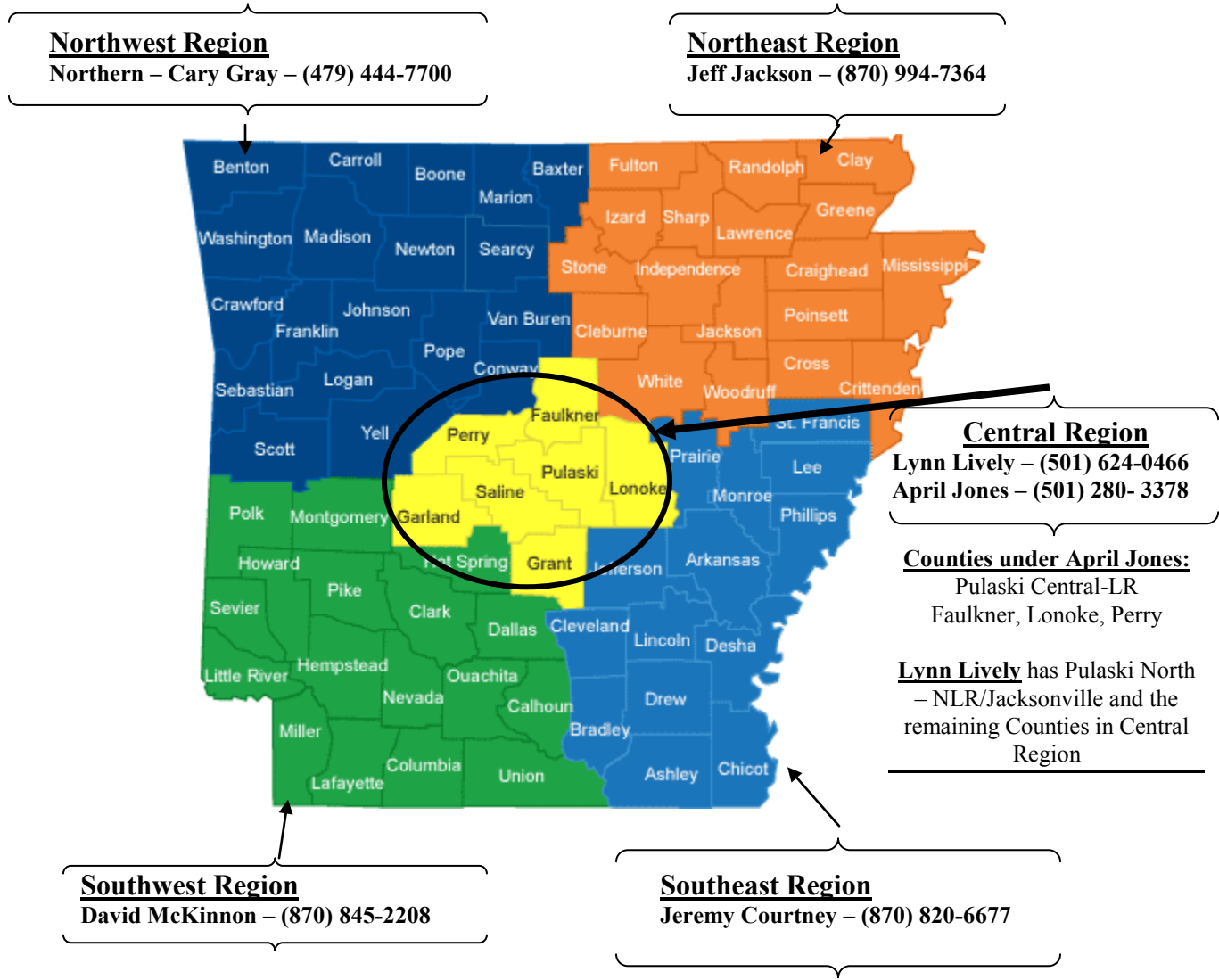


# ARKANSAS DEPARTMENT OF HEALTH ADH AREA CONTACTS FOR SUMMER FEEDING PROGRAM ESTABLISHMENTS

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*For those new Summer Food Service Feeding Program operators that may have questions, please contact the ADH Food Program Specialist in your area of operation for assistance or Sherri Woodus, Retail Food Program Manager at (501) 661-2171.*

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## Minimal Standards Facility Self-Check List

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.*

## **ADH Additional Items To Remember**

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1. Cooking sites or Central (prep) Kitchens must have a current health department permit that has the name of the sponsor listed on the permit.
2. No food can be stored at satellite feeding sites.
3. Food must arrive at the satellite feeding sites in an individually pre-packaged ready to serve condition.
4. Slicing, pouring, assembling, spreading, cooking or even re-heating is not allowed at any satellite feeding site. This can only be done at the central/prep kitchen location.
5. Workers (paid or volunteer) must not be sick (no, runny nose, diarrhea, coughing, fever, sore throat just to name a few).
6. Hair should be covered for food workers, gloves and clean aprons should be used.
7. Hand washing should be done often especially after changing task and using the restroom.
8. If you change, add or delete feeding sites please notify ADH & DHS in writing
9. If plan review is needed; you must also contact State Plumbing and State HVACR inspector and meet their approvals prior to start of operation.
10. Plan review is needed for all new operations, those operations that require plumbing changes (adding sinks etc.)
11. Identify with the local ADH inspector the number of children your facility location will serve as well as the meal service (snack, breakfast, lunch and dinner).
12. Identify if you are a participant in a federal feeding program (Summer/At-Risk Afterschool, etc.)
13. Transportation of food from Central/Prep Kitchen to feeding sites:
  - a. Must be done in a manner that maintains safe temperature
  - b. Food must be temp: prior to leaving central kitchen, after arrival at feeding site and at the start of feeding meal.
  - c. Food without temperature control must be consumed within 4 hours after preparation. This food cannot be returned to the central/prep kitchen and leftovers must be discarded.
  - d. Use of ice must be done in a manner that does allow for contamination of the ice with the food stuff.
  - e. No one should attempt to transport food to a satellite feeding site that is greater than 2 hours away from the central / prep kitchen location.

*Please contact your local Environmental Health Specialist with your question- when in doubt let us help you out.*