the waste water tank
 - Liquid waste shall be discharged to a permitted sanitary sewage system
 - The servicing area must be kept clean and in good repair
 - Potable water serving equipment must be installed to prevent cross-contamination
- - Potable water must be obtained from the Commissary (for hand sinks if applicable)
 - Bottled water should be served for drinking.

Mobile Food Unit

- The mobile unit must accommodate housing of the children during the meal service.
- Restrooms must be provided by the stop site.
- A hand sink with hot water, soap, and paper towels must be available for children and servers.
 - The hand sinks may be portable and may be provided by the stop site.
- The operator must include a schedule of the proposed times and address of stops on the route



Summer Feeding Site: Application for Permit

Any site that does not have a current annual LDH permit to operate must also **submit the Retail Food Plan Review Packet Questionnaire** in addition to the Summer Feeding Questionnaire.

www.eatsafe.la.gov

DO NOT WAIT. Apply early so that plans can be approved early. It is not advised to wait until two weeks before the start date of the program.

Summer Feeding Site Questionnaire

- Should be filled out and submitted to the local LDH office a minimum of two weeks before the Summer Feeding service begins.
- Include a floor plan of the space and a sample menu.
- The local Health Department staff may ask for additional information that may prolong the permitting process. – **Don't wait until the last minute!**
- Remember, April 15th is the deadline to apply with LDOE as a Sponsor.

Summer Feeding Site Questionnaire

If the site operator does not own the site location, **the site operator must submit a site agreement.**

- Include information regarding the equipment that the Summer Feeding Site will have access to.
- Times that summer feeding will have access to the facility.

Summer Feeding Site Questionnaire

Transportation of food:

Sponsors who plan to deliver (or have delivered) prepared food to multiple feeding sites:

- Submit a written plan explaining the delivery plan for holding food at safe temperatures.
 - **Train staff how to monitor and record temperatures.**

Permit : Mobile Units

- Each unit must submit an application packet
- The operator must include:
 - A schedule of the proposed feeding times and
 - Address of stops on the route
- Reminder: If potentially hazardous food is served, then a written plan for using time as a public health control must also be submitted.
 - Logs must be maintained.
 - Responsibility of cooking site to mark when food was taken out of temperature control.
 - Responsibility of feeding site to mark when food is discarded or used.
- Reminder: Commissary Letter must be submitted

Permit: Plumbing Requirements

- The Chief Plumbing Official in the city/parish office regulates plumbing.
 - Including: - Restroom fixture counts
 - Grease Trap Sizing
- If the CBO gives a waiver for the grease trap for cooking and satellite sites, provide the waiver in writing.
- **Be sure to contact the CBO early so there is no delay for the approval of the site.**

Permit: Plans have been Approved. What's Next?

- After plans have been approved, an approval letter will be sent to the applicant.
 - **You must contact the local LDH office to schedule a pre-opening inspection**
 - The inspector will schedule your inspection. You must call in advance.
 - **A person with the legal authority to sign for the Sponsor must sign the temporary permit to operate** before or at the time of inspection.
 - **A Person In Charge (PIC) of the Summer Feeding site must be onsite at the time of inspection.**

Inspections

- The site is to be ready for service
 - Refrigeration 41F or lower
 - Hot water, Sanitizer, Sanitizer test strips, soap & paper towels, must be provided
- The permits will not be back dated to include dates of service previous to the issuance of the permit.
- In some cases, based on length of service, a second routine inspection is required (if longer than 31 days of operation).

Summer Feeding Site Permit

The issuing of a temporary permit occurs when all requirements are satisfied and the site passes Inspection.

- The site must not operate until a temporary permit has been issued.
- The dates for the temporary permit, issued by the sponsor, are the dates that Summer Feeding will be eligible for reimbursement.
- Post the temporary permit from LDH and the inspection reports at the feeding site during hours of operation.

REMEMBER:

The Summer Feeding Site must have a Temporary Permit to operate!!!

Your funds WILL NOT be reimbursed without a permit!

Make sure to submit the Summer Feeding Application and Retail Food Plans Review Questionnaire (if needed) at least 2 weeks before you plan to operate.
Do not wait until the last minute!

Helpful Information

- Go to our website : www.eatsafe.la.gov
 - “Summer Feeding Site Questionnaire”
 - Go to “For New Businesses”
 - “ How to Open a Food Establishment”
 - “ Pre-Opening Checklist”
 - “Pre-Inspection Information”
- You may also contact the local LDH office for the Summer Feeding Site Questionnaire.
- Not every LDH office has clerical staff. Remember to contact the office before stopping by to ensure someone will be there to help you.

Questions???

Apply for the Summer Feeding Permit at your parish's local Sanitarians' Office (may be located in Your parish's health unit or Environmental Services office).

You may also call or email with questions regarding summer feeding sites.

Alina Carlin

Retail Food Program Manager

Email: Alina.Carlin@la.gov

Phone: (225)342-7688

Carol Neusetzer

Assistant Administrator/Field Operations

Email: Carol.Neusetzer@la.gov

Phone: (225)342-7779