

INSTRUCTIONS TO COMPLETE VOLUNTARY RETAIL STANDARDS ENROLLMENT FORM

Complete all areas on the enrollment sample form as follows:

- 1) Determine standards that your jurisdiction has met, all Health Departments in Michigan have been determined to have met Standard 1, some have met Standard 7.
- 2) In the "To" box place:
John Powell, Regional Food Specialist
Central Region/FDA
501 N. Riverside Dr. #203
Gurnee, IL 60031
- 3) Check the corresponding boxes for both Enrollment only and Self Assessment
- 4) Put the date of the Self-Assessment in the Self-Assessment column for each standard that you are trying to meet. The self-assessment date can be prior to the enrollment date or the same as the enrollment date. You can use the same self-assessment conducted to prepare for the most recent accreditation. **[Do not mark anything under the Verification Audit column]**
- 5) Fill in the "Self-assessment Completed by" row; be sure to print and sign your name.
- 6) Under "**Signed Affidavit of Permission to Publish in National Registry transmitted with this report?**" check the YES box; then have program manager print, sign, and date where indicated.
- 7) On the second page fill in your department's name for the enrolling and self-assessment confirmation statements. The date in the self-assessment confirmation statement is the same date you used on the first page under self-assessment. **[Do not mark anything related to baseline survey unless you have conducted one as outlined in standard #9]**
- 8) Check the boxes for publishing of Enrollment, self-assessment, and verification audit.
- 9) Program manager needs to sign and put their title, along with department's name at bottom of second page. The date here can not be before any verification audit dates, so leave the date blank and your MDARD auditor can fill it in after the audit is completed. The audit for standard 1 and 7 will be done by reviewing the department's most recent accreditation.
- 10) Print 2 copies and send one to Barb Coy:
7775 County Road 491
Lewiston, MI 4975
OR
E-mail electronic copy to coyb9@michigan.gov

MDARD auditor will complete the remainder of the enrollment form and forward it to FDA for enrollment completion. You will be sent a copy for your records.

Please direct any questions to Barb Coy: 517-243-8894 or coyb9@michigan.gov