



Public Health
Prevent. Promote. Protect.

**Woodford County
Health Department**

1831 S. Main Street
Eureka, Illinois 61530
Phone: 309/467-3064
Fax: 309/467-5104
www.woodfordhealth.org

November 9, 2017

Dear Licensed Food Service Establishment Owner/Operator/Manager:

Enclosed you will find the 2018 Woodford County Health Department Operational Food Permit application form (3 pages) for your food service establishment. Your current annual food permit is **due to expire on JANUARY 1, 2018.**

The permit fees are based on the Illinois Department of Public Health risk category that applies to your establishment as determined by the Woodford County Health Department. The new annual food permit fees set by the Woodford County Board of Health on March 28, 2016, are as follows:

Category I (<u>H</u> igh Risk)	\$300.00
Category II (<u>M</u> edium Risk)	\$200.00
Category III (<u>L</u> ow Risk)	\$150.00

Please complete the enclosed food permit application (3 pages) and return the application, along with your renewal food permit fee, and a copy of your establishment's current menu, to our office. Completed food permit applications and fees must be received by the Woodford County Health Department at 1831 S. Main Street, Eureka, IL 61530-1707, **by no later than JANUARY 1, 2018,** or **postmarked no later than JANUARY 1, 2018,** or a **late fee of \$10.00 per day** for every day late must be paid at the time of the permit fee.

The Woodford County Board of Health on January 23, 2017, set late fees for food permit applications received after January 1, 2018, or postmarked later than January 1, 2018. The late fee policy is as follows – Late fees: Permit application and fee for operational food permit must be received by the Woodford County Health Department by no later than January 1, 2018, or postmarked by no later than January 1, 2018. A late fee of **\$10.00 per day** shall be charged for every day late. The late fee must be paid at the time of the permit fee. Seasonal establishments not in operation on date the permit application is due are not late. There will be no late fee charges made for such permits to any school, religious, voluntary or non-profit making community organizations and institutions.

For those operators who have both retail and deli operations, you will find two food permit applications enclosed. Please fill out both applications (3 pages), one for each operation. Only one permit fee will be charged for both food permits. If you are a non-for-profit organization, you are not required to pay the above annual fee; however, you must include your tax exemption number on the returned food permit application form and any supporting documentation.

If you have a public health emergency, please call 9-1-1. After normal business hours, if you have a public health non-emergency or immediate issue/concern, please call 309-467-2375 and ask for the public health administrator on call.

Repeat violations noted during unannounced routine inspections are minor violations that have been observed in at least the last two consecutive routine inspections. Since **January 1, 2014**, if your establishment incurs a repeat violation, a fee of **\$25.00 per repeat violation** will be assessed to the establishment (1 repeat violation = \$25.00; 2 repeat violations = \$50.00; etc.).

For Category I, High Risk restaurants, allergen awareness training is required by July 1, 2018. Unless otherwise provided, all certified food service sanitation managers employed by a restaurant must receive or obtain training in basic allergen awareness principles within 30 days after employment and every 3 years thereafter. Training programs must be accredited by the American National Standards Institute or another reputable accreditation agency under the ASTM International E2659-09 (Standard Practice for Certificate Programs). ServSafe Allergen Course and AllerTrain Course are ANSI accredited.

For anyone with an IL Food Service Sanitation Manager certificate, please note: As of January 1, 2018, with the IL FSSMC being eliminated, we defer to the FDA Code which requires an ANSI accredited Certified Food Protection Manager (CFPM) certification to be in compliance. So, any staff persons that renewed the “old way” before July 2014 that never took a national CFPM exam, should work towards getting one because the IL FSSMC alone will not meet the requirements of the food code come January 1st.

