

MICROENTERPRISE TRAINING PROGRAM

Starting a food-focused business





SPRING 2019



TABLE OF CONTENTS

Food Safety	Regulations & Your Product	
	Where Does Your Product Fit In?	4
Food Service	e Facility License	
	Obtaining Your Food Service Facility License	8
	Menu Items	10
	Manager's Guide to Controlling FOG (Fat, Oils, Grease)	11
	Best Management Practices (Fat, Oils, Grease)	12
HACCP Plan	S	
	HACCP Plan Overview	14
	Recipe Method Template	19
	Example HACCP Plan	20
Workers Coi	mpensation & Business Registration	
	Workers Compensation	22
	Registering Your Business in Maryland	
Selling at Fa	rmers Markets & Special Events	
Ũ	Selling at Farmers Markets	26
	Selling at Special Events	28
Finances and	Access to Capital	
	Access to Capital	31
	Basic Questions to Ask Before Getting a Loan	
	Questions to Ask When Shopping for a Loan	
Supplemente	al Documents	
Sopplement	Takoma Park Silver Spring Community Kitchen Documentation Ch	ocklist
	Local Business Resources ("Let's Go on a Learning Journey")	
	Food Service Facility License Application (Montgomery County)	
	Certified Food Manager License Application (Montgomery County)	4
		71
	Maryland Workers Compensation Compliance Form Farmers Market Vendor License Application (Montgomery County	d)
	Temporary Event Vendor License Application (Montgomery Count	y)

Our Mission

The Crossroads Community Food Network Microenterprise Training Program is a communitycentered program designed to strengthen a local food system that is mutually supportive and respectful of all who prepare, grow, sell, and enjoy the food that nourishes our lives.

We strive to provide accessible and relevant information and guidance to limited resource residents who are interested in starting a food business in the DC Metro area. The program focuses on dynamic group instruction and individual one-on-one mentoring to create strong and viable small businesses. Therefore, our bilingual English and Spanish curriculum stems from a diverse collection of resources and partnerships with reputable organizations all working towards the similar mission of improving lives and strengthening communities.

We created this binder to help document and track your journey towards taking your business to the next level. While we all have our own individual starting points and objectives, the legal procedures and requirements to prepare and sell food in Maryland takes us on very similar paths.

This binder will assist with:

- Providing a roadmap to prepare and sell food in Montgomery County, MD
- Organizing all your important food related documents such as: ServSafe Certificate, Menus, HACCP Plans, Insurance Information and much more
- Preparing you to apply to the Takoma Park Silver Spring Community Kitchen

Thank you for your participation and support of this community!

Jennifer Underwood

Crossroads Community Food Network Community Kitchen Program Manager 310 Tulip Ave. Takoma Park, MD (202) 256-3329 kitchen@crossroadscommunityfoodnetwork.org

Hailey Edmondson

Crossroads Community Food Network AmeriCorps VISTA/Program Assistant 6930 Carroll Ave., Suite 426, Takoma Park, MD (858) 774-1261 hedmondson@crossroadscommunityfoodnetwork.org

Christie Balch

Crossroads Community Food Network Executive Director 6930 Carroll Ave., Suite 426, Takoma Park, MD (608) 843-0580 cbalch@crossroadscommunityfoodnetwork.org





Food Safety Regulations & Your Products

Where Does Your Food Product Fit?

Types of Food Products:

→ Potentially hazardous food products are foods that require temperature control because the food is in a form that is capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms harmful to humans.

Potentially hazardous food products can be generally thought of as products that:

- Need to be refrigerated
- Contain meat
- Contain dairy products (cheese, yogurt, etc.)

Specifically, Potentially Hazardous Foods include:

- A food of animal original that is raw or heat-treated
- A food of plant origin that is heat-treated
- Raw seed sprouts
- Cut melons
- Cut raw tomatoes
- Garlic and oil mixtures that support the growth of microorganisms that are harmful to humans
- Cut leafy greens

*It does **not** include a hard-boiled shell egg that has been air-cooled with the shell intact

- Non-hazardous food products do not require temperature control because water activity value and pH do not support infectious or toxigenic microorganisms that are harmful to humans. Non-hazardous food products fall into one of the following categories:
 - Non-nazardous food products fail into one of the foi
 - High-acid fruit jam or jelly
 - Non-potentially hazardous baked goods (i.e. does not have fillings or icing that require refrigeration)
 - Hard candy
 - Unflavored honey

If your product is in the non-hazardous food products category, your product might fall under Maryland's Cottage Food Law.

Maryland Cottage Food Law Products Include:

- A. Baked Goods:
 - Bagels
 - Cobblers
 - Pastries
 - Biscuits
 - Cookies
- CrispsRolls

Pies*

Breads

- Muffins
- B. Candies and Treats:
 - Chocolate

Fudge

- Candies
- Brittles

- C. Condiments:
 - Honey
 Fruit Butters*
 Jams and Jellies*

*For approved flavors and conditions, see packets: Licensure & Permitting; and Product Labeling & Packaging

If you have a "non-hazardous food" item that does not appear on the Maryland Cottage Food Law, **you MUST follow the same rules as a hazardous food item**. You **CANNOT** prepare this nonhazardous product in a home kitchen.

Examples of "Non-hazardous Food Products" <u>not</u> allowed to be prepared at home under Maryland's Cottage Food Law:

- Pickled products
- Tea

Pasta

• Brownies

Scones

Cakes

Doughnuts

Marshmallows

- GranolaTortillas
- Popcorn
- Coffee

If you plan to prepare and sell **ANY** food products in the following ways:

- Catering
- Online
- Through retailers (supermarkets, restaurants, etc.)
- Use of the Takoma Park Silver Spring Community Kitchen

Your must obtain a Food Service Facility License (see handout "Food Service Facility License Application") from the County Health Department where your licensed kitchen is located.

A Food Service Facility License is required for all of these sales outlets, if you plan to sell:

- Hazardous food products
- Non-hazardous food products
- Non-hazardous, non-Cottage Food Products
- Maryland Cottage Food Products

Food Service Facility License

Obtaining a Food Service Facility License

- 1. Take an accredited 16-hour Food Manager Course (ex. ServSafe)
- 2. Pass the Food Manager Exam (ex. Offered after the Food Manager Course or at the county)
- 3. Obtain Certified Food Service Manager License (requirements listed below)
 - □ Certified Food Service Manager License Application

(Handout & CFMA Fact Sheet)

- □ Show certificate showing successful completion and passing of exam
- Photo ID
- **\$**50
- 4. Write a menu
- 5. Write the necessary HACCP Plan(s) for your menu (you can also hire an expert to write your HACCP plan)
- 6. Draw workstation and equipment needed in the kitchen
- 7. Have Worker's Compensation Insurance or Certificate of Compliance
 - Register your business
 - □ Certificate of Compliance
- 8. Apply for your Food Service Facility License

Copies of application forms for Montgomery County Food Service Facility License, Food Manager's License, and Maryland Workers Compensation can be found in the **Supplemental Materials section.**

Step by Step: Obtaining a Food Service Facility License

1. Take an accredited 16-hour Food Manager Course (ex. ServSafe)

Exam Date:

2. Pass the Food Manager Exam (ex. Offered after the Food Manager Course or at the county)

Exam Date:

Expiration Date:

