

## NEW TEMPORARY FOOD POLICY

The Branch-Hillsdale-St. Joseph Community Health Agency recently approved a new temporary food policy that will become effective on January 1, 2019. This memo is being attached with all temporary food applications to inform our clients of the coming changes so everyone will be aware of the new policy prior to its inception. The following is a list of changes to our policy:

- Temporary food licenses that are applied for **less than 2 business days prior** to the event, will not be licensed.
- Temporary food licenses that are applied for **less than 10 calendar days but more than 2 business days** prior to the event will be assessed a late fee (\$55.00 for commercial applications and \$20.00 for non-profit applications).
- All temporary food applications submitted as non-profit facilities, must submit with the application, a copy of their 501-C (3) tax exempt status form to qualify for the non-profit license fee.
- Any temporary food operation that is not set-up and ready for inspection at the time indicated on the application, the temporary food license will not be approved for operation and the fee will not be refunded.