



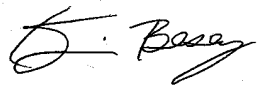
STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
LANSING

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DIRECTOR

DATE: November 28, 2006

TO: All Local Health Departments (LHD's)
Attn: Health Officer/Director of Environmental Health/Chief Sanitarian
Michigan Department of Agriculture (MDA)
Attn: Food and Dairy Division Managers

FROM: Kevin Besey, Acting Manager
Food Service Sanitation Section
Food and Dairy Division 

SUBJECT: 2006-07 Food Service Licensing Procedures

See the attached "Food Service Licensing Procedures". Please follow the instructions in this document carefully. Should you have questions, please call Rosy Ruedger at: 517-241-2434 or e-mail ruedgerr@michigan.gov.

Please note that the following items needed to be complete soon:

- **Within 30 days of receipt of list from MDA:** Provide MDA with a list of any changes or deletes to food service licenses. A list of expired licenses will be provided to each agency shortly. Please provide e-mail confirmation to Rosy Ruedger that you received your list.
- **By December 31:** Order business size (#10 window) envelopes in which to mail the renewals, if desired.
- **By December 31:** Order printed copies of new license application, if desired.

This year's procedures are the same as last year's. MDA's quality control team will closely monitor implementation to help assure timely and accurate implementation. Please contact us with any questions you have or problems you experience.

Definitions:

MDA = Michigan Department of Agriculture

DMB = Department of Management & Budget; state department responsible for printing and mailing forms

LHD = Local Health Department

MDA maintains a list of food service licensing contact people that have been designated by each agency. Please remember to notify MDA if your licensing contact person changes, or if there are changes to address, phone, fax or e-mail.

Contact Rosy Ruedger at (517) 241-2434 or email ruedgerr@michigan.gov with changes.

Pre-Printed Renewal Applications and Licenses for 2006-07 License Year

DATE	MDA Processing
BY DEC 1	MDA provides LHD with list of outstanding licenses for current license year.
Within 30 days of receipt (App. DEC 31)	LHD provides MDA with all remaining current year license changes/deletes/voids. This will allow MDA time to process the changes prior to running the renewals. MDA WILL NOT PROCESS CORRECTIONS RECEIVED AFTER THE 30 DAY WINDOW ENDS.
BY DEC 31	LHD submits request to MDA if they need business size (#10 window) envelopes in which to mail the renewals. Request should be submitted to Rosy Ruedger at (517) 241-2434 or email ruedgerr@michigan.gov .
BY DEC 31	LHD submits request to MDA for printed copies of new license application, if necessary. LHD to indicate the number of new applications desired. Note: LHD can download application from MDA website starting January 16.
On Jan 16	MDA posts blank application for upcoming license year on MDA website with license year on application. Application is 2 pages, with instructions on back and in adobe electronic form format to allow users to type directly onto application using adobe reader software. Adobe electronic forms can't be saved once completed unless the user has the full version of adobe acrobat software. LHD can download application from website for use as needed for new businesses. The application will be located at www.michigan.gov/mda (Licensing, Food Industries) or click on keyword and enter "foodserviceapp."
JANUARY	MDA orders new applications for coming year on white paper. Application is 2-sided with instructions on back. License year will be printed on application. LHD will photocopy application onto appropriate colored paper for LHD files, if desired.
	MDA orders perforated paper for license printing in appropriate color for upcoming license year.
	MDA finishes processing of current year changes/deletes/voids. MDA prepares renewal template file – runs sample trial on-site.
	MDA prepares license template file – runs sample trial on-site.
	MDA sends sample trial of renewal and license templates with merged data to DMB for sample printing on their machines.
	MDA prepares mailing labels of LHD's that will be used by DMB to ship renewal applications and licenses to LHD's.
	MDA prepares electronic file of establishments for LHD's.