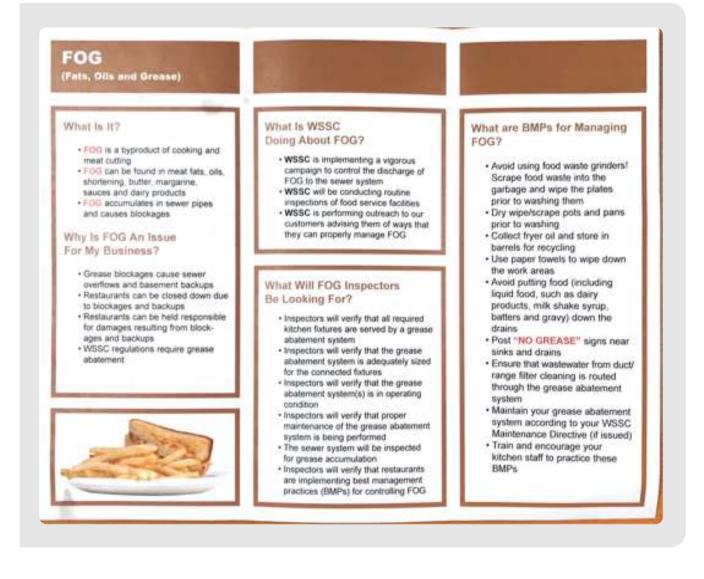
- 3. Obtain Certified Food Service Manager License (requirements listed below) Need to Bring:
 - Certified Food Service Manager License Application (Handout & CFMA Fact Sheet)
 - □ Show certificate showing successful completion and passing of exam
 - Photo ID
 - □ \$50 (Check or Money Order to Montgomery County, or Visa or Mastercard)
- 4. Write a menu
- 5. Write the necessary HACCP Plan(s) for your menu (you can also hire an expert to write your HACCP plan)
- 6. Draw workstation and equipment needed in the kitchen
- 7. Have Worker's Compensation Insurance or Certificate of Compliance
 - Register your business
 - □ Certificate of Compliance
- 8. Apply for your Food Service Facility License

Menu Items:

Name	Description	Ingredients	Equipment Needed
Example: Peanut Butter and Jelly	A sliced bread sandwich where the bread is toasted and the inside is filled with local grape jelly and peanut butter	 Whole wheat bread Grape jelly Chunky peanut butter 	• Knife • Toaster

Manager's Guide to Controlling FOG (Fat, Oils, Grease)

Washington Suburban Sanitary Commission (www.wsscwater.com)



Best Management Practices (BMP's)

- (1) Do not pour, scrape, or otherwise dispose of fats, oils, and grease into sinks or drains.
- (2) Scrape pots and pans prior to washing them.
- (3) Collect fryer oil and store in barrels for recycling.
- (4) Dump mop water only to drains connected to your grease abatement system.
- (5) Use absorbents to soak up spills containing fats, oils, and grease.
- (6) Do not put food (including liquid food) including milk shake syrups, batters, and gravy down the drain.
- (7) Use strainers on sinks and floor drains to prevent solid material from entering the sewer.
- (8) Post "NO GREASE" signs near sinks and drains.
- (9) Empty the collection pan on automatic grease recovery devices <u>before</u> it becomes full.
- (10) Provide employees with the proper equipment for cleaning your grease trap or grease recovery device.
- (11) Direct wastewater generated from duct/range filter cleaning through the grease abatement system.
- (12) Train all kitchen staff in best management practices for grease disposal and the impacts of grease accumulation in the sewer.
- (13) Provide regular refresher training/discussion for proper disposal of fats, oils, and grease for all employees.
- (14) Inspect grease abatement devices/interceptors after pumping to ensure adequate cleaning.

HACCP Plans

HACCP Plan

A Hazard Analysis Critical Control Point (HACCP) Plan is a management plan to identify hazardous points in your production process and addressing in detail how you will prevent foodborne illness:

7 Steps of Developing and Maintaining a HACCP Plan:

- 1. Assessing or Analyzing hazards:
 - Ex. Raw meats that are cooked and served are a potential hazard because undercooking them can mean unsafe food.
- 2. Establishing Critical Control Points:
 - Ex: Hamburger must be thoroughly cooked.
- 3. Establishing <u>Critical Limits</u> for each Critical Control Point:
 - Ex: Hamburger will be cooked to no less than +155 degrees F for 15 seconds
- 4. Establishing Critical Control Point Monitoring Requirements:
 - Ex: The temperature of the hamburger patties will be checked using a metal stem thermometer inserted into the middle to see if the temperature of at least +155 degrees F for 15 seconds is achieved.
- 5. Establishing <u>Corrective Actions</u> when critical limits are not met:
 - Ex: If the temperature is not +155 degrees F for 15 seconds in the center of the burger, the employee continues to cook until it reaches that temperature.
- 6. Establishing <u>Record Keeping</u> procedures:
 - Ex: The use of a temperature log for record keeping.
- 7. Establishing procedures for **<u>Verifying</u>** that the HACCP system is working:
 - Ex: The kitchen manager will review the calibration of equipment, records, and logs once a week.

The required information for each CCP are as follows. This information will be copied directly onto your HACCP Plan.

COOKING:

CCP and Critical Limits:	Monitoring:	Corrective Action:
 Foods are cooked to temperature below for specified time: Shells eggs cooked for immediate service, fish, meat, and all other potentially hazardous food not specified below cooked to 145°F for 15 seconds. Shell eggs cooked other than for immediate service, ground fish and meats, commercially raised game animals, and injected meats cooked to 155°F for 15 seconds. Whole roasts (for rare roast beef) cooked to 130°F for at least 112 minutes. Poultry; stuffed meat, stuffed pasta or poultry cooked to 165°F for 15 seconds. Fruits, vegetables, and commercially processed food (tofu and noodles) for hot holding cooked to at least 135°F. Undercooked seared beef steak cooked to 145°F for 15 seconds, must have a "cooked" color change on surface, and regulatory approval of process used. 	Internal product temperature of food is taken at completion of cooking time using thermocouple with a metal probe.	If food has not reached required temperature for the specified time, continue cooking. Recheck temperature after additional cooking to make sure standard is reached.

COOLING:

CCP and Critical Limits:	Monitoring:	Corrective Action:
Foods are cooled from 135°F to 70°F within 2 hours, and from 70°F to 41°F within an additional 4 hours.	Internal product temperature of food is taken at 1.5 and 6 hours with a metal stem thermometer.	If food has not reach 70° within 2 hours, you must immediately reheat to 165°F and begin the cooling process again. If food is not ≤70°F at 1.5 hours, food will be iced, stirred, or broken into smaller containers. Food that has not reached 41°F within 6 hours will be discarded.

REHEAT:

CCP and Critical Limits:	Monitoring:	Corrective Action:
The goal of reheating is to move food as quickly as possible through the Temperature Danger Zone. Food must be cooked to a minimum of at least 165°F for 15 seconds within 2 hours.	Record the temperature when taking the food out of cold or hot holding. Take the temperature in increments as frequent as you would like over 2 hours. Once the temperature can hold at 165°F for at least 15 seconds, the food can be served.	 If food takes longer than 2 hours to reheat, it must be discarded. Notes: Use steam to reheat rather than dry heat Never use hot-holding equipment to reheat food

COLD HOLD:

CCP and Critical Limits:	Monitoring:	Corrective Action:
After foods are cooled to 70°F, they can be held in the refrigerator for storage for (unit of time)	Check temperatures in cold holding a minimum of every 4 hours with a calibrated, clean, and sanitized thermometer.	If you record temperatures above 41°Fin the temperature danger zone
After foods are cooled to 41°F, they can be held in the freezer for storage for (unit of time)		Discard the food if it cannot be determined how long the food temperature was above 41°F.

