



Arkansas Department of Health

4815 West Markham Street • Little Rock, Arkansas 72205-3867 • Telephone (501) 661-2171

Governor Asa Hutchinson

Nathaniel Smith, MD, MPH, Director and State Health Officer

April 16, 2015

Dear Sponsors and Program Administrators,

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 Sherri Woodus, the following address: **Arkansas Department of Health**

Sherri Woodus, Section Chief

Retail Food Program

Slot 46

4815 West Markham Street

Little Rock, Arkansas 72205-3867

Or fax to 501-661-2572 or by email to: sherri.woodus@arkansas.gov. No later than May 15, 2015.

- The Primary Cooking site(s) must 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 local health department to schedule an inspection.
- Concession Trailers (also known as Mobile Food Truck or Trailers) or Concession Stands (buildings – commonly found at ball fields) may be used if the concession stand has a current health department permit. If the concession stand is not a permitted site; food service is not allowed. 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.

Sherri Woodus, R.S.

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

Sherri Woodus, R.S.
Retail Food Program Manager