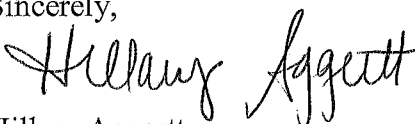
As a reminder, the Woodford County Health Department is charging a fee for any recheck inspections that are deemed necessary. Recheck inspections may be necessary and required, for example, when a facility is cited for a critical/major violation during a routine inspection that cannot be corrected during the routine inspection or if a facility receives a failing score of below 68%. The fee for a recheck inspection is ½ of the annual license fee per recheck inspection. The pass/fail score and recheck inspections will be updated with the new retail food inspection report beginning on July 1, 2018.

Please note the IL Food Service Sanitation Code has been updated and the State of Illinois has adopted the FDA Food Code 2013 as of June 29, 2016. The Woodford County Health Department will implement the FDA Food Code for conducting retail food inspections beginning July 1, 2018. For more information on the update and changes to the Food Code, please visit the FDA website at: <http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm374275.htm>

According to Section F of the *Retail Food Establishment Sanitation Ordinance*, “Any person who violates any provision of this ordinance, or any rules and regulations adopted herein shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than **\$500**. In addition thereto, such person may be enjoined from continuing such violations. Each day upon which such violations occur shall constitute a separate offense”.

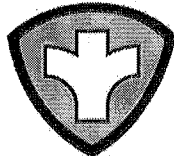
Please contact the Woodford County Health Department at (309) 467-3064 between 7:30 a.m. and 4:00 p.m., Monday through Thursday, and on Friday between 8:00 a.m. and 12:00 p.m., if you have any questions.

Sincerely,



Hillary Aggett
Administrator

Enclosures



**Woodford County
Health Department**

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1831 S. Main Street
Eureka, Illinois 61530
Phone: 309/467-3064
Fax: 309/467-5104
www.woodfordhealth.org

DEADLINE DATE: JANUARY 1, 2018

OFFICE: Rec. _____

Amt. _____

APPLICATION FOR OPERATIONAL FOOD PERMIT - 2018

COMPLETE ALL AREAS OF APPLICATION AND PLEASE BE AS SPECIFIC AS POSSIBLE WHEN ANSWERING ALL QUESTIONS. PLEASE ATTACH SHEET TO INCLUDE ADDITIONAL INFORMATION AND MENU

ALL AREAS OF THIS APPLICATION MUST BE FILLED OUT COMPLETELY TO OBTAIN AN OPERATIONAL PERMIT. PERMITS WILL NOT BE ISSUED TO THOSE WHO FAIL TO COMPLY.

Establishment Name: _____

Establishment Address: _____

Mailing Address: _____

IF DIFFERENT THAN ESTABLISHMENT ADDRESS (INCLUDE P.O. BOX, ETC.)

City: _____ State: _____ Zip Code: _____ Phone () _____

FAX () _____ E-MAIL: _____

PLEASE COMPLETE SO IMPORTANT INFORMATION CAN BE SENT QUICKLY

SOCIAL MEDIA Facebook: Yes No Twitter: Yes No other social media _____

INCLUDE COPY OF ENTIRE MENU OFFERED - INCLUDE SPECIAL OR ANNUAL EVENTS

BE SPECIFIC: If you only operate monthly, PLEASE indicate scheduled events such as chicken fries, breakfasts, and other special events – include times.

CIRCLE Days of the week OPEN M T W Th F S SUN

CIRCLE Days of the week CLOSED M T W Th F S SUN

HOURS (Example: 6:00 AM-6:00 PM - M-F) _____

NUMBER of meals served on a daily basis: _____

Do you cater ANY events (outside your facility)? _____

Approximately how many events and maximum number of people you can cater to: _____

Do you prepare, cook, serve, or sell food or drink outside your kitchen facility or off-site? Yes No
(If YES, a temporary food permit must be applied for prior to the event.)

TOTAL number of seats available in facility: _____

If you have a public health emergency, please call 9-1-1. After normal business hours, if you have a public health non-emergency or immediate issue/concern, please call 309-467-2375 and ask for the public health administrator on call.