HOT HOLD:

CCP and Critical Limits:	Monitoring:	Corrective Action:
After foods are cooked to the proper internal cook temperature, hot food can be stored at 135°F.	Check temperatures in hot holding a minimum of every 4 hours with a calibrated, clean and sanitized thermometer.	If you record temperatures below 135°F—in temperature danger zone— <i>the item must</i> <i>be reheated to 165°F or</i> <i>discarded.</i>

Incorporate each CCP and the monitoring corrective actions, and equipment used, directly into the recipe or preparation instructions:

With this method, you have a HACCP Plan for each menu item, rather than a HACCP Plan for each CCP. When you list the step where the food item passes through a CCP you must identify the limits (the temperature is must reach), how you will monitor the food (how you will verify that it reaches the minimum temperature), the corrective action (what you will do if it doesn't), and verification (how you will ensure that the system is working).

SEE Handout "Model HACCP Plan—Example #3 (Recipe Method)

Recipe Method Template

Ingredients	Procedure	CCP & Critical Limits	Monitoring Procedure	Corrective Action	Verification Procedure

Alternatively, some restaurants and large catering operations write their HACCP Plans according to the CCP method, rather than Recipe Method.

Please refer to the sample CCP method Plans for Cooling and Cooking, provided by Maryland Department of Health and Mental Hygiene.

Model HACCP Plan - Example #1 (continue, shown for "Cooking" step)

CCP: <u>COOKING</u>

CCP and Critical Limits: Foods are cooked to temperature below for specified time:

Shell eggs cooked for immediate service, fish, meat, and all other potentially hazardous food not specified below cooked to 145°F for 15 seconds.

Shell eggs cooked other than for innucliate service, ground fish and meats, commercially raised game animals, and injected meats cooked to 155°F for 15 seconds.

Whole roasts (for rare roast beel) cooked to 130°F and held for at least 112 minutes.

Poultry: stuffed meat, stuffed pasta or poultry; or stuffing containing fish meat, or poultry cooked to 165°F for 15 seconds.

Raw animal foods cooked to 165°F and held for 2 minutes, when using microwave oven for cooking.

Fruits, vogetables, and commercially processed food for hot holding cooked to at least 135°F.

Undercooked seared beelsteak cooked to 145° F for 15 seconds, must have a "cooked" color change on surface, and regulatory approval of process used.

Monitoring:

Internal product temperature of food is taken at completion of cooking time using a thermocouple with a metal probe.

Corrective Actions:

If food has not reached required temperature for the specified time, continue cooking. Recheck temperature after additional cooking to make sure standard is reached.

Verification:

Review cooking temperature logs. (Note: An alternaic method would be for the supervisor to visually observe that temperatures are taken at the proper times and, not satisfactory, food is returned to the cooking equipment until the required time and temperature standards are met.)

Equipment: Oven, Range

Menu items using this CCP:

Fried chicken (cook, hot hold, cool, prepare for salad, cold hold, serve)

Macaroni and Cheese (cook, hot hold, cool, reheat, hot hold, serve or discard)

Mashed Polatoes (cook, hot hold, cool, reheat, hot hold, serve or discard)

Rice (cook, hot hold, cool, reheat, hot hold, serve or discard)

410-767-8400 • Fox 410-333-8931 Toll Free 1-877-4MD-DHMH • TYY for Disabled - Maryland Relay Service 1-800-735-2258 *Web Site:* www.dhmh.state.md.us

Workers' Compensation & Business Registration

Worker's Compensation Insurance or Certificate of Compliance

A Certificate of Compliance is obtained *after* the business is registered.

A. How to Register Your Business in Maryland:

- 1. Choose your business structure: Sole Proprietorship or LLC
 - **Sole Proprietorship**: This is the simplest form for business ownership and it involves only one person. In fact, the business and the person are essentially the same.
 - Limited Liability Corporation (LLC): A popular form of business ownership. It's a partnership where two or more people start a business.
 - To incorporate as an LLC costs \$100
 - An LLC is required to pay an annual fee of \$300. This fee is paid annually for the privilege of maintaining the legal entity's existence in the State of Maryland and is due and payable with the filing of the personal property return.
 - Non-stock corporations, sole proprietorships, and general partnerships are *not* required to pay this fee.
- 2. Select and register your business name and entity (**this step is optional for an LLC*)
 - If you are a Sole Proprietor and you want to use your name as the business name, you will apply for a business license (also called a Trade Name License)
 - If you are a Sole Proprietor and you do <u>not</u> want to use your name as the business name, but instead you want to call your business something other than your name, like "Mountain Fresh Fish," then you need a fictitious name permit.
 - The cost to register a trade name for a Sole Proprietor is \$25
- 3. Obtain a Tax ID number
 - The Tax ID number is actually called a "Federal EIN" (Federal Employer Identification Number)
 - The IRS expects you to register your business with Maryland <u>before</u> applying for the FEIN number
 - The IRS has enhanced the speed of this process so that you can obtain a FEIN in a matter of minutes via:
 - Telephone at 1-800-829-4933 (from 7:00am until 10:00 pm)
 - IRS Website: www.irs.gov/Business/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN

How to Register Your Business in Maryland (Cont.)

You can register your business through mailing in the application, filling out the application at the State Office, or applying online.

Things to keep in mind:

- If you mail in your application, it takes about 6-8 weeks to process
- If you request expedited services it takes 7-10 business days and costs an extra \$50
- If you go in person, you receive your license the same day and it is an extra \$50 (because this is considered expedited)
- If you apply online, there is a 3% application fee

Online: https://egov.Maryland.gov/easy

-There is a 3% service charge when filing online -Helpful Hint: Follow the demo before submitting your application to see how much it will cost and what information you should have on hand. → https://egov.Maryland.gov/preview/mdi/easy/demo/index.html

In Person:

State Department of Assessments and Taxation Corporate Chart Division 301 West Preston Street, 8th Floor Baltimore, MD 21201 Telephone: (410) 767-1340

Through the Mail:

-Fill out the appropriate application -Mail back to: Charter Division Department of Assessment and Taxation 301 W. Preston Street, Room 801 Baltimore, Maryland 21201

Through the Mail:

Checks, money order, or credit card accepted. Attach a separate cover sheet with: return mailing address, telephone number, fax number, Mastercard or Visa information, cardholder's signature, and credit card expiration date with the application and fax to 410-333-7097.

Once you register your business, you are then eligible to fill out your **Certificate of Compliance form.**

For more information on the Certificate of Compliance, you can visit Maryland Workers' Compensation Commission website: http://www.wcc.state.md.us/gen_info/ICR.html#Forms

Selling at Farmers Markets & Special Events

Selling at Farmers Markets

If you plan to prepare and sell food products at a **farmer's market**, your business must obtain a **Farmers Market License** from the County Health Department where the farmers market is located.

Please note:

You must obtain the Farmers Market License from the County Health Department where the farmers market is located.

All **potentially hazardous** and **non-hazardous, non-Cottage Food** products <u>MUST</u> be prepared in a License Food Establishment. The name and license number of the Food Establishment is required on your **Farmers Market License**.

• You must hold a Food Service Facility License for the licensed establishment where you prepare the product

OR

 You must have a letter from the Kitchen Manager with the name and license number of the Food Establishment that verifies you used a licensed kitchen to prepare your product.

If your product falls under Maryland's Cottage Food Law, you are permitted to make your food at home.

Licenses are not transferrable to other markets. You need a separate license for every market, even if you are participating in multiple markets in the same county.

For example, if you sell at 4 farmers markets in Montgomery County, you need to submit 4 separate farmers market applications.

