



Memorandum

To: Child and Adult Care Food Program At- Risk Afterschool Program Providers

CC: Sherri Woodus, Section Chief, Environmental Health Protection,
Arkansas Department of Health

Mitzi Smith, Nutritionist, Health and Nutrition Programs

Joy Nolan, Program Manager, Child and Adult Care Food Program

From: Vickie Stewart, Technical Assistance Manager, Health and Nutrition Programs

Date: 11/2/2015

Re: Health Department Notification required for all CACFP At-Risk Afterschool
Programs Serving Sites and Meal Preparation Kitchens

Your organization is required to notify the Health and Nutrition Programs (HNP) and the Arkansas Department of Health (ADH) of the meal preparation kitchen, and the address, the serving sites and their addresses and the meal serving times and note if you are a self-prep site, at the main site and you deliver meals to the other sites, or you purchase meals (vended site).

The Letter to the Health Department Regarding Inspections form is located in the Special Nutrition Programs Resource Library under Training Instructions. Your notification must be uploaded on your SNP Checklist and a copy must be sent to ADH as you complete your CACFP At Risk Application.

You may submit the notification by mail, email or fax to:

Sherri Woodus, Section Chief, Environmental Health Protection
Arkansas Department of Health
4815 West Markham Street Slot 46
Little Rock, Arkansas 72205
Office Number-501 661-2171
Fax Number- 501-661-2572
Email address- sherri.woodus@arkansas.gov

Failure to notify HNP and ADH of all meal serving sites and meal preparation kitchens with the correct addresses, will result in your facility being closed until HNP has been notified by the ADH that they received your notice. You must also notify the HNP and the ADH when you permanently close your meal serving sites.

Should you have questions, call me at 501 320-8968 or email me
Vickie.stewart@dhs.arkansas.gov.