

## How to obtain a Louisiana Department of Health (LDH) Temporary Summer Feeding Permit to Operate: Frequently Asked Questions

### ***How does my company become an approved provider of Summer Feeding meals?***

- Contact the Louisiana Department of Education.
- Go to [www.louisianafitkids.com](http://www.louisianafitkids.com) for contact info.
- Deadline to apply with LDOE: **April 15<sup>th</sup>** for new sponsors; **May 15<sup>th</sup>** for returning sponsors.

### ***Where can I find LDH's Summer Feeding Questionnaire to get started?***

- Go to [www.eatsafe.la.gov](http://www.eatsafe.la.gov) ➡ "Summer Feeding and CACFP After-School At-Risk Information" ➡ "**Summer Feeding Site Questionnaire**"
- Any site that cooks and/or provides meals for Summer Feeding must submit a Summer Feeding Site Questionnaire for each cooking and/or serving site location to the local parish LDH Office to obtain a temporary Summer Feeding Permit to Operate.

### ***Does my site need a LDH Permit to Operate?***

- Yes. All cooking sites and/or feeding sites must obtain/hold a LDH Retail Food Permit.
- Go to [www.eatsafe.la.gov](http://www.eatsafe.la.gov) ➡ "For New Businesses" ➡ "Plans Review Packet Questionnaire". With submission, provide a floor plan of the establishment, and a menu.

### ***What criteria requires a new LDH Permit to operate?***

- Any Cooking site that does not have a current annual LDH Permit to operate, including those kitchens providing non-congregate meal options.
- Any first time use site that has never been used as a Summer Feeding Site
- Congregate Mobile Food Units (Travelling food establishments)
  - Provide the **Mobile Food Establishment Plans Review Packet Questionnaire**
  - Include a **floor plan, menu, commissary letter, and Time as Public Health Control for Potentially Hazardous foods (PHF)** (if PHF are provided)
- ❖ *Returning SF Sponsors/cooking sites with no change in operation or menu from the previous year's submission do not need to submit a PRPQ to the local parish office, if currently permitted with LDH. You do need to submit a completed SF Site Questionnaire.*

### ***Where do I send the questionnaire(s) to obtain a LDH temporary Summer Feeding Permit to Operate?***

- Send the questionnaires to the local Sanitarians' Office for review and approval.
- Submit questionnaires a minimum of two weeks before the Summer Feeding begins.
- **Plans typically can take 7-10 business days for review/approval.** Plans are not always approved. **Don't wait until the last minute!**
- The Chief Plumbing Official in the city/parish regulates plumbing. Be sure to contact the CBO early to prevent delays in the approval of the site.

### ***Can I start operating once plans are approved?***

- When your establishment is ready to operate, you must call the local Sanitarians' Office for an Opening inspection prior to the start date of the Summer Feeding program dates.
- **Your site shall not operate outside of the temporary permit dates set by the sponsor.**
- Permit dates will not be backdated if no permit was obtained to prior to food service, or if the food establishment or site was operating outside of allowed set dates.