When you submit the correct forms and payment to the Health Department, they issue you a receipt. You **MUST** bring this receipt with you to the Farmers Market. Only once an inspector comes to approve your operation **AT MARKET**, will you receive your license.

Farmers Market Tracker

Vendor Application submitted to:

Name	Year/Season

Approved to participate in:

Year/Season	County
	Year/Season

Summary of Farmers Market Licenses from:

Montgomery County

Prince George's County

Selling at Temporary Events, Fairs, and Community Celebrations

If you plan to prepare and sell food products at a **temporary events, fairs,** or **community celebrations**, your business must obtain a **Temporary Food Service License** from the County Health Department where the event is being held.

Please note:

You must obtain the **Temporary Food Service License** from the County Health Department <u>where the event is being held.</u>

All **potentially hazardous** and **non-hazardous**, **non-Cottage Food** products <u>MUST</u> be prepared in a License Food Establishment. The name and license number of the Food Establishment is required on your **Temporary Food Service License**.

• You must hold a Food Service Facility License for the licensed establishment where you prepare the product

OR

 You must have a letter from the Kitchen Manager with the name and license number of the Food Establishment that verifies you used a licensed kitchen to prepare your product.

If your product falls under Maryland's Cottage Food Law, you are permitted to make your food at home.

If you are selling food at two different festivals on the same day <u>OR</u> if the festivals are at two separate locations on the same day, you will need <u>separate</u> **Temporary Food Service Licenses** for each event.

When you submit the correct forms and payment to the Health Department, they issue you a receipt. You **MUST** bring this receipt with you to the Temporary Event. Only once an inspector comes to approve your operation **THE DAY OF THE EVENT**, will you receive your license.

Insurance

General Liability Insurance is required by the Takoma Park Silver Spring Community Kitchen and most farmers markets. Special events may also require you to add them to your insurance for the duration of the event.

Insured through:

Type of Policy:

Is Crossroads Community Food Network listed as an additionally ensured entity? (Yes/No)

Is Takoma Park Presbyterian Church listed as an additionally insured entity? (Yes/No)

Other additionally insured entities (i.e. farmers markets, special events, etc.)

Tip: Shop around to ask for quotes and see which company works best for you. Ask other similar businesses which insurance they use for some suggestions.

Finances & Access to Capital

Access to Capital

Sometimes a traditional bank loan is not always the right option at the start of your business as you are looking to establish credit. There are many small lending agencies in the are that are flexible with loan amounts and previous credit history.

- A. Where to seek capital for start-up enterprises
 - Life Asset | <u>http://www.lifeasset.org</u>
 - ECDC—Enterprise Development Group
 - Latino Economic Development Center
 - Maryland SBA (Small Business Association)
- B. Crowdsourcing
 - Kiva Zip <u>https://www.kiva.org/borrow</u>
 - PieShell | <u>https://www.pieshell.com</u>
- C. Local Options
 - Takoma Notes | <u>http://www.mainstreettakoma.org/invest/takoma-notes/</u>
 - Localvesting | <u>https://tpsslocalvesting.org</u>

Basic Questions to Ask Yourself Before Taking Out a Loan

- 1. Do I need to take out a loan?
 - a. Are there places to cut spending somewhere else to free up money for this need?
 - b. Does the survival of my business depend on this money?
 - c. How urgent is this need?
 (ex. I need insurance to get my permit vs. I want a larger stove)
 - d. What expenses will this loan cover? (ex. Upfront costs for permits? Upfront costs for insurance? New equipment? Marketing materials?)
- 2. How will this money help me grow my business?
- 3. Would I qualify for a loan?
 - a. What is my credit score?
 - b. Do I have outstanding debt?
 - c. Do I have any assets to put as collateral? Am I willing to lose those assets if my business fails?
- 4. Is the financial institution trusted?
 - a. Do I have friends or family who have used this group?
 - b. What is their reputation around town?
- 5. How will I repay the loan and still have a profit to support my business?
 - a. How much do I need to sell to repay the loan?
 - b. Realistically, how long will it take to repay the loan?
 - c. What are your average weekly sales? Monthly?
- 6. Is my business worth the loan?
 - a. Do I have a business plan?
 - b. Is my business ready?
 - c. Is my business making money? Losing money?
 - d. Does my business face a lot of competition?
 - e. Do I have a strong customer base to sell to?
 - f. Do I see myself working with the business for the amount of time it will take to repay the loan?
- 7. If my business fails, can I still repay the loan?

Sample Questions to Ask When Browsing for a Loan

- 1. What are the conditions of the loan?
- 2. Is there a loan minimum? Maximum?
- 3. How much time do I have to repay the loan?
- 4. Do I repay the loan all at once or on a monthly basis?
- 5. What are my options/penalties if I can't repay the loan in full?
- 6. What are my options/penalties if I can't make my monthly payments?
- 7. How much is the interest rate?
- 8. Are there fees in addition to interest rates?
- 9. Is there an activation/obligation fee?
- 10. Are there restrictions on what I can spend the money on?
- 11. Do I need to pay taxes on the loan?
 - a. Is it a fixed interest rate? Or adjusted interest rate?
- 12. Where can I make my payments? Online? In person?
- 13. What support will the lending agency give me?
- 14. If I die, who is responsible for repaying the loan?

Supplemental Materials





TPSS Community Kitchen Applicant's DOCUMENTATION CHECKLIST

Name:		Business:	
I have (Ye	es/No)	Date Issued	Date Expires
	Crossroads MTP Certificate		N/A
	Food Safety Certificate (valid last 3	years)	
	"Certified Food Service Manager Ca issued by Montgomery County Heal HACCP Plan (valid 5 years & update	th Department (valid	•
	Allergen Training Certificate (valid	5 yrs)	
https://w	ww.montgomerycountymd.gov/hhs-sp@	ecial/LandRLicenseFo	odService.html
ServSafe h	ttps://www.servsafe.com/allergens AND Alle	erTrain http://allertrain.c	om/
SUBMIT E	Business Information		
	Business Plan		Update as needed
	Business Partners & Employee Cont	tacts	Update as needed
Business	Licensing Approval documents		
	Business License or Proof of Incorp	oration	
	https://egov.maryland.gov/busines	ssexpress	
	OR from state where your business	is registered (i.e DC /	VA)
	Some jurisdictions require a Busine	ess License renewal!	
	EIN Number or FEIN		N/A
	http://dat.maryland.gov/businesse	s/Pages/Tax-ID-Num	<u>bers-or-FEIN.aspx</u>
	Proof of Liability Insurance \$1,000	,000	
Сог	npbell Risk Management (800) 730-747 nmercial Insurance Management, Trace te Farm (301) 654-7373 Josh Rothman <u>h</u>	ey Millings (410) 799-	2142

FLIP Program <u>https://www.fliprogram.com/</u> (844) 520-6992

Or from any Insurance Company you have selected..

Worker's Comp/Compliance/Exemption _____

Update as needed

http://www.wcc.state.md.us/gen_info/ICR.html#Forms

OR from state where your business is registered (i.e. DC / VA)

Needs to be updated as needed. For example, if you hire employees.

After you submit all the above documentation, you will receive a signed Letter of Acceptance to the TPSSCK.

