



DIVISION OF CHILD CARE AND EARLY  
CHILDHOOD EDUCATION  
HEALTH AND NUTRITION UNIT  
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## MEMORANDUM

**TO:** 2016 SFSP SUMMER FOOD SERVICE PROGRAM (SFSP) INSTITUTIONS  
**FROM:** HEALTH AND NUTRITION UNIT  
**SUBJECT:** REQUIRED HEALTH DEPARTMENT INFORMATION  
**DATE:** MAY 4, 2016

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The Arkansas Department of Health has indicated that the Summer Food Service Program applicants are not submitting the required documentation to be approved for operation of the summer food service program.

As shared during training, a Health Inspection conducted by the Arkansas Department of Health is required to participate in the SFSP. SFSP Applicants are required to submit the following information to the Arkansas Department of Health:

- **2016 NEW NOTICE OF ACTION FORM:** This form lists the cooking/preparation or storage sites and each feeding location. A separate sheet is needed for each feeding location site. The Health Department is receiving the publication notice that includes a list of site instead of the Notice of Action Form. This publication notice is not acceptable. The Notice of Action Form must be filled out and completed correctly.
- **MENU:** A menu is a requirement so that the Environmental Health Specialist can determine if your facility is able to accommodate food safety standards.
- **Standard Operating Procedures (SOP):** Regardless of the food preparation method (pre-packaged included) you must submit SOP's as they are required for everyone who is participating as a Summer Feeding or At-Risk site. The minimum SOP needed are for (1) Hand washing, (2) Storage, (3) Worker's Health, (4) Time-Temperature, and (5) if transporting food, Transportation.
- **RECENT INSPECTION:** Many applicants have not scheduled a pre-opening inspection, and it is "crunch" time. As a reminder from the Arkansas Department of Health training, the Environmental

Health Specialist (EHS) will also be opening swimming pools, and continuously inspecting restaurants. Therefore, it is imperative that SFSP sponsors comply with the deadline of May 20, 2016.

- **VALID PERMIT:** A valid permit is required for all cooking/preparation kitchen sites or storage sites. The local inspectors will look for a valid permit when they conduct inspections.

All required information must be submitted to:

Arkansas Department of Health  
Food Service Protection Services  
4815 W. Markham St., Slot 46  
Little Rock, AR 72205

All items shall be submitted as soon as possible in order for sites to be reviewed prior to beginning operations. If additional questions arise or assistance is needed, please contact the Arkansas Department of Health Environmental Health Unit (501) 661-2171 and ask to speak with Vence Johnson.

All of the above information will also be required for future participation in the At-Risk portion of the Child and Adult Care Food Program (CACFP).