
NEW PERMIT TYPES for the Child and Adult Care Feeding Program (CACFP)

These sites also known as the “At Risk” Program. Funding is available through the United States Department of Agriculture (USDA) and administered by the Louisiana Department of Education (LDOE.)

The new permit types emerged from a need to address the variable operation of the USDA Food Nutrition Programs that did not fit in with traditional LDH Permit types. The new permit types are unique to CACFP Applications. The two types are:

1. **240-CACFP GROCERY**
2. **241-CACFP FOOD SERVICE**

The start date of the permits will be the date identified as the start date on the application (provided plans have been approved and the opening inspection approved; otherwise the start date will be the date the site is permitted). The permit will expire on June 30 (LDH Fiscal Year End) if not specified earlier on the application. LDH Permitting Office shall be notified if the permit operation is closed or does not start.

Annual Applications are required. Permits will not automatically renew. The permit color will change annually and be issued by the local LDH Office. These permits like other LDH permits are not transferable to other sites or other owners. If changes to the site or the method of operation occur, the operator/sponsor must notify and request approval from the LDH local office prior to implementing the changes.

The evaluation of each site on its own merit, as no two sites are identical, neither are their plans of operation. A LDH plan review questionnaire is required for new sites never permitted. If the intended use of the site is different from the previously issued permit, a full plan review questionnaire is required. Additionally, the CACFP application is required. This application must describe the menu, source of food, method of delivery from source to distribution site, and the food safety control methods that are used. Include detailed menu and delivery frequency schedules in order to assess the site for adequate equipment.

Logs and chain of command documentation are required. For example, the source kitchen prepares the food, the sponsor arranged transportation of the food, and the food is received for dispensing by staff at the site. Each of these entities have a responsibility for control of the safety of the food when in their possession. Each of the entities must have a clear understanding of their responsibilities in their roles. Make this information available to the plans reviewer. Maintain the chain of custody logs identifying the person serving in the role, times of taking charge, and food condition at the time of the change. These logs could prove helpful in the event that an investigation into a food borne illness is required.

A LDH issued Food Safety Certificate is not required at the CACFP serving site. However, the sponsor is responsible for providing safe food handling training to the staff and the drivers. Submit the training plan with your plans review to the plans reviewer. The source kitchen must be permitted by LDH and thereby should meet their food safety management requirements.

Full Service Kitchens

- Involves food preparation, cooking, reheating, serving, dishwashing, storage, etc.
- Sites that receive food that requires reheating are Full Service Kitchens.
- These sites are required to meet all standard Sanitary Code requirements for a Retail Food Establishment.

Serving Kitchen

- Prepared food may be delivered from a main kitchen or catered from another LDH approved permitted food establishment.
- A three compartment sink with a grease trap (sized by the local CBO) is required for sites that wash/rinse/sanitize onsite.
- Sites without reasonable access to a three-compartment sink are required to return non-disposable items to the permitted main kitchen for wash/rinse/sanitize. All warmers and food service equipment must be portable and returned to the main kitchen.
- Serving kitchens are not required to obtain the state issued Food Safety Certification.
- Describe the cleaning and maintenance schedules for the transportation equipment.

ONLY Pre-Packaged

- Food that will be delivered by the Sponsor to be served at a later time must be stored under mechanical refrigeration and the temperature is to be recorded upon delivery. The site must have adequate refrigeration to hold foods until served.
- Food transported from another facility that is of reasonable proximity and immediately served may be stored in an ice chest during the time of transportation. “Wet” ice cannot be used as a cooling medium; ice packs or dry ice must be used. For this type of site, a three-compartment sink is not required.
- Sites with only prepackaged food items are not required to obtain the state issued Food Safety Certification.
- A hand sink, separate from the restroom, is not required for the patrons or staff to use. Meal participants must wash their hands prior to eating. There must be no handling of food, utensils, or other food contact equipment.

A Written Plan is required for the following scenarios:

- Serving kitchens and Pre-packaged sites are not required to obtain the state issued Food Safety Certification, but must have a written plan for **in-house food safety training** provided by the Sponsor. Review the plans for appropriate and adequate information.
- Serving kitchens and Pre-Packaged sites are required to have a written plan indicating **how food will be transported, held at proper temperatures, and served**. A written plan is also required **for non-disposable food contact equipment that is to be returned to a permitted main kitchen for wash/rinse/sanitize**.
- Kitchens that reheat food for service are identified as full service kitchens. If food is transported a written plan must be provided for **how food will be transported, held at proper temperatures, reheated, and served**.
- Any site that is required to use “**Time as a Control**” must have a written plan onsite according to LDH Code. Discard time must be recorded on log sheets for each food.