DEADLINE DATE: JANUARY 1, 2018

(OVER)

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OWNER: Name, address, home & cell phone numbers, and e-mail addresses, of **ALL** owners (**include** name of company, corporation, partnership, sole proprietor, association, committee, president, vice-president, secretary, treasurer, other officers, shareholders, board members, registered agents, D/B/A, LLC, LLP, INC, LTD, etc.):

Manager's Name: _____

Manager's Address & Contact Phone Number: _____

Manager's e-mail address: _____

PLEASE COMPLETE ALL AREAS SO IMPORTANT INFORMATION CAN BE SENT QUICKLY

Certified Food Protection Managers – Food Employees* ANSI CERTIFICATION NUMBER EXPIRATION DATE

Certified Food Protection Managers – Food Employees*	ANSI CERTIFICATION NUMBER	EXPIRATION DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____

DO ALL OTHER FOOD EMPLOYEES HAVE FOOD HANDLER CERTIFICATION? Yes No

Type of water supply: WELL _____ CITY _____

Type of Sewage disposal: SEPTIC _____ CITY _____

Not for Profit _____ Tax EXEMPT Number _____ (NOT FOR PROFIT ONLY)

Fee Enclosed (\$300) (\$200) (\$150) COPY OF **MENU** ATTACHED _____ (REQUIRED)
Risk Category I (H)* II (M)* III (L)

PERMIT WILL NOT BE ISSUED IF APPLICATION IS NOT SIGNED AND COMPLETE

By signature below, the applicant affirms that all information provided on this application, or attached hereto, is true and accurate to the best of his/her/their knowledge, and that all principal owner(s) shall comply with all applicable rules, regulations, ordinances, codes, and laws governing or pertaining to the food service establishment. False or inaccurate information is cause for denial of this application and/or suspension of the permit. A representative of the Woodford County Health Department is authorized to enter/inspect any foodservice establishment in Woodford County at reasonable times and collect epidemiological samples and photograph and/or video documentation as deemed necessary. It is your responsibility to check the Woodford County Health Department's website at www.woodfordhealth.org as often as is necessary for all food recalls/alerts/notices.

Applicant's Printed Name Applicant's Signature Date

*Signature of Certified Food Protection Manager

*Signature of Certified Food Protection Manager

*Signature of Certified Food Protection Manager

*Signature of Certified Food Protection Manager

APPLICATION & FEE FOR OPERATIONAL FOOD PERMIT MUST BE RECEIVED BY THE WOODFORD COUNTY HEALTH DEPARTMENT NO LATER THAN **JANUARY 1, 2018**, OR POSTMARKED NO LATER THAN **JANUARY 1, 2018**, OR LATE FEES OF **\$10.00 PER DAY** MUST BE PAID AT THE TIME OF THE PERMIT FEE.

TYPE OF ESTABLISHMENT – APPLICATION FOR OPERATIONAL FOOD PERMIT

APPLICANTS MUST INDICATE WHAT TYPE OF ESTABLISHMENT FOR WHICH THEY ARE APPLYING

BAR

"Bar" means an establishment that is devoted to the serving of alcoholic beverages for consumption by guests on the premises and that derives no more than 10% of its gross revenue from the sale of food consumed on the premises. "Bar" includes, but is not limited to, taverns, nightclubs, cocktail lounges, adult entertainment facilities, and cabarets.

ENCLOSED OR PARTIALLY ENCLOSED SPORTS ARENA

"Enclosed or partially enclosed sports arena" means any sports pavilion, stadium, gymnasium, health spa, boxing arena, swimming pool, roller rink, ice rink, bowling alley, or other similar place where members of the general public assemble to engage in physical exercise or participate in athletic competitions or recreational activities or to witness sports, cultural, recreational, or other events.

GAMING FACILITY

"Gaming facility" means an establishment utilized primarily for the purposes of gaming and where gaming equipment or supplies are operated for the purposes of accruing business revenue.

