

How to obtain a Louisiana Department of Health temporary Summer Feeding Permit to operate. Questions & Answers:

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

The first step is to contact the Louisiana Department of Education to determine if the provider will be an approved Sponsor of Summer Feeding Meals. Go to www.louisianafitkids.com for contact info; www.louisianabelieves.com; **April 15th is the deadline to apply as a LDOE sponsor.**

Where can I find the Summer Feeding Questionnaire to get started?

Any site that cooks and/or provides meals for Summer Feeding, must submit a Summer Feeding Questionnaire for each location to the local parish to obtain a temporary Summer Feeding Permit to Operate. Go to www.eatsafe.la.gov on the homepage to obtain the Summer Feeding Questionnaire.

Does my site need a LDH Permit to Operate?

All cooking sites and/or feeding sites that provide Summer Feeding meals, must obtain/hold a LDH Retail Food Permit.

Go to www.eatsafe.la.gov under the “For New Businesses” tab to obtain the Plans Review Packet Questionnaire. Fill out the questionnaire along with a floor plan of the establishment, and a menu.

The criteria below requires a NEW permit to operate:

- Any Cooking site that does not have a current annual LDH Permit to operate
- Any first time use site that has never been used as a Summer Feeding Site
- Congregate Mobile Food Units (Travelling food establishments)
 - o Provide the **Mobile Food Establishment** Plans Review Packet Questionnaire
 - o Include a **floor plan, menu, commissary letter**, and **Time as Public Health Control for Potentially Hazardous foods** (if potentially hazardous foods are provided)

*Returning SFS Sponsors with no change in operation from previous year's submission do not need to submit a Retail Food Plans Review Packet Questionnaire to the local parish office. **You do need to submit a completed Summer Feeding Questionnaire.***

Where do I send the questionnaire(s)?

Submit the Retail Food Plans Review Questionnaire and Summer Feeding Questionnaire to the local Sanitarians' Office for review and approval. The questionnaire(s) should be submitted 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.

Once plans are approved by the local Parish Sanitarians' office, and the site is ready for inspection, call the local Sanitarian's office for an opening inspection. You may call 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.** Permit dates will not be backdated if no permit was obtained to prior to food service.