

Feeding Site Questions for Submittal

How many meals?

Where will the food come from? (Name of licensed source)

What will the meal consist of? Ex: 1 entrée, 1 side dish, 1 bread, milk

Will the food be kept hot (135 or above) or cold (41 or below) or using time as public health control?

What time will the food get there?

What time will the food be served?

How long is the meal period?

What is done with the leftovers?

What is done with the utensils?

How many days/week?

What days of the week?

Submit plan showing foodservice equipment, restrooms, mop sink.

Submit new food establishment form.

Submit operating procedures including answers to the questions above.

Charitable Food Distributions

The Department of Food & Consumer Safety developed this category and form to register individuals or groups that are interested in providing safe food to those that are food insecure. The primary focus is food safety and prevention of foodborne illness among the population served. Requirements and considerations will vary based on the type and risk level of the food distribution. Many of the options are exempt from licensing. For distributions that would require licensing, the Marion County Public Health Department offers a reduced annual fee of \$20 for retail food establishments which serve or provide food or beverage to the indigent and needy at no charge or fee to the recipient. For additional information, please visit our [website](#).

Please fill out this application and submit to our office.

Applications will be reviewed. Exempt distributions will be given a letter of registration that their distribution is approved by the Department of Food & Consumer Safety. Distributions that require licensing may require additional steps.

Helpful Terms:

Potentially Hazardous Foods: Foods that require time and temperature control in order to prevent bacteria growth. Needs to be maintained cold or hot for safety. Ex: baked chicken, potato salad.

Shelf Stable: Foods that can be safely stored at room temperature, or "on the shelf," are called "shelf stable." These non-perishable products include jerky, canned and bottled foods, rice, pasta, flour, sugar, spices, oils and other products that do not require refrigeration until after opening.

Approved source: Approved means that the facility where the food is produced, prepared, or processed meets or exceeds the standards of the responsible regulatory agency. Food must come from a facility that is regulated and inspected, including grocery stores, restaurants or licensed kitchens. Food prepared or repackaged in a home is not approved.

Contact Information

1. Organization or Contact Name:

If the owner is a corporation, give the corporate name and the name of an officer of the corporation.

2. Owner/Representative Full Mailing Address

Owner/Representative Phone: _____

Owner/Representative Email: _____

3. Is the organization, corporation or association exempt from federal taxation under 26 USC 501 (c)?

Yes
 No

Frequency of Food Distribution

4. Is this an event (food drive, fundraiser, etc.)?

Yes
 No

5. How often will you distribute foods? _____

Food Supplies

6. Are all food supplies from inspected and approved sources?

Yes
 No

Provide a list of potential food sources:

7. Will you be offering potentially hazardous foods (see definition on page 1)?

Yes
 No

Distribution Information

8. Please check all applicable categories below that best describe your intended operation.

Check box if applicable	Food Distribution Type	Example	Registration or Permit
<input type="checkbox"/>	Pre-packaged, shelf-stable foods in their original packaging	Boxes of crackers, bagged cookies, jar of peanut butter, etc.	Exempt
<input type="checkbox"/>	Providing hot coffee, hot cocoa or bottled beverages	Using coffee or powdered ingredients to prepare hot beverages for distribution.	Exempt
<input type="checkbox"/>	Unprocessed, whole and uncut produce	Bananas, oranges, etc.	Exempt
<input type="checkbox"/>	Pre-packaged perishable foods	Pre-portioned and packaged soup from a licensed and inspected restaurant.	Exempt from additional licensure if the source is licensed and it is distributed for immediate service and consumption.
<input type="checkbox"/>	Preparation of foods: portioning, repackaging, reheating, cutting, chopping, cooking, etc.	Chopping vegetables and preparing a vegetable soup.	License at the point of preparation is required.
<input type="checkbox"/>	Receiving or holding potentially hazardous foods for later distribution	Storing foods in a freezer or refrigerator for distribution.	License required for the storage location.
<input type="checkbox"/>	Serving food beyond distribution of prepackaged foods	Ladling soup into bowls, portioning salads.	License required at point of preparation and point of distribution.

9. Describe your operation, including typical food or menu items, and preparation processes:

10. Will you be using a licensed kitchen for food preparation?

Yes

No

If yes, list here:

11. Where do you want to distribute food?

The City of Indianapolis Office of Public Health and Safety has a designated Safe Site for Charitable Donations. Visit [here](#) for more information and to register.

12. If you are not using the Safe Site for Charitable Donations, do you have permission from the distribution site property owner?

Yes

No

13. Will you be providing trash containers and trash removal?

Yes

No

Food Handling

14. How will employees/volunteers be trained in food safety?

15. Are you interested in foodborne illness prevention training through MCPHD?

Yes

No

If you need assistance or would like to set up an appointment to review this application, contact Jo Rhodes at (317) 221-2249 or jrhodes@marionhealth.org.

Printed Name of Applicant

Signature of Applicant

Date