HEALTHCARE FACILITY

"Healthcare facility" means an office or institution providing care or treatment of diseases, whether physical, mental, or emotional, or other medical, physiological, or psychological conditions, including, but not limited to, hospitals, rehabilitation hospitals, weight control clinics, nursing homes, homes for the aging or chronically ill, laboratories, and offices of surgeons, chiropractors, physical therapists, physicians, dentists, and all specialists within these professions. "Healthcare facility" includes all waiting rooms, hallways, private rooms, semiprivate rooms, and wards within healthcare facilities.

PRIVATE CLUB

"Private club" means a not-for-profit association that (1) has been in active and continuous existence for at least 3 years prior to the effective date of this amendatory Act of the 95th General Assembly, whether incorporated or not, (2) is the owner, lessee, or occupant of a building or portion thereof used exclusively for club purposes at all times, (3) is operated solely for a recreational, fraternal, social, patriotic, political, benevolent, or athletic purpose, but not for pecuniary gain, and (4) only sells alcoholic beverages incidental to its operation. For purposes of this definition, "private club" means an organization that is managed by a board of directors, executive committee, or similar body chosen by the members at an annual meeting, has established bylaws, a constitution, or both to govern its activities, and has been granted an exemption from the payment of federal income tax as a club under 26 U.S.C. 501.

RESTAURANT

"Restaurant" means (i) an eating establishment, including, but not limited to, coffee shops, cafeterias, sandwich stands, and private and public school cafeterias, that gives or offers for sale food to the public, guests, or employees, and (ii) a kitchen or catering facility in which food is prepared on the premises for serving elsewhere. "Restaurant" includes a bar area within the restaurant.

DAYCARE

GROCERY STORE

CONVENIENCE STORE

SCHOOL CAFETERIA

OTHER PUBLIC PLACE (PLEASE SPECIFY) _____

Applicant's Printed Name

Applicant's Signature

Date

RESTAURANTS & FOOD ESTABLISHMENTS:

Donate and get a tax deduction

WE NEED YOUR HELP TO FIGHT HUNGER!



Good Food Recovery is 'Uber' for food

Contact Denise to sign up today

309-966-3790

GITM@MTCO.COM

WWW.GOODFOODRECOVERY.ORG

Good Food Recovery would like to record and acknowledge your food donations to local organizations. Joining Good Food Recovery allows all food donations to be recorded, combined, and you can request reports for tax reporting. Your donation is added to all the other food donations to show the collective impact that the Tazewell, Woodford and Peoria counties areas are making toward feeding more while wasting less.

Benefits of joining Good Food Recovery for your business include:

Reduce Food Waste

The announcement of the food waste reduction goal by the Environmental Protective Agency in 2015, calls for a 50% reduction of all organizational and institutional food waste going to landfills by the year 2030.

Liability

The Bill Emerson Good Samaritan Food Donation Act provides a strong federal baseline of protection for food donors. It covers individuals, businesses, nonprofit organizations, the officers of businesses and nonprofit organizations, and gleaners. A donor must donate in good faith to a nonprofit organization that distributes the donated food to needy populations, and the food must meet all quality and labeling standards imposed by federal, state and local laws and regulations.

Tax Incentives

At the federal level, there are two tax deductions for food donations: a general deduction and an enhanced deduction. The enhanced deduction provides a significantly higher financial benefit, allowing businesses to deduct a value for donated food that is almost double the general deduction when the donated food meets certain eligibility criteria.

SPONSORED BY THE COMMUNITY FOUNDATION OF CENTRAL ILLINOIS, TAZEWell CO. HEALTH DEPT, WOODFORD CO. HEALTH DEPT PEORIA CITY / CO. HEALTH DEPT AND PEKIN UNITED WAY

GOOD FOOD RECOVERY IS A PROJECT OF THE GITM FOUNDATION



Smoke-free Illinois

www.smoke-free.illinois.gov

Pat Quinn, Governor

Smoke-free Illinois**General Information****Smoke-Free Illinois Act****Signage****Help to Quit Smoking****Reports****Links and Resources****Submit
Complaints** 

The Smoke-free Illinois Act prohibits smoking in virtually all public places and workplaces, including offices, theaters, museums, libraries, educational institutions, schools, commercial establishments, enclosed shopping centers and retail stores, restaurants, bars, private clubs and gaming facilities.

