

Michigan Temporary Food Service Licensing Procedures Michigan Department of Agriculture

Overview

Over time, a number of local health departments have developed their own more detailed temporary food service application forms that are not furnished by the department. While this has helped some local health departments improve their ability to protect the public health, the practice does not meet the Michigan Food Law 2000 requirement to use application forms furnished by MDA (section 4102(2)). Further, the varied applications do not enhance statewide uniformity. To correct these conditions, while at the same time recognizing the need for an improved application and inspection form, the following documents have been created:

- Application form, (number FI-231, 2 pages) and attachment A (number FI-231A, 1 page). Attachment A only needs to be used when foods are prepared off-site at another licensed facility.
- Combined license / inspection form (FI-229, 1 page, 3 copies on no-carbon-required paper)
- Temporary Food Establishment Operation's Checklist (5 page educational document)

General Procedures:

- The applicant completes the application form and submits it to the appropriate local health department (LHD) with the required fee.
- Environmental health staff consult with the applicant before the event as needed. The Temporary Food Establishment Operation's Checklist may be used as an educational tool.
- An on-site inspection is conducted once the establishment is set-up and ready to operate.
- Once violations have been identified and any critical violations corrected, the license / inspection form is completed and issued, allowing the establishment to open and serve food.
- The license form copies are distributed as indicated on the license (copy to applicant, copy to LHD, copy to Michigan Department of Agriculture (MDA)). LHDs retain the application form.

Transition:

It is our expectation that the supply of the original "Application and License to Operate a Temporary Food Service Establishment", form FI-180 will be exhausted by September 2004.

- For those who prefer to delay using the new application, MDA will continue to supply the original combined Application and License to Operate a Temporary Food Service Establishment form FI-180 until supplies run out. A local health department may continue to use local application forms in combination with form FI-180 during the transition period.
- A second option allows LHD's to use the new FI-231 application form in conjunction with the existing FI-180 license form until supplies of the license form run out.
- Of course, a third option would be to use the new FI-231 application form and the new FI-229 license / inspection form.

- All Local health departments will be expected to use the new FI-231 and FI-229 forms by May 1, 2005 regardless of remaining inventories of form FI-180.

NOTE: All unused FI-180 forms must be returned to MDA.

Form Use / Accreditation

Any local forms must be used in conjunction with the original FI-180 Application and License form. After the FI-180 Application and License is depleted, the use of local forms will not be acceptable.

The areas of the application and license forms that must be completed, at a minimum are:

- Application Form: Sections A, B and the Food Column of section F and attachment A (when used).
- All fields of the license form.

When critical violations are found during an initial on-site licensing inspection, these violations must be corrected prior to license issuance. Violations must be written on the license / inspection form and the form retained by the sanitarian until the facility has corrected the critical violations and is ready for licensure. A description of the correction for critical violations must then be written on the form and the license issued. It is recommended that the sanitarian note if a period of time elapses while the operator makes the necessary corrections. Should the operator need a copy of the original violations noted, the sanitarian should document these on another sheet, such as routine inspection form supplement, FI-214B.

Subsequent inspections made after the license is issued must be on a separate routine inspection form, FI-214.

License Security / Auditing

MDA auditors have indicated that temporary license forms have not been properly tracked by MDA. In order to rectify this problem, we have instituted the following:

- A Record of Licenses Received document will be sent to you with each order. Upon receipt of your temporary license order, you will need to return a signed copy of the document to MDA.
- For accounting purposes, it is recommended that temporary licenses be issued in numerical order (lowest number to highest number) whenever practical.
- LHD's must notify MDA in writing of the license numbers for any licenses that are lost or voided.
- For workload scheduling purposes, we prefer that the notifications for lost or voided licenses and the licenses that have been issued be collected and sent to MDA on the 1st and or 15th of each month.
- Beginning with the use of FI-229 license / inspection form, MDA will periodically begin reconciling license numbers sent with license numbers returned. LHD's will be asked to pay the state fee for each license that cannot be accounted for. Applications that have been identified as being either lost or voided are considered to be accounted for and will not be assessed the state fee.
- The food service license process details that are scheduled to be included in the FY 2004-2005 CPBC contract will be modified to also include temporary food service licensing. A draft of this language will be provided for comment at a later date.

Obtaining Materials

The Application form and the Temporary Food Establishment Operation's Checklist may be downloaded from the MDA web site at http://www.michigan.gov/mda/0,1607,7-125-1569_16958_16977---,00.html or by looking under forms on the "Resource for Regulators" web page. The application form downloads as an electronic form in adobe acrobat format, which allows applicants or LHD staff to type and print the forms. MDA will provide these forms electronically for agencies wishing to place them on their web site, or agencies may freely link to MDA's web site.

Paper copies of all materials may also be ordered from MDA.

Licensing questions and material orders should be directed to: Rosy Ruedger, phone: 517-241-2434, fax: 517-373-3333, e-mail: RuedgerR@michigan.gov