

Louisiana Department of Health: Summer Feeding Site Questionnaire
For sites serving Congregate Meals and or Non-Congregate Meals

Date of Plans Submission: _____

Rev. 2/2025

Type of Feeding Site: (Select all that apply): ☐ Congregate Site ☐ Non-Congregate Site

☐ Full Service Kitchen ☐ Satellite Kitchen ☐ Serving Site ☐ Pre-Packaged Meals ☐ Grab and Go

☐ Delivery to Home ☐ Mobile Food Establishment

1. Name of Site: _____
2. Physical address of the site: _____
3. Name Primary On-Site Point of Contact: _____
4. Phone Number of On-Site Point of Contact: _____
5. Email of On-Site Point-of-Contact: _____
6. Does this site have an **annual LDH permit**? _____ If yes, what is the **Name of the establishment and annual permit number**? _____
7. Owner of the real property (land and building): _____
Phone #: (____) _____ Cell phone #: (____) _____

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8. Site Sponsor: _____
 9. Sponsor Primary Point-of-Contact: _____
 10. Sponsor Office/ Cell Phone Number: _____
 11. Sponsor Contact Email Address: _____
 12. Has this site previously held a permit for summer feeding under this sponsorship? _____
If yes, what year? _____ Will this site mode of operation change? _____

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13. Dates of Summer Feeding service: **Start Date:** _____ **End Date:** _____
 14. Days of the Week this site will operate: _____
 15. Number of meals distributed from this site on day(s) of service: _____ Single Meals _____ Multiple Meals
 16. List meal(s) served. (**Breakfast, Lunch, Snack, Dinner**) _____
What times are the meals served? _____
 17. What is the average daily participation? _____ How many meals are served during each serving time? _____
 18. Indicate any dates that you know the site will not operate (**Holidays, etc.**) _____

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19. Select each type of meal that this site will provide: _____ **Hot Meals** _____ **Bag/Box Lunches** _____ **All Shelf Stable**
_____ **Combo** _____ **Frozen** _____ **Other (Describe)** _____

For All Serving Sites (Satellite, Feeding Sites, Pre-packaged, Grab and Go, Delivery to Home, Mobile): Vended food sources must have a LDH Manufacturing Permits or approval by LDH Field Operations.

20. LDH Permitted Facility Name: _____
LDH Permit Number: _____
What is the food source? _____
Address: _____
Contact Name, Phone and Email: _____
Who will deliver the meals to the site/recipients? _____

Include a written plan describing the transportation of meals from the source to the site or the recipients. Give details regarding the control of food temperature, the time of delivery, holding time before service, disposition of un-received meals. Include charts used to record temperatures and times and any other food safety charts employed.

21. **Provide a menu and drawn floor plan of site.** The floor plan must include plumbing fixtures, equipment, preparation and serving spaces, storage, and restrooms.
 22. **Submit a site agreement if you are operating in a site that you do not own.** The agreement should include information regarding the availability of equipment your operation will have at this site. (Ex. In a school kitchen, will you have access to the walk-in cooler, etc)
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Numbers 23-31 must be completed for "New Summer Feeding Sites" without an Annual LDH Permit (Retail Food or Food and Drug Permit)

23. Total square footage of the business: _____
24. Usable square footage of the business: _____
25. Restrooms: **(For information purposes only)**

Ladies/ Girls

Men/ Boys

Unisex

_____ # toilets

_____ # toilets _____ # urinals

_____ # toilets

_____ # hand wash sinks

_____ # hand wash sinks

_____ # hand wash sinks

- Self-closing doors (when applicable): ☐ yes ☐ no
- Mechanically vented to outside atmosphere: ☐ yes ☐ no
- Public access: ☐ yes ☐ no
- Toilets are in separate compartments/stalls ☐ yes ☐ no
- Privacy partition provided for urinals: ☐ yes ☐ no
- Floor drains: ☐ yes ☐ no; not applicable (reason) _____

26. Is an "indirect drain" connections (air gap) provided at food preparation sinks (including three compartment sink):
☐ yes ☐ no; not applicable (state reason) _____
27. Is this establishment connected to a public water system?
☐ yes; Name of System: _____
☐ no (must submit water well plans)
28. Is this establishment connected to a public sewer system?
☐ yes; Name of System: _____
☐ no (must submit sewage system plans)
29. If this is cooking site, indicate the location and size of Grease trap provided or proposed for facility?