Illinois has taken this important step to protect its residents, workers and visitors from the harmful and hazardous effects of secondhand smoke. (Effective January 1, 2008)

Secondhand smoke is a mixture of the smoke given off by the burning end of tobacco products and the smoke exhaled from the lungs by smokers that contains a complex mixture of chemicals, many of which are known to cause cancer.

In a 2006 report by the U.S. Surgeon General, it was estimated that exposure to secondhand smoke kills at least 65,000 people a year in the United States who do not smoke, including 2,900 in Illinois. Inhaling secondhand smoke causes lung cancer and coronary heart disease in healthy nonsmoking adults and increases the risk of serious respiratory problems in children, such as a greater number and severity of asthma attacks and lower respiratory tract infections.

There is no protection afforded by separating smokers from non-smokers within the same enclosed environment, and ventilation systems and air cleaners are not effective at eliminating secondhand smoke. The only effective means of protecting people from secondhand smoke is to eliminate smoking indoors, which this law does in regards to public places.

The Smoke-free Illinois website is designed to provide a variety of informational resources. Read the information contained here to become more informed about the Smoke-free Illinois law, to access information about secondhand smoke, to seek assistance to quit smoking or to lodge a complaint about a possible violation.

535 West Jefferson Street | Springfield, Illinois 62761 | Phone 217-782-4977 | Fax 217-782-3987 | TTY 800-547-0466

Understanding the Smoke-Free Illinois Act

Since January 1, 2008, the Smoke-Free Illinois Act requires public places and places of employment must be completely smoke-free inside and within 15 feet from entrances, exits, windows that open and ventilation intakes. This includes but is not limited to:

- Public places and buildings, offices, elevators, restrooms, theaters, museums, libraries, educational institutions, schools, commercial establishments, enclosed shopping centers and retail stores, restaurants, bars, taverns and gaming facilities, bowling alleys, lobbies, reception areas, hallways, meeting rooms, waiting rooms, break rooms and other common-use areas, concert halls, auditoriums, enclosed or partially enclosed sports arenas, bowling alleys, skating rinks, convention facilities, polling places and private clubs, hospitals, health care facilities, health care clinics, child care, adult care or other similar social service care, no less than 75 percent of hotel or motel sleeping quarters rented to guests, public conveyances, government-owned vehicles and vehicles open to the public

Business owner requirements - Since January 1, 2008, business owners shall:

- NOT permit smoking at their business or within 15 feet of entrances, exits, windows that open and ventilation intakes.
- Post “No Smoking” signs at each entrance to the place of employment or public place where smoking is prohibited. “No Smoking” signs must comply with the specification in the Smoke-Free Illinois Act.
- Remove ashtrays from areas where smoking is prohibited.
- Inform employees of Smoke-Free Illinois Act requirements at your establishment.

There is no requirement for an employer to provide an outdoor shelter for smokers. As part of the workplace, private offices also must be smoke-free since smoking is prohibited throughout the workplace.

REMEMBER: Both the individual (the smoker) as well as the business or establishment can receive a citation and subsequent fine(s) for violation of this law.

- Individual Fines
 - \$100 – 1st offense
 - \$250 – 2nd and each subsequent offense
- Business Owner Fines
 - 1st: \$250
 - 2nd: \$500 (*Within one year of the first violation.*)
 - Additional: \$2,500 (*Each additional violation within one year of the first violation.*)

ANY QUESTIONS – CONTACT THE WOODFORD COUNTY HEALTH DEPARTMENT