



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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Summer Food Service Program

Operational Memorandum No. 5 Fiscal Year 2013

SUBJECT: Food Safety Inspections in the Summer Food Service Program when Contracting with a Vendor or Food Service Management Company

DATE: July 2, 2013

October 1, 2012, the Michigan Department of Agriculture and Rural Development (MDARD) adopted a new Food Law and Food Code for the State of Michigan. These requirements apply to all institutions participating in the SFSP. As a result, the Michigan Department of Education (MDE) clarifies the obligations of Summer Food Service Program (SFSP) sponsors, as outlined by the United States Department of Agriculture (USDA).

Sponsor Responsibility

- Ensure that in storing, preparing, and serving food, proper sanitation and health standards, which comply with all applicable state and local laws and regulations, are met.
- When contracting with a vendor, require a copy of the vendor's most recent food safety inspection report along with a copy of their State of Michigan food service license. Maintain copies in SFSP administrative files.
- Prior to MDE approval, sponsors must notify the local health department's Environmental Health Sanitarian Supervisor of sites intending to sponsor the SFSP and dates of operation. Upload a copy of this notification to the MEGS+ application or mail to the Michigan Department of Education's School Nutrition Programs unit. To find the local health department's Environmental Health Sanitarian Supervisor, visit www.malph.org/directory.
- Comply with the Michigan Food Law and the currently adopted Food Code for all sites and relevant facilities in the SFSP.

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MDE Responsibility

- Site reviewers will verify inspection records are kept with administrative files for the SFSP for three years plus the current year.
- In the case of vended meals, MDE site reviewers will verify the SFSP administrative files contain a copy of the vendor's most recent food safety inspection report and copy of the vendor's current State of Michigan Food Service License.

Local Health Department Responsibility under the Michigan Food Law

- The local health department determines an evaluation schedule for each facility based on Food Law Requirements or a written risk-based inspection schedule (Food Code 8-401.10). In the event that the SFSP vendor or food service management company has received a food safety inspection within the previous 12 months per their Michigan Food License and Food Law criteria, the local health department is encouraged to conduct a second inspection specific to the SFSP but is not obligated under the law to do so. These inspections may be conducted as a courtesy or under a contractual or other similar arrangement.

Under the Michigan Food Law, SFSP vendors or food service management companies are not exempt from paying state and local fees unless the county specifically exempts the facility from fees associated with these activities.

Questions regarding this Operational Memo may be directed to the School Nutrition Programs unit by e-mail to MDE-SchoolNutrition@michigan.gov or by phone 517-373-3347.