

State of Michigan



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DATE: July 20, 2001

TO: All Local Health Departments
Attn.: Health Officer/Director of Environmental Health/Chief Sanitarian

FROM: Neal D. Fortin
Manager, Food Service Sanitation Section
Food and Dairy Division

SUBJECT: **Handling State Surcharge Invoice Discrepancies**

It has come to our attention that local health departments (LHDs) are contacting the Michigan Department of Agriculture (MDA) Finance Division directly when they find discrepancies between the MDA Food Service Licensing billing and local records. However, due to auditing requirements, MDA Food and Dairy Division must verify that all license applications accurately reflect the license type and correspond to the money collected from the counties. For this reason, LHDs should correspond with the MDA Food and Dairy Division for all billing discrepancies.

If a LHD should find a discrepancy between their records and an MDA invoice, please correspond with the Food and Dairy Division using the following process:

- 1) At the LHD, review the affected license applications for accuracy.
- 2) If an application is accurate, provide a copy of the application to Rosy Ruedger in the MDA Business Section (517-241-2434).
- 3) If an application is incorrect (e.g., the "state fee exempt" box was not checked), submit a corrected copy of the application. Clearly mark "CORRECTED" on the application. The corrections will be entered into the system and should be reflected in the next billing.

Thank you for your cooperation.

NDF:khg

cc: K. Fortin
R. Ruedger
D. Brown