30. What is the method of garbage/waste disposal? _____
31. If a dumpster pad is required, will hot and cold water be available to the site for cleaning and will a drain to the approved sewage system be available directly in the dumpster area? ☐ yes ☐ no; not applicable (state reason) _____

THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH THIS APPLICATION:

32. **A DETAILED MENU**
33. **FLOOR PLAN IS REQUIRED (HAND-DRAWN OR PROFESSIONALLY-DRAFTED): Please attach the Finish, schedule for walls, ceilings and floors. Be sure to include plumbing fixtures, equipment, preparation and serving spaces, storage, and restrooms.**
34. Include a written plan describing the transportation of meals from the source to the site or the recipients. Give details regarding the control of food temperature, the time of delivery, holding time before service, disposition of un-received meals. Include charts used to record temperatures and times and any other food safety charts employed.
35. **Submit a site agreement if you are operating in a site that you do not own.** The agreement should include information regarding the availability of equipment your operation will have at this site. (Ex. In a school kitchen, will you have access to the walk-in cooler, etc)

PLANS AND SPECIFICATIONS MUST BE APPROVED BEFORE SITE CAN BE PERMITTED FOR USE

Signature of person preparing this form

Date of signature

Printed Name and Title of person preparing and signing this form

Permits that are issued for Summer Feeding are only for temporary use and are not transferable. After permitting, any change in operation requires notification be made to the Louisiana Department of Health Environmental Office and may require submission of a modified plans review packet. Substantial renovation is defined in the definitions section of the Sanitary Code Retail Food Part XXIII.

Contacts and important information:

- State Sanitarian located in the Parish you wish to operate: <http://ldh.la.gov/index.cfm/page/394>
- It is recommended that you obtain a copy of Title 51 (Public Health - Sanitary Code) Part XXIII Retail Food Operations: <http://www.doa.la.gov/Pages/osr/lac/books.aspx>

Submit this Summer Feeding Questionnaire to the LDH office in the parish where the site is located. After receipt of your questionnaire, please allow up to two weeks for review. **After receiving notice of the plans approval, request an inspection through the office to which you submitted your application.**

NOTE: Approval as a non-congregate/grab and go site is determined by LDOE. An approval of your plan of operation does not guarantee the reimbursement of meals if you do not have LDOE/USDA approval.

Checklist for Site Requirements

For Full Service and Satellite Kitchen ONLY: (Prepare, cook, and/ or heat food to serve)

36. **Submit a site agreement if you are operating in a site that you do not own.** The agreement should include information regarding the availability of equipment your operation will have at this site.
37. Provide a detailed floor and site plan
 - Minimum requirement:
 - Plumbing fixtures (hot and cold must be provided at all required plumbing fixtures):
 - Designated hand washing stations for children w/ hand soap and paper towels (must be separate from food preparation area)
 - Hand washing sinks in food preparation/ serving area w/ hand soap and paper towels
 - Three compartment sink w/ LDH approved sanitizer for ware washing and sanitizer test strips
 - **Air gap is required for Full Service Kitchen ONLY**
 - **Satellite Kitchens must return utensils back to Full Service prep kitchen for proper dishwashing and sanitizing**
 - Mop sink
 - Grease Trap (**Contact the Chief Building Official in your parish**)
 - Equipment:
 - Hot and Cold Holding Equipment (Refrigerator, Freezer, Oven, Steam Lines/Warmers, Microwave, Ice Chest, Etc.)
 - Storage
 - Soiled Linen Storage
 - Preparation and serving spaces
 - Dining area
 - Restrooms (children and staff)
 - Dumpster Pad with hot and cold water w/ drain (connected to sewer)
 - Name of Community Sewage System

