



Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, GA 30334  
(404) 656-5957

**Nathan Deal**  
Governor

**Amy M. Jacobs**  
Commissioner

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## MEMORANDUM

To: Non-licensed Institutions, Facilities and Sponsors Applying to or Participating in the CACFP and/or the SFSP

From: Falita S. Flowers, Nutrition Services Director (*Original Signed*)

Date: June 6, 2016

Subject: Requirements for Obtaining a Food Service (Kitchen) Inspection (version 2)

Cross Reference: DECAL Policy Memorandum, *Health and Safety Inspection Requirements*, January 30, 2015

Legal Authority: 7 CFR § 226, 7 CFR § 225, 2 CFR §200, FNS Instruction 769-4 Rev. 4, Georgia Department of Public Health Environmental Health Section Rules and Regulations Food Service Chapter 511-6-1

Definitions:

“Health authority” means the Department or a County Board of Health acting as its agent.

“Initial inspection” means an inspection of a food service establishment conducted by the Health Authority to determine the food service establishment’s compliance with applicable Law and the Georgia Department of Public Health Environmental Health Section Rules and Regulations Food Service Chapter 511-6-1 for the purpose of the issuance of a permit.

“Permit” means the document issued by the Health Authority that authorizes a person to operate a food service establishment and signifies satisfactory compliance with these rules.

“Permit holder” means the person who possesses a valid permit to operate a food service establishment and is legally responsible for the operation of the food service establishment such as the owner, the owner’s agent or other person.

The purpose of this memorandum is to provide additional guidance to non-licensed Child and Adult Care Food Program (CACFP) institutions/facilities and SFSP Summer Food Service Program (SFSP) sponsors

who utilize a kitchen space to prepare Program meals. This guidance further explains the requirements for obtaining food service inspections (and a food service permit), which are required by non-licensed facilities serving CACFP and/or SFSP meals. This memorandum also provides further guidance to DECAL's Policy Memorandum, *Health and Safety Inspection Requirements*, January 30, 2015.

School Food Authorities (SFAs) are exempt from the requirements outlined in this memorandum. Additionally, CACFP at-risk afterschool centers and SFSP sites located, owned and operated in schools participating in the National School Lunch Program (NSLP) or School Breakfast Program (SBP), and authorized to prepare meals in the school kitchen, are also exempt. However, CACFP at-risk afterschool centers and SFSP sites located in a school, but owned and operated by another private organization, are not exempt from health and safety inspection requirements.

Revised

Note: The Food Service (Kitchen) Inspection Inquiry Form included with this memorandum has been revised to provide further clarification to Item #5 involving use of a food service caterer. This memorandum supersedes the policy guidance, *Requirements for Obtaining a Food Service (Kitchen) Inspection*, dated February 29, 2016.

### **Food Service Inspection Requirements for CACFP**

CACFP regulations require institutions and facilities that operate as traditional child care centers or day care homes to be licensed or approved by Federal, State, or local health and safety authorities in order to be eligible for participation [7 CFR 226.6(d)]. CACFP regulations do not require at-risk afterschool care centers, outside school hours care centers (OSHCCs), or emergency shelters to be licensed; however, they must meet State or local health and safety standards which include compliance with zoning, certificate of occupancy, fire inspection and health department requirements.

With regard to food service requirements, a satisfactory health inspection report and/or a current food service permit is required to operate a food service establishment. An institution's food service Program is recognized as a food service establishment. This is especially true when food prepared for CACFP or SFSP meals is manipulated or handled by Program staff. CACFP institutions must contact their local health authority to ensure this requirement is met. A list of county health departments within the State of Georgia can be found at:

[http://dph.georgia.gov/sites/dph.georgia.gov/files/related\\_files/site\\_page/EnvHealthContactInformation.pdf](http://dph.georgia.gov/sites/dph.georgia.gov/files/related_files/site_page/EnvHealthContactInformation.pdf)

