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AUSTIN PUBLIC HEALTH
ENVIRONMENTAL HEALTH SERVICES DIVISION
P.O. BOX 142529 Austin, TX 78714

Phone (512) 978-0300 Email: ehsd.service@austintexas.gov
<http://www.austintexas.gov/department/food-establishment-requirements>



Walk-in Location: 1520 Rutherford Ln, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance (No Mail Accepted here)

Charitable Feeding Organization General Application City of Austin Jurisdiction Only

Establishment Information

Note: Incomplete applications will not be processed and will be returned

Establishment Name: _____ Employees: _____ Volunteers : _____
Total (Fulltime/Part-time/Self)

Physical Address: _____
Street (include Suite/Unit) City State Zip Code

Mailing Address: _____
Use the mailing address space to specify the address where you would like to receive Permits and Renewal Notifications.

Hours: _____ Water