For Feeding Sites ONLY: (Food arrives to feeding site in individually packaged containers, NO PREP ONSITE)

38. **Submit a site agreement if you are operating in a site that you do not own.** The agreement should include information regarding the availability of equipment your operation will have at this site.
39. Provide a complete floor and site plan:
 - Minimum Requirement:
 - Plumbing fixtures (hot and cold must be provided at all required plumbing fixtures):
 - Designated hand washing stations for children w/ hand soap and paper towels (must be separate from food preparation area)
 - Hand washing sinks in serving area w/ hand soap and paper towels
 - Mop sink
 - Equipment:
 - Hot and Cold Holding Equipment (Refrigerator, cambros, Ice Chest, Etc.)
 - Restrooms (children and staff)
 - Refuse Disposal
 - Size and Location of Sewage System- if applicable

For Outdoor Sites ONLY: (All food must arrive as a pre-packaged unit -**No food assembly**)

40. Provide a complete site plan:
 - Minimum Requirement:
 - Plumbing fixtures (hot and cold must be provided at all required plumbing fixtures):
 - Designated hand washing stations for children and staff w/ hand soap and paper towels
 - Equipment:
 - Hot and Cold Holding Equipment (cambros, Ice Chest, Etc.)
 - Restrooms (children and staff)
 - Refuse Disposal
 - Name of Community Sewage System

For Mobile Units ONLY: (All food must arrive as an individually packaged unit from commissary -**No food assembly on mobile**)

41. A signed and dated agreement from the commissary is required (**LDH Permitted brick and mortar building where food is stored, prepared and held at the appropriate temperature before delivered to sites**).
42. Provide a complete floor plan:
 - Minimum Requirement:
 - Plumbing fixtures (hot and cold must be provided):
 - Designated hand washing stations for children and staff w/ hand soap and paper towels
 - Additional hand sinks with portable sinks for use by the diners. Portable hand sinks must be filled with potable water and waste water must be properly disposed. **Written plan must be provided for waste water disposal.**

- Equipment:
 - Hot and Cold Holding Equipment (warmer, Ice Chest, Etc.)
 - **If potentially hazardous foods are served, the operator is required to have a written plan, keep logs, and discard all PHF/TCS foods at the end of the four hour allowance. Logs must indicate time food was removed from temperature control and time of discard.**
- Restrooms provided at stop site (children and staff)
- Refuse Disposal

For Grab and Go sites or Meal Delivery to Homes ONLY: *Non-congregate Grab-and-Go sites without overnight storage and without onsite food preparation may not require a permit to operate*.

If you are providing single or multiple meals at each delivery, include a sample of the label attached to each meal. Labels should include:

- Identity of the source contents (identify allergens)
- Date to use by (7 days with day of preparation = Day 1)
- Handling instructions (Keep refrigerated; Keep frozen; etc.)
- Warming instructions (Ex. heat in microwave on high for 3 minutes, let stand 1 minute, etc.).

43. **Time as a Public Health Control** can be used for **single day meals ONLY**. Provide a written plan describing the process. Describe how individual meals will be marked with discard time. Provide a list of food handled in this manner and the logs used. Include example logs in the plan. Time as a public health control contributes to food waste.

Time as Temperature Control for Public Health Log should include:

- The date of the log (from the permitted kitchen)
- State the time the food is removed from temperature control
- State the required discard time (up to 4 hours from the removal time)
- State when food was discarded
- Include space for signatures of the persons completing each step

For Prepackaged/ Shelf- Stable Sites ONLY: (All food must arrive as a pre-packaged unit)

44. Provide a complete floor plan:
- Minimum Requirement:
 - Plumbing fixtures (hot and cold must be provided at all required plumbing fixtures):
 - Designated hand washing sink for children and staff w/ hand soap and paper towels (**Congregate ONLY**)
 - Equipment:
 - Storage shelves
 - Restrooms for children and staff (**Congregate ONLY**)
 - Refuse disposal
 - Size and Location of Sewage System- if applicable