To access the Georgia Department of Health Environmental Health web site, go to:

[Environmental Health | Georgia Department of Public Health](#)

### **Food Service Inspection Requirements for SFSP**

#### *Sponsors and Sponsored Sites (Self-prep)*

All SFSP sponsors are required to enter into an agreement with the State agency ensuring their sites will maintain proper sanitation and health standards in conformance with all applicable State and local laws and regulations [7 CFR 225.6(e)(9)]. SFSP facilities are also recognized as food service establishments if food prepared for SFSP meals is manipulated or handled by Program staff. Therefore, a satisfactory health inspection report and/or a copy of a current food service permit is required for self-prep sponsors/sites as part of their SFSP application. SFSP sponsors are required to submit a letter to the appropriate health department of its intent to provide food service during a specific period at specific sites [7 CFR 225.6(a)]. SFSP sponsors must contact their local health department to make application for a permit. DECAL understands in some cases, a SFSP facility may not qualify for a permit.

## **Food Service Management Companies**

Food Service Management Companies (FSMCs) must have State or local health certification [or a food service permit] for the facilities in which they propose to prepare meals for use in the CACFP or SFSP and must ensure State and local health and sanitation requirements are met at all times. Institutions planning to utilize Food Service Management Companies to prepare Program meals must ensure these facilities have been fully inspected and approved by a State or local health and safety authority. Institutions must request a copy of the food service permit and forward a copy to DECAL as part of their CACFP or SFSP application process.

## **Transitioning to/from CACFP and SFSP**

In cases where the health and safety inspection standards for CACFP and SFSP sites are the same or more stringent, DECAL may accept documentation of an inspection obtained by a sponsor for SFSP. This option is also available for SFSP sponsors or sites transitioning from SFSP to CACFP. However, letters submitted to the health department of its intent to provide food service and letters requesting a food service inspection does not meet the health and safety requirements for CACFP. A food service inspection must be performed by a State or local health authority.

## **Determining When a Health Inspection Is Required for Your Facility**

If the CACFP or SFSP food service operators/kitchen staff manipulates or alters unpackaged food items/components (e.g., separates, assembles, cleans, or cooks food items) to produce a meal for Program participants, then a successful food service inspection and/or food service permit is required. If in doubt as to whether a food service inspection is required for an operation, the CACFP or SFSP facility may contact the local health authority for assistance. In many instances, a food service inspection may not be required. Attached to this memorandum is a **Food Service (Kitchen) Inspection Inquiry Form** for institutions and sponsor to use as a guide. CACFP or SFSP facilities must use this form when requesting food service inspections. New and renewing institutions/sponsors must complete the form and submit a copy as part of the application/renewal process for both Programs.

## **Claiming Costs as an Allowable CACFP or SFSP Program Expense**

CACFP does not include additional funds for health and safety inspections. However, sponsoring organizations of day care homes may use up to \$300 in administrative funds per home to enable tier I homes to meet licensing, registration, or alternate approval requirements with specific prior written approval by the CACFP State agency [7 CFR 226.16(k)]. This cost would be included in the sponsoring organization's program budget as an administrative cost in their Administrative-DCH Licensing Expense line item.

Additionally, fees charged for inspections of at-risk afterschool care centers, outside school hours childcare centers (OSHCCs), emergency shelters, and SFSP facilities are considered allowable costs and may be charged to their respective Programs. The cost must be included in the Program budget as an operating expense since this expense is incurred due to meal services. When submitting or updating Program budgets, sponsors and institutions must list food service inspection fees as follows:

For CACFP:

Operating - Other category in CNP 2000 (*Facilities/Space Costs in GA ATLAS beginning FY 2017*).

