

IMPORTANT NOTICE TO SPONSORS WHO PLAN TO USE THE SELF-PREP OPTION FOR THE 2014 SUMMER FOOD SERVICE PROGRAM:

Any sponsor who prepares food at a central kitchen and delivers the meals to sites that are not affiliated with their organization **must have either a Food Safety Registration and/or Meat/Poultry Inspection License from the Ohio Department of Agriculture (ODA)** to meet SFSP requirements. If sponsors do not already have this required registration and/or license, they should immediately contact the Ohio Department of Agriculture to begin the process of obtaining required documentation.

*Note: Self-prep sponsors who are *not* delivering food to their sites will still need a food service license.

Food Safety Registration

As per the ORC 3715.041, a facility (food processing establishment) must register with the ODA Division of Food Safety as a food manufacturer if the following criteria are met: they are producing food products on a routine basis for the same customer; these food products are produced at one commercial location but delivered at another location for sale or distribution. This activity cannot be covered under the local health department as a caterer as it is not 'event driven'. The registration renews every January and costs from \$50 to \$300 depending on the square footage of the facility. The main requirement to be in compliance with Good Manufacturing Practices, OAC 901:3-1.

Meat/Poultry Inspection License

Having a Meat/Poultry Inspection License means a vendor is in compliance with Chapter 918 of the ORC and any applicable parts of 9 CFR Parts 300-500. When a vendor has met all requirements for licensure (i.e. a written Sanitation Standard Operating Procedures (SSOP); a written Hazard Analysis and Critical Control Points (HACCP) program; an acceptable commercial facility; acceptable label; etc...) a license will be granted. The license is renewable and cost may vary. Inspection visits are required each day the facility produces amenable meals under the Division of Meat Inspection (DMI). If the vendor produces, delivers and serves the meals at the receiving site, they may qualify for an exemption from the DMI; however, a Food Safety Registration with the Division Food Safety, ODA, will still be required.

Exemptions

Additionally, certain meals are considered non-amenable (or exempt) from Division of Meat Inspection. Exemptions include: closed faced, traditional sandwiches; meals comprised only of cheese/dairy, seafood, or vegetables; and meals that contain less than 2% cooked meat/poultry.

If the following criteria are met, these items are considered exempt from Meat /Poultry Inspection Licensure; **however a Food Safety registration is still required.**

Sandwiches

1. The sandwich must be closed-faced. This means that a hamburger patty that is not on the bun until it is served would have to be under Meat Inspection. If the hamburger is delivered as a closed-faced sandwich, then it would be exempt, and

2. The sandwich must be packaged and served separately from the meal. This means that if a chicken patty sandwich is on a bun and in the same box (such as in a boxed lunch), the meal would have to be inspected. If the chicken patty sandwiches are delivered, on a closed bun and wrapped separately, or are stacked in a separate pan or serving dish, and the customer picks up the sandwich separately from other menu items, then the meal is exempt.

Pizza

1. Prepared, inspected and passed in a cured or cooked form as ready-to-eat (i.e., no further cooking or preparation is necessary) in compliance with the requirements of the Act and these regulations:
 - To be served in public or private nonprofit institutions, provided;
NOTE: If the agency/center is a FOR-PROFIT institution the above pizza exemption does NOT apply (in that the vendor cannot deliver and drive away nor can the pizza be picked up by center staff). In order for the vendor to be in compliance for a drop-off delivery, the pizza should not contain any meat or poultry over 2% of the total weight of the pizza. In other words, a meatless pizza such as a cheese pizza, veggie pizza or a pizza with less than 2% of meat per total weight of the pizza would be in compliance with meat/poultry inspection licensure and the vendor could deliver).
 - ❖ Ready-to-eat (i.e., no further cooking or other preparation is needed, except that they may be reheated prior to serving if chilled during transport); and
 - ❖ Transported directly to the receiving institution by employees of the preparing firm, receiving institution, or a food service management company contracted to conduct food service at the public or private nonprofit institution, without intervening transfer or storage (from 9 CFR 303.1(2)).

If you have any questions contact the following persons at the Ohio Department of Agriculture:

Jodi Taylor
Agricultural Inspection Manager
The Ohio Department of Agriculture
Division of Meat Inspection
8995 E. Main St.
Reynoldsburg, OH 43068
taylor@agri.ohio.gov
614-728-6364 (office)
800-282-1955 (toll free)
1-800-750-0750 (TTY)
614-728-6434 (fax)

Terry Gerhardt
Assistant Chief
The Ohio Department of Agriculture
Division of Food Safety
8995 E. Main St.
Reynoldsburg, OH 43068
gerhardt@agri.ohio.gov
614-728-6250 (office)
800-282-1955 (toll free)
1-800-750-0750 (TTY)
614-644-0720