



Arkansas Department of Health

4815 West Markham Street • Little Rock, Arkansas 72205-3867 • Telephone (501) 661-2171
Governor Mike Beebe
Nathaniel Smith, MD, MPH, Director and State Health Officer

March 21, 2014

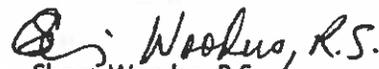
As we gear up for another exciting summer and the start of the Summer Feeding programs throughout our state; here are a few guidelines to remember regarding the various summer feeding program food service sites.

- Please submit all site notification letters or a copy to the attention of the Summer Feeding Program Administrator at the following address: **Arkansas Department of Health
Summer Feeding Program Administrator
Slot 46
4815 West Markham Street
Little Rock, Arkansas 72205-3867**
- The Primary Cooking site may submit the most recent food inspection report (from this operating year) that they have received from the Health Department to DHS. They can contact the Food Program Specialist in their area if they are in need of a current inspection.
- Concession Trailers (also known as Mobile Food Truck or Trailers) or Concession Stands (buildings – commonly found at ball fields) may be used. Many already carry an Arkansas Food Service Permit. Establishments that are not permitted and have the required equipment certainly could be permitted for this use and would simply need to apply for a permit.

We have prepared and encourage you to use the *Minimum Standards Self-Assessment Check List* as a user guide to determine facility needs. Site operators are asked to contact the Food Program Specialist in their site operating areas or may contact the State Retail Food Program Manager, Sherri Woodus at (501) 661-2171 for questions.

Sincerely,


J. Terry Paul, R.S.
Branch Chief, Environmental Health


Sherri Woodus, R.S.
Retail Food Program Manager

ARKANSAS DEPARTMENT OF HEALTH
4815 W. Markham St. Slot- 46 Little Rock, Arkansas 72205-3867
(501) 661-2171 OFFICE (501) 661-2572 FAX

Minimal Standards Facility Self-Check List – Revised March 2014

*Note: all equipment should be adequate to accommodate the number of program participants
Yes = item meets minimal standards / No = item does not meet minimal standards*

#		N/A	YES	*NO	COMMENTS
1	Water – Approved Source				
2	Waste Water Disposal				
3	Hand Washing Facilities				
4	Refrigerators / Coolers (41°F or below)				
5	Freezers (10°F or lower)				
6	Effective Lighting – Shielded (no shadows in food prep areas)				
7	Cooking Equipment – adequate for menu and volume amount				
8	Warming equipment (keep hot foods 135°F or above)				
9	Prep surfaces (tables / counter tops)				
10	Manual Dishwashing (triple sinks)				
11	Thermometers provided & accurate				
12	Cold Hold equipment (keep cold items such as milk 41°F or below)				
13	Hot & Cold running water with adequate pressure				
14	Service Sink / Mop Sink				
15	Garbage & Refuse adequate for volume				
16	Adequate ventilation in cooking areas				
17	Proper in-use utensils				
18	Gloves				

**If you answered no to any of the following questions, please contact, Sherri Woodus, State Retail Food Program Manager at (501) 661-2171 or your area Food Program Specialist for further assistance.*