This letter must be included with your Food Service Facility License application to the Montgomery County Health Department

https://www.montgomerycountymd.gov/hhs-special/LandRLicenseFoodService.html#Ap

<u>plication</u>

Food Service Facility License ______ renew December 2018

issued by Montgomery County Health Dept

(Renewal required December of 2018, regardless of the month issued)

Instructions on how to submit your business documents:

Step 1: Go to app.thefoodcorridor.com to Sign-Up

This platform has 3 big benefits:

- 1. Easier kitchen scheduling and a one-stop-shop account monitoring -from your phone, tablet, or computer
- 2. Easier payments, tracking, and reporting of all your kitchen related expenses
- 3. We spend less time in the office and more time in the kitchen helping you
- Step 2: Click here to learn more!

Step 3: Watch this video tutorial to support you: Onboarding Tutorial

Step 4: Click here for detailed instructions! To upload all your documents!

Step 5: Click <u>Onboarding a Food Company Account</u> and <u>The Food Corridor FAQs</u> to learn more about how to use the Food Corridor!

Congratulations on pursuing your food business dream and having an entrepreneurial spirit! We are here to support you on this journey!

Please contact Jennifer Underwood at <u>kitchen@crossroadscommunityfoodnetwork.org</u> for any help with this process and any specific questions.





Let's Go On a Learning Journey

Food Business Resources

Certifications

ServSafe Training - Find a Class / Instructor / Guidelines

- ServSafe https://www.servsafe.com/ServSafe-Manager
- Bilingual Hospitality Training Solutions <u>http://bilingualhospitality.com/</u>
- Montgomery College <u>http://cms.montgomerycollege.edu/wdce/bits/foodsafety.html</u>
- Maryland Restaurant Association <u>https://www.marylandrestaurants.com/servsafe.html</u>
- Carlos Rosario https://www.carlosrosario.org/courses/
- Restaurant Association Metropolitan Washington http://ramw.org/training-ramw-0
- Montgomery County Health Department <u>https://www.montgomerycountymd.gov/hhs-special/LandRLicenseFoodService.html#foodsvcmgr</u>
- PG County <u>https://www.princegeorgescountymd.gov/1976/Food-Service-Manager-Certification</u>

Allergen Training

- AllerTrain MenuTrinfo LLC <u>https://allertrain.com/</u>
- ServSafe Allergens <u>https://www.servsafe.com/allergens</u>
- Training/StateFoodSafety.com <u>https://www.statefoodsafety.com/food-allergens</u>
- Tap Series <u>https://tapseries.com/</u>

Better Process Control School - processing low-acid or acidified foods (i.e. canning, pickling)

- University of Tennessee
 <u>https://ag.tennessee.edu/foodscience/Pages/Better-Process-Control-School.aspx</u>
- Virginia Cooperative Extension <u>https://ext.vt.edu/food-health/home-food-preservation.html</u>
- Cornell Food Venture Center
 <u>https://cfvc.foodscience.cals.cornell.edu/acid-and-acidified-foods</u>
- NCSU <u>https://fbns.ncsu.edu/extension_program/food_product_testing.html</u>

Entrepreneur Programs and Workshops

Crossroads Community Food Network

https://www.crossroadscommunityfoodnetwork.org/what-we-do/microenterprise-training-program/

Empowered Women International EWI http://ewint.org/

Carlos Rosario Small Business Program

https://www.carlosrosario.org/courses/class-listings/small-business-entrepreneurship-program/

School of Food SOF http://biztraining.schooloffood.org/

Latin Economic Development Center LEDC http://www.ledcmetro.org/our-programs

Street Entrepreneurs https://www.streetentrepreneurs.org/programs---services

Dreaming Out Loud http://dreamingoutloud.org/micro-enterprise-and-entrepreneurship/

Food for Profit https://extension.umd.edu/event-series/food-profit

Start Your Own Business Resources

- SBA (Small Business Administration) https://www.sba.gov/business-guide/
- Montgomery County Business Portal
 <u>https://www.montgomerycountymd.gov/Biz-Resources/manage-your-business.html</u>
- Small Food Biz https://www.smallfoodbiz.com/
- Cureate <u>http://www.cureate.co/</u>
- Food for Profit: Business Planning (Penn State Extension) https://extension.psu.edu/business-planning
- Business Plan Template for Established Businesses (SCORE)

https://www.score.org/resource/business-plan-template-established-business

- Cottage Food Laws
 - Forrager <u>http://forrager.com/laws/</u>
 - University of Maryland Extension <u>https://extension.umd.edu/mredc/specialty-modules/cottage-food-business-law-md</u>
- Food Startups Podcast http://www.foodstartupspodcast.com
- The Food Corridor (resources) <u>www.thefoodcorridor.com/resources/</u>

Montgomery County Department of Health and Human Services Licensure and Regulatory Services 255 Rockville Pike, 1 st Floor, Suite 100, Rockville, Maryland 20850 Phone: 240-777-3986 Fax: 240-777-3088 www.montgomerycountymd.gov/licensure FOOD SERVICE FACILITY LICENSE APPLICATION (LICENSES ARE NOT TRANSFERABLE FROM LOCATION TO LOCATION OR PERSON TO PERSON)					
□ New □ Renewal	Change of Owner Name Change				
Name of Facility:					
		Federal Tax ID:			
	RED):				
	erent):				
	re Footage (if no seats):				
Owner/Corporation Name	e:	Telephone No.:			
Address of Owner/Corpo	ration:				
Former Name of Facility	(if applicable):W	orking Hours and Days Open for Business:			
	or well water testing and septic inspection.	Public □ On-Site/Septic System □ Contact DPS/Well & Septic Section at 240-777-6300)			
Check here \Box if Sole pro apply for a Certificate of if a Certificate of Compli If you do not have Worke	prietor. The business is a sole proprietorsh Compliance from the Worker's Compensa ance is on file in our office.	Policy/Binder No.:			
Emergency Contact Na	EMERGENCY CONT	TACT INFORMATION			
Telephone Number:	(NOT the facility)	lity telephone number) Fax Number:			
		t be notified when the emergency contact information changes.			
	bove information is accurate and complete	:			
Credit card payments fax	order □ Visa □ MasterCard CA to: 240-777-4531 (confidential fax line). e:	ASH IS NOT ACCEPTED Amount: \$			
Credit Card No:		Exp. Date: 3 Digit Security Code:			
0 10	ted total amount according to card issu				
Cardholder's Signature:					
Submit completed applica "Montgomery County, M		op of the application. Checks or money orders are payable to			
Receipt No:	OFFICE US Amount Paid:				
Check No:/Money Orde	er: Expires:	Staff Initials:			

FEE SCHEDULE

Type of License	Fee
(A) Low Priority (Facilities that serve commercially packaged potentially hazardous foods direct to the consumer; or non-potentially hazardous food that is cut, assembled, or packaged on the premises, such as candy, popcorn, and baked goods; or hand dipped ice cream)	* 0000 M
(B) Moderate Priority (Facilities that serve potentially hazardous food that is prepared requiring food to pass through the temperature danger zone, 41°F to 135°F, one time before service, such as cooking, hot holding, and then serving; or facilities that cut, assemble, or package on the premises, such as meats)	\$375.00
(C) High Priority (Facilities that serve potentially hazardous food that is prepared a day or more advance of service; or using food preparation methods that require the food to pass through temperature danger zone, 41°F to 135°F, two or more times before service, such as cookin cooling, and then reheating)	the
(D) Non-Profit Charitable Organization:	\$100.00
(E) Facility (Facilities other than Non-Profit Charitable Organizations that are also licensed as Private Schools, Hospitals, or Care Homes)	\$130.00
(F) Mobile Facilities, Event Series, or Seasonal or Pool Snack Bars operating for more than 14 days but less than 90 days with operating dates printed on the license:	\$175.00