February	MDA creates Access file of data from License 2000 database for renewal applications and licenses.
	MDA merges renewal application template with License 2000 data; sorted first by license type prefix (i.e. SFE) and second in ascending license number order.
	MDA merges license template with License 2000 data.
App. Feb 15	MDA sends merged files to DMB with order for printing and mailing, include LHD mailing labels. DMB prints applications and licenses on white paper. DMB sends pre-printed renewals and licenses directly to LHDs, sorted first by license type prefix (i.e. SFE) and second in ascending license number order.
	MDA e-mails electronic file of establishments to the designated food service licensing contact at each LHD. MDA verifies that each LHD receives electronic file.
	LHD PROCESS
March 6-14	LHD receives shipment of preprinted renewal applications and preprinted licenses from DMB. Renewals and licenses pre-printed in one batch based on previous year data.
	LHD compares paper licenses received with electronic file of licenses sent. LHD contacts MDA immediately by phone if there is a discrepancy. When licenses received are reconciled with the electronic record of licenses sent, LHD representative signs and returns Record of Licenses Received document to MDA within 15 days of receipt.
	LHD makes necessary additions to renewal applications – e.g., applies license fees.
	LHD sends out renewal applications to licensees.
	Renewal applications returned from facility to LHD for review and approval. A LHD authorized agency representative signs and dates the hard copy in the designated area of each license application approved. A signature stamp may be used in lieu of an actual signature. <p style="margin-left: 40px;">a. Approved renewal applications</p> <p style="margin-left: 80px;">i. LHD sends notification of approval to MDA – electronic spreadsheet file or hardcopy of renewal application.</p> <p style="margin-left: 80px;">ii. LHD issues license</p> <p style="margin-left: 40px;">b. Pre-printed renewal applications to be deleted (no longer in business)</p> <p style="margin-left: 80px;">i. LHD sends notification of delete to MDA – electronic spreadsheet file or hardcopy of renewal with notation</p> <p style="margin-left: 80px;">ii. LHD returns <u>application and both copies of pre-printed licenses</u> to MDA marked as “Deleted”. LHD NOTE: Please staple license behind application.</p> <p style="margin-left: 40px;">c. Information changes on pre-printed renewal applications (remember to complete a new application for change of ownership, change in physical location of</p>

	<p>establishment or change of license type)</p> <ul style="list-style-type: none"> i. LHD verifies changes are notated on renewal application ii. LHD copies renewal application with changes for their records. iii. LHD sends MDA notification of changes – hardcopy of original application with <u>both</u> copies of pre-printed incorrect license attached. iv. MDA processes changes v. MDA prints revised license (two copies) and mails to LHD vi. LHD issues revised license <p>d. Pre-printed applications and/or licenses that must be voided (applications/licenses damaged or lost and need to be reprinted)</p> <ul style="list-style-type: none"> i. Return damaged applications and / or licenses to MDA. ii. When applications and / or licenses are lost, notify MDA electronically or by phone and request reprints. <p>NOTE: LHD's may change the civil division number to a more locally meaningful number (4 characters maximum). LHD's are asked to make these changes sparingly as it involves increased data entry for MDA licensing staff.</p>
	<p>LHD returns approvals, changes, deletes and voids to MDA by the 1st and 15th of each month throughout the license year. This allows for continuous processing by MDA. MDA will process with the following priority: changes / reprints, approvals, deletes.</p>

License year colors

Tradition has been to rotate four colors (green, yellow, pink, blue) to represent different license years. Pre-printed renewal licenses will be printed in these colors. All applications will be printed on white paper. The color schedule for upcoming license years is as follows:

<u>Year</u>	<u>Color</u>
May 1, 2006 – April 30, 2007	Pink
May 1, 2007 – April 30, 2008	Blue
May 1, 2008 – April 30, 2009	Green
May 1, 2009 – April 30, 2010 (pattern continues)	Yellow

New Application Process

New facility applications

- A. LHD provides blank application to facility to gather information and payment; or facility can download application from website
- B. LHD reviews application completeness and approves for license
- C. LHD copies completed application for their records onto appropriate colored paper
- D. LHD submits completed application to MDA. **LHD NOTE: Please verify that LHD # is on application before submitting to MDA.**
- E. MDA processes application and prints license (two copies of license for LHD and facility)
- F. MDA mails license to LHD
- G. LHD issues license

Procedures for Changes and Updates

For "change of owner" or "delete", please staple license behind application when returning to MDA.

MDA requests that LHD's organize **hard copy** applications for submission to MDA as described below. Group and label applications as follows:

1. **Renewals**- renewals that can be processed with no changes (hard copy not needed if submitted electronically)
2. **Database Changes Only**- only need a change to the licensing database
3. **New Owner**- Change in ownership, also attach license to be deleted
4. **Changes/New License Needed**- Other changes that require new license to be printed (i.e. spelling corrections, additions to corporate name, etc.)
5. **New Establishments**

Note: Please also separate fixed and temporary licenses / applications