For SFSP:

Facilities/Space Costs in GA ATLAS

Costs will be evaluated and/or approved on a case-by-case basis. Only licensing and inspection fee costs are allowable (*with the exception of some SFSP non-school food service facility rentals fees which will also be evaluated on a case-by-case basis*). Repairs and upgrades needed for facilities to be certified or approved by the State or local health department may not be claimed as CACFP or SFSP Program costs.

Finally, DECAL policy requires all documentation to support food service inspection costs be maintained and available upon review. Documentation must include, where applicable, a copy of the kitchen space lease/rental agreement, copies of payments made towards the agreement and inclusion of the rental cost in the institution's or sponsor's Program budget [*Recordkeeping Requirements*, DECAL CACFP Policy 02-18 and SFSP Policy 03-5].

For questions concerning this memorandum, please contact Sonja Adams, Policy Administrator at (404) 651-8193.



BRIGHT FROM THE START

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**Food Service (Kitchen) Inspection Inquiry Form**  
**Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP)**

The purpose of this form is to assist CACFP institutions and SFSP sponsors with determining food service (kitchen) inspection requirements for non-licensed Program facilities based upon the type of meal service operation. Please be sure to complete all sections below and return to DECAL via facsimile to: 404-651-7430 Attn: Nutrition Services Application Specialist.

When requesting a food service inspection from your local health authority, CACFP institutions and SFSP sponsors must:

1. Provide a copy of this form to the authority for review along with:
  - a copy of a sample menu for each meal type being served during Program operations; and
  - a copy a receipt/invoice of vended meals purchased (for institutions or sponsors purchasing meals from a food service management company or food distributor).
2. Ensure the form has been authorized (signed and dated) by both the delegated principal and local health department prior to submission to DECAL.

Program(s):  SFSP - Agreement Number \_\_\_\_\_  
(SFSP Program Operation Begin Date: \_\_\_\_\_ Program Operation End Date: \_\_\_\_\_)

CACFP - Agreement Number \_\_\_\_\_

CACFP – At-Risk Afterschool - Agreement Number \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Program Contact/Delegated Principal: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Institutions/sponsors completing this form must fall under one or more of the following categories. School food authorities, government agencies, National Youth Sports Program (NYSP), residential camps, and Upward Bound programs are exempt from this process. Please select all that applies:

- Institution/Sponsor Type:
- Private Non-Profit Organization
  - Church/Church Affiliates
  - At-risk Afterschool Program

- Program/Meal Service Description:
- Vended (meals preparation is outsourced)
  - Self-Prep (meals prepared in central kitchen by Program staff)
  - Vended and Self-prep



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Inspection Inquiry Form (Page 2 of 4)

Please select the item(s) that best describes your meal service:

Item #	Description
1.	<input type="checkbox"/> Fully cooked, complete unitized meals or snacks are catered (prepared) by a third party and are picked-up or delivered to each CACFP facility or SFSP site ready to consume. [Copy of food service permit from catering company is required.]
2.	<input type="checkbox"/> Pre-packaged/self-contained food items/components are purchased in bulk from a food service management company or food distributor (vendor or supplier), delivered to a location (central kitchen, CACFP facility or SFSP meal site) to be combined, cooked and prepared to create a unitized meal or snack. [Requires a Food Service Permit/Food Service Inspection]
3.	<input type="checkbox"/> Individual food items/components purchased from multiple locations (super market/wholesale market, vendor or supplier), and cooked/prepared at a kitchen facility (owned or rented). Cooked items are later combined to make a unitized meal and served for consumption. [Requires a Food Service Permit/Food Service Inspection]
4.	<input type="checkbox"/> Individual food items/components purchased from multiple locations (super market/wholesale market, vendor or supplier), and cooked/prepared at a certified shared kitchen, kitchen incubator or rented/leased kitchen facility. Cooked items are later combined to make a unitized meal and served for consumption at a CACFP facility or SFSP meal site. [If using an incubator/shared kitchen type of operation, the permit holder must have an approved variance from the Georgia Department of Public Health (DPH) and it would require the operator to enter into a contractual agreement with the permit holder to agree that the permit holder will oversee the preparation of the food and maintain active managerial control over the food items from preparation to delivery to service. A copy of the food service permit from the certified shared kitchen, kitchen incubator or rented/leased kitchen space is required.]
5.	<input type="checkbox"/> Meal components are received from a third party caterer which are delivered to the Sponsor's location; meals are assembled by SFSP/CACFP meal service operators/kitchen staff for buffet style serving, or meal service operators plate meals for consumption. <b>If staff from the permitted catering establishment remains on site to further assemble or plate the food, the only required form of documentation would be the food service permit from the catering establishment. [Requires a copy of food service permit from the catering company.] **However, if the CACFP/SFSP staff further manipulates the food, a food service permit is required for that feeding location. [See Item #7].</b>
6.	<input type="checkbox"/> Meals are received/served pre-packaged and ready-to-consume to SFSP/CACFP participants (e.g., hot/cold pre-packaged components, unitized meals where the participant receives a complete meal as a single packaged unit, ready to eat fruits/vegetables (e.g., apples, oranges, bananas for snack meals). Pre-packaged meals go directly to the SFSP/CACFP participants for opening and consumption. Pre-packaged meals are not opened or manipulated in any way by the food service operators/kitchen staff before the participant receives the meals for consumption. [A food service permit/food service inspection is <u>not</u> required.]
7.	<input type="checkbox"/> Pre-packaged meals are assembled and served to SFSP/CACFP participants (e.g., hot/cold pre-packaged components); involves CACFP/SFSP food service operators/kitchen staff: (a) combining non-unitized meals, (b) separating items from packages and (c) plating and serving meals for consumption (e.g., cold cut sandwiches, etc.). [Requires a food service permit/food service inspection at the location where the food is being combined, manipulated, handled, which would receive regular routine inspections. A copy of a permit from where the pre-packaged meals were originally prepared would also be required (e.g., food service management companies).]
8.	<input type="checkbox"/> Prepared/cooked hot/cold meals are served to participants; involves purchasing, ordering cooked or uncooked food items, separating items from their original packaging, preparing the food items (e.g., cleaning, dicing, seasoning, cooking, heating), plating and serving the food items for SFSP/CACFP participant consumption. [Requires a food service permit/food service inspection at the location where the food is being manipulated, packaged, diced, cooked, etc., which would receive regular routine inspections.]

None of the above

Other (Please explain) \_\_\_\_\_



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Inspection Inquiry Form (Page 3 of 4)

Certification Statement:

I certify that the information contained in this document is true and correct and that listing false or incorrect information and failure to notify DECAL when the information contained in this document changes may result in the denial of reimbursement, termination and disqualification of the organization, its responsible principals and/or individuals from participation the SFSP or any other Child Nutrition Programs.

\_\_\_\_\_  
**Signature of Delegated Principal**

\_\_\_\_\_  
**Date of Submission**

**List of Affiliated Kitchen/Feeding Locations**

Please list below each feeding site/facility serving SFSP or CACFP meals. Please include the physical address of the central location from which food is prepared and the address of the feeding site/facility where meals are delivered and then consumed if different from the central kitchen. To add additional sites, please add separate sheet to the back of this form.

<b>Site/Facility Name</b>	<b>Approximate Number of Meals Served Daily (all meals combined)</b>	<b>Central Kitchen Address</b>	<b>Feeding site/facility (if meals are delivered from the kitchen address to a separate location)</b>	<b>Central Kitchen Contact Name/Number</b>

**For Local Health Department Use Only:**

Item Number(s) \_\_\_\_\_ have been selected and are applicable to this CACFP Institution and/or SFSP Sponsor.

Name of Health Department Official \_\_\_\_\_ Department/Office \_\_\_\_\_

Health Official Signature \_\_\_\_\_ Date \_\_\_\_\_