Licensure al 255 Rockville Pike, 1 st Flo Pho	rtment of Health and Human Services nd Regulatory Services or, Suite 100, Rockville, Maryland 20850 one: 240-777-3986 merycountymd.gov/licensure
CERTIFIED FOOD SERVIC	E MANAGER LICENSE APPLICATION
(Applications must be p	presented in person by the applicant)
	TODAY'S DATE:
NEW RENEWAL TRANSFER FROM AN APP	ROVED JURISDICTION**
Name of Applicant:	
Home Address of Applicant:	
City, State, Zip Code:	·····
Cell Phone or Home Telephone No.:	
<u>New or Renewal:</u>	
Name of Organization Issuing Certificate:	Exam Date:
Transferring Certified Food Manager's card from an app	proved jurisdiction:**
Issued By:	Card Expiration Date:
may result in revocation of my Montgomery County Certified	-
Signature of Applicant: Printed Name of Above Signatory:	
Payment Method: MasterCard, Visa, Check or Money Ord CASH IS NOT ACCEPTED. Fee: \$50-new, renewal, or transfer card	
OFFICE	USE ONLY
Receipt No.:	Date Issued: Staff Initials:
Amount Paid: \$	Date Expires:
Check/Money Order No./Visa/MC:	ID No.:

censing	WORKERS' COMPENSATION COMMISSION
Agency Stamp	APPLICATION FOR CERTIFICATE OF COMPLIANCE
equired	
	NS: Please review the instructions on page 2 completely prior to completing this application. Complete in Adobe or print legibly.
Name of Bus	
	dress (P.O. Box is not acceptable):
City	State Zip Code
	ess:
City	State Zip Code
Tele	phone: Federal Employer Identification Number or Social Security Number(s)
Name of Ow	ner(s) or Member(s):
affirm under	of Authorized Representative), (Title/Company Position) (Title/Company
affirm under	of Authorized Representative) (Title/Company Position) the penalties of perjury that workers' compensation is not required pursuant to Labor and
affirm under Employment	(Title/Company Position) the penalties of perjury that workers' compensation is not required pursuant to Labor and Article: (Select the appropriate reason with a check in the adjacent box. Do not modify or qualify the stated reason. §9-206(b)(1) (Close Corporation)
affirm under Employment a.	(Title/Company Position) (Title/Company Position) (Title/Company Position) the penalties of perjury that workers' compensation is not required pursuant to Labor and Article: (Select the appropriate reason with a check in the adjacent box. Do not modify or qualify the stated reason.
affirm under Employment a.	(Title/Company Position) (Title/Company Position) the penalties of perjury that workers' compensation is not required pursuant to Labor and Article: (Select the appropriate reason with a check in the adjacent box. Do not modify or qualify the stated reason. (\$9-206(b)(1) (Close Corporation) (— Attach Exclusion Form IC-16 (\$9-206(b)(2) (General Corporation) (— Attach Exclusion Form IC-16 (\$9-206(b)(3) (Farm Corporation)) (Farm Corporation) (Title/Company Position) (Title/Company Position) (Title/Company Position) (Select the appropriate reason with a check in the adjacent box. Do not modify or qualify the stated reason.
affirm under Employment a b c	of Authorized Representative) (Title/Company Position) the penalties of perjury that workers' compensation is not required pursuant to Labor and Article: (Select the appropriate reason with a check in the adjacent box. Do not modify or qualify the stated reason. \$9-206(b)(1) (Close Corporation) — Attach Exclusion Form IC-16 \$9-206(b)(2) (General Corporation) — Attach Exclusion Form IC-16 \$9-206(b)(3) (Farm Corporation) — Attach Exclusion Form IC-16 \$9-206(b)(4) (Professional Corporation)
affirm under Employment a b c	of Authorized Representative) (Title/Company Position) the penalities of perjury that workers' compensation is not required pursuant to Labor and Article: (Select the appropriate reason with a check in the adjacent box. Do not modify or qualify the stated reason. \$9-206(b)(1) (Close Corporation) — Attach Exclusion Form IC-16 \$9-206(b)(2) (General Corporation) — Attach Exclusion Form IC-16 \$9-206(b)(3) (Farm Corporation) — Attach Exclusion Form IC-16 \$9-206(b)(4) (Professional Corporation) — Attach Exclusion Form IC-16 \$9-206(b)(4) (Professional Corporation) — Attach Exclusion Form IC-16 \$9-206(b)(5) (Limited Liability Company)
affirm under Employment a b c d	of Authonized Representative) (Title/Company Position) the penalties of perjury that workers' compensation is not required pursuant to Labor and Article: (Select the appropriate reason with a check in the adjacent box. Do not modify or qualify the stated reason. §9-206(b)(1) (Close Corporation) — Attach Exclusion Form IC-16 §9-206(b)(2) (General Corporation) — Attach Exclusion Form IC-16 §9-206(b)(3) (Farm Corporation) — Attach Exclusion Form IC-16 §9-206(b)(4) (Professional Corporation) — Attach Exclusion Form IC-16 §9-206(b)(5) (Limited Liability Company) — Attach Exclusion Form IC-16
affirm under Employment a b c d Signature	of Authorized Representative) (Title/Company Position) the penalties of perjury that workers' compensation is not required pursuant to Labor and Article: (Select the appropriate reason with a check in the adjacent box. Do not modify or qualify the stated reason. \$9-206(b)(1) (Close Corporation) — Attach Exclusion Form IC-16 \$9-206(b)(2) (General Corporation) — Attach Exclusion Form IC-16 \$9-206(b)(3) (Farm Corporation) — Attach Exclusion Form IC-16 \$9-206(b)(4) (Professional Corporation) — Attach Exclusion Form IC-16 \$9-206(b)(5) (Limited Liability Company) — Attach Exclusion Form IC-16 \$9-206(b)(5) (Limited Liability Company) — Date
affirm under Employment a b c d Signature The applicat Authorized S	of Authorized Representative) (Title/Company Position) the penalities of perjury that workers' compensation is not required pursuant to Labor and Article: (Select the appropriate reason with a check in the adjacent box. Do not modify or qualify the stated reason \$9-206(b)(1) (Close Corporation) - Attach Exclusion Form IC-16 \$9-206(b)(2) (General Corporation) - Attach Exclusion Form IC-16 \$9-206(b)(3) (Farm Corporation) - Attach Exclusion Form IC-16 \$9-206(b)(4) (Professional Corporation) - Attach Exclusion Form IC-16 \$9-206(b)(5) (Limited Liability Company) - Attach Exclusion Form IC-16 \$9-206(b)(5) (Limited Liability Company) - Attach Exclusion Form IC-16 Date Date

10 East Baltimore Street - Baltimore, Maryland 21202-1641 410-864-5100 - Email: info@wcc.state.md.us - Web: http://www.wcc.state.md.us

NOTE:

Md. Code Ann., Lab. & Empl. §9-201 requires an employer with one or more employees to carry workers' compensation insurance.

The purpose of this Certificate of Compliance is to identify those employers that are not required to carry workers' compensation insurance coverage and to enable that employer to apply for, and obtain, a license or permit from a government agency that requires proof of workers' compensation insurance coverage. A Certificate of Compliance is <u>not</u> workers' compensation insurance and is not binding on the Workers' Compensation Commission under any circumstances.

Before a governmental unit may issue a license or permit to an employer to engage in an activity in which the employer might employ a covered employee, the employer shall submit to the governmental unit:

- (1) a certificate of compliance with this title; or
- (2) the number of a workers' compensation insurance policy or binder.

If an employer is not covered by a workers' compensation insurance policy, an application to secure a Certificate of Compliance must be submitted to the Worker's Compensation Commission pursuant to Labor & Employment Article §9-105.

Eligibility:

An employer may secure a Certificate of Compliance in the name of the employer, only if the employer is an entity set forth in Labor and Employment Article, $\S9-206(b)(1) - (b)(5)$ with no covered employees other than Corporate officers or limited liability company members who have elected to be exempt from workers' compensation coverage.

Sole Proprietors, Partners and Individuals who are owner/operators of a Class F Vehicle, and are not employers, are not required to file an application for a Certificate of Compliance.

Mail Application to: Workers' Compensation Commission Attention: IC&R Division 10 East Baltimore Street Baltimore, Maryland 21202-1641

Facsimile Applications ARE NOT accepted. Do not photocopy or electronically reproduce. Required signatures must be original.

An applicant who receives notice of disapproval may: (1) reapply for a certificate of compliance or (2) appeal the rejection in accordance with § 10-222 and § 10-223 of the State Government Article.

MARYLAND WORKERS' COMPENSATION COMMISSION

EXCLUSION FORM

INSTRUCTIONS: Pursuant to Labor & Employment Article §9-206, Annotated Code of Maryland, officers or members of certain business entities may elect to be exempt from workers' compensation insurance coverage by filing this Exclusion Form with the Commission. To exercise this option, the officer or member making the election must sign this document. Mail the *original* form to the Workers' Compensation Commission, a copy to the insurer of the company/corporation, and keep a copy for your files.

Company Name:		
Address:	Survey - March March	and it will be apply
City:	State: ZIP	
Type of Company:		
Close Corporation	General Corporation	Farm Corporation
Professional Corporation	Limited Liability Company	
Insurance Company Name:		
Date Insurance Company Notified: _		
Typed Name and Title of the Officer or Member Electing Exclusion	% of Ownership	Personal Signature
	the second s	and the second sec
		and the second second

NOTE: By signing this Exclusion Form, each officer or member affirms under the penalties of perjury that the information contained in this form is true and correct as to that officer or member, to the best of the officer's or member's knowledge, information, and belief.

10 East Baltimore Street · Baltimore, Maryland 21202-1641 410-864-5100 · Email: info@wcc.state.md.us · Web: http://www.wcc.state.md.us

Form IC-16 (01/11)

Article- LABOR AND EMPLOYMENT

TITLE 9. WORKERS' COMPENSATION

SUBTITLE 1. DEFINITIONS; GENERAL PROVISIONS

MD LABOR AND EMPLOYMENT Code Ann. § 9-105 (2015)

§ 9-105. Certificate of compliance

(a) Issuance of license or permit. -- Before a governmental unit may issue a license or permit to an employer to engage in an activity in which the employer might employ a covered employee, the employer shall submit to the governmental unit:

(1) A certificate of compliance with this title; or

(2) The number of a workers' compensation insurance policy or binder.

(b) Application forms. -

(1) The Commission shall provide blank application forms to each governmental unit that issues a license or permit under State law for applicants for the license or permit to use to get a Certificate of compliance.

(2) The application form shall require information that will allow the Commission to determine whether the employer is in compliance with this title.

(c) Application procedure. -- To get a certificate of compliance with this title, an employer shall submit to the Commission an application on the form that the Commission provides.

(d) Determination. -- Within 10 days after the Commission receives an application form under this section, the Commission shall:

(1) Determine whether the applicant is in compliance with this title; and

(2) Mail to the applicant:

(i) A certificate of compliance; or

(ii) A notice of rejection, which shall include a statement of the reasons for the rejection.

(e) Reapplication or appeal. -- An applicant who receives a notice of rejection may:

(1) Reapply for a certificate of compliance; or

(2) Appeal the rejection in accordance with §§ 10-222 and 10-223 of the State Government Article.

(f) Regulations. -- The Commission shall adopt reasonable regulations to administer this section.

(g) Appropriations. -- Money for the administration of this section shall be included in the annual State budget.

MARYLAND WORKERS' COMPENSATION COMMISSION EXCLUSION FORM

INSTRUCTIONS: Pursuant to Labor & Employment Article §9-206, Annotated Code of Maryland, officers or members of certain business entities may elect to be exempt from workers' compensation insurance coverage by filing this Exclusion Form with the Commission. To exercise this option, the officer or member making the election must sign this document. Mail the *original* form to the Workers' Compensation Commission, a copy to the insurer of the company/corporation, and keep a copy for your files.

Company Name:			
Address:			
City:	State:	ZIP	
Type of Company:			
Close Corporation	General Corp	oration	Farm Corporation
Professional Corporation	Limited Liabil	ity Company	
Insurance Company Name:			
Date Insurance Company Notified: _			
Typed Name and Title of the Officer or Member Electing Exclusion	% Ov	of vnership	Personal Signature

NOTE: By signing this Exclusion Form, each officer or member affirms under the penalties of perjury that the information contained in this form is true and correct as to that officer or member, to the best of the officer's or member's knowledge, information, and belief.

10 East Baltimore Street · Baltimore, Maryland 21202-1641 410-864-5100 · Email: info@wcc.state.md.us · Web: http://www.wcc.state.md.us

. 17 COMERY CO	255 Rockville Pike, Sui Phone	sure and Regulatory Se	ervices lle, Maryland 20850-2368 40-777-3088
(L		_	ICENSE APPLICATION
	arm Market / Roadside Stand 🗌 armer 🔲 Itinerant 🗌] Farmer's Market 🗌	TODAY'S DATE:
Name of Facility:			Telephone No.:
Address of Vendor:	(include street numb	er, suite number, street nar	me, city, state, and zip code)
Email:		Fax N	lo.:
Federal Tax ID:			
(NOTE: If water or			Public: On-Site/Septic System: nty, MD, submit a copy of the most recent
	inator: n/Farmer's Market(s):		none No.:
Days and Hours of 0	Operation:		Are Products Sampled? Yes: No:
List of All Foods Sol	d or Sampled:		
I hereby certify that the	Farmer \$50 or Itinerant \$175	e and complete:	rket: Farmer \$50
	r:		
Payment Method:		ke checks or money orde	ers payable to " Montgomery County dential fax line).
	ey Order 🔲 Visa 🗌 Masterca	rd Organization:	Fee: \$
Credit Cardholder's N	Name:	Credit Card	No:
Exp. Date: I agree to pay the in	3 Digit Security Code: dicated total amount accordi	Amount: \$	ent:
	ıre:		
	(DFFICE USE ONLY	
Receipt No:	Date Iss	sued:	Date Expires:
Amount Paid:	Check/Money O	der No:	Staff Initials:

Lice 1776, 255 Rockville Pi Phot	ty Department of Health and Human Services nsure and Regulatory Services ke, 1 st Floor, Suite 100, Rockville, Maryland 20850 ne: 240-777-3986 Fax: 240-777-3088 w.montgomerycountymd.gov/licensure
TEMPORARY FOOD	SERVICE LICENSE APPLICATION
Type of License: For Profit 🔲 Non-Profit 🗌	TODAY'S DATE:
Name of Event:	Date(s) of Event:
Location of Event:	riate, Street name, City, State, and Zip Code)
Telephone Number:	Hours of Operation:
Corporation/Organization:	Telephone No.:
Contact Person:	Email (Applicant)
Fax No. (with area code):	_ Federal Tax Identification No.:
Name of Event Coordinator:	
On-Site Preparation: Outside Tent: Indoor Boo	oth: 🗌 Mobile Truck/Trailer - Tag No. & State
Off-Site Preparation (Facility Name and Address): _	
	Waste Water Disposal: testing by DPS – Well & Septic Office. Call 240-777-6300)
I hereby certify that the above information is accurate	e and complete:
Signature of Applicant:	
Printed Name and Title of Above Signatory:	
Payment Method : Check Money Order Make checks or money orders payable to " Montgom payments may be faxed to 240-777-4531 (confidenti	nery County, Maryland". Cash is not accepted. Credit card
Fee: \$ Credit Card No:	3 Digit Security Code: Exp. Date:
Credit Cardholder's Name:	Amount Charged: \$
I agree to pay the indicated total amount according to	o card issuer agreement:
Cardholder's Signature:	
NOTE: LICENSES ARE NOT TRANSFERABLE	E FROM LOCATION TO LOCATION OR PERSON TO PERSON.
OF	FICE USE ONLY Date Issued:
Amount Paid: \$	Date Expires:

Check/Money Order No:_____

Staff Initials:

(All licenses are issued for a maximum of 14 consecutive days at the same event and location)

Type of License	<u>Fee</u>
For Profit Organizations:	
Potentially hazardous or open food (including samples). Each license at an event:	\$70.00
Commercially prepackaged non-potentially hazardous food:	\$40.00
• Commercially prepackaged non-potentially hazardous food. Additional license at the same event:	\$35.00
Non-Profit Charitable Organizations (Submit a copy of the organization's 501-C(3) letter):	
Potentially hazardous or open food (Including products to be sampled):	\$30.00
Non potentially hazardous food:	\$15.00

Late Fee - For all applications received less than 2 business days prior to an event:	
(Applications will not be processed until all fees have been received)	\$30.00



DEPARTMENT OF HEALTH AND HUMAN SERVICES Licensure and Regulatory Services 255 Rockville Pike, 1st Floor, Suite 100 Rockville, Maryland 20850-2368 240-777-3986 Fax 240-777-3088

TEMPORARY FOOD FACILITIES GENERAL SANITATION REQUIREMENTS

1. Food for a temporary event may not be prepared or stored at home.

- 2. Keep cold food at 41°F or below and frozen food at 0°F or below.
- 3. Cook food to the proper **minimum** temperature:
 - a. vegetables and commercially processed foods 135°F;
 - b. seafood, meat not otherwise specified, and shell eggs for immediate service 145°F;
 - c. ground pork or ground and ground beef, and eggs not for immediate service 155°F; and,
 - d. stuffed meats and poultry 165°F.
- 4. Maintain hot food at 135°F or above. Pre-heat hot holding units before use.
- 5. No bare hand contact with ready-to-eat food. Wear plastic gloves or use clean, sanitized utensils, foil, or wax paper. Wash hands before putting on the gloves and change gloves between tasks, when torn or soiled.
- Store raw products below meats, poultry and seafood where they can not drip onto on or contaminate ready -to -eat foods. to
 prevent contamination of ready-to-eat foods. Store all food, equipment, and supplies off the ground and protect them from
 contamination. Protect all food on display (including exposed condiments) with sneeze guards, equipment lids, foil, or plastic
 wrap.
- 7. Provide and use a metal stem thermometer with minimum $2^{\circ}F$ increments to monitor food temperatures.
- 8. All water and ice must come from an approved source. Provide scoops or utensils with handles to dispense ice.
- 9. Provide and use a hand washing station with tempered running water (minimum 100°F). Water must be dispensed through a faucet, valve, or spigot that does not require the use of hands to hold in the open position. Provide soap, paper towels and a catch bucket to collect waste water at all times. No food preparation may begin without an operational and properly supplied hand washing station.
- 10. Provide and use three containers of adequate size to first wash, second, rinse and third sanitize all food contact equipment and utensils. Unscented household bleach is an approved sanitizer. Use one tablespoon of bleach for each gallon of water to obtain 50 ppm (parts per million) chlorine. Allow the utensil to air dry before use. Provide and use appropriate test papers to check the sanitizer concentration.
- 11. Dispose of all waste water into the sanitary sewer system.
- 12. All storage, food handling, preparation, cooking, and serving of food must be conducted under an approved overhead cover, tent, canopy, or tarp.
- 13. No person who is ill or has an open wound is allowed to work with the food operation. All staff must wear clean clothing and hair restraints as needed. Staff involved with handling money must wash hands prior to preparing food.
- 14. Provide and use covered trash containers.
- 15. Prepared food items may **NOT** include ingredients which contain 0.5 or more grams of artificial trans fat per serving (listed as partially hydrogenated oil, partially hydrogenated shortening or partially hydrogenated margarine). Exception: Commercially processed foods served in their original, unopened container

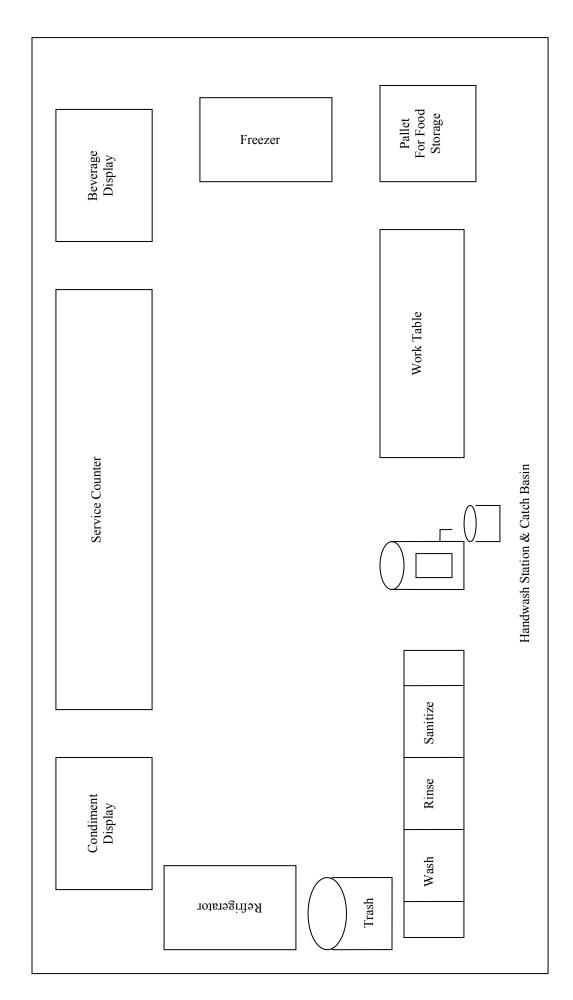
MENU PAGE

Please list all potentially hazardous food items that you are planning to serve. Include how you plan to keep hot food at 135° F. or above and cold food at 41°F. or below. If a section is not applicable, then place a "N/A" in the box. You MUST notify the Montgomery County Department of Health and Human Services, Licensure & Regulatory Services of any menu changes at least 48 hours prior to the event. Potentially hazardous food items not listed may result in a delay of permit issuance or in the denial of the permit. Please use one row for each food item, adding additional sheets if necessary.

Reheating How? Where?				
Cold or Hot Holding How? Where?				
Cooking How? Where? To What Temp?				
Assemble How? Where?				
Wash & Cut How? Where?				
Thawing How? Where?				
Potentially Hazardous Menu Item				

All applicants must attach a drawing of how the tent, booth, or mobile truck will be set up for the event. Please include the location of all food equipment, hand washing stations, utensil washing stations, and trash receptacles.

Open Flame Cooking Equipment Should be Placed Outside of the Tent or Building (not to scale) Example Diagram of a Temporary Food Booth



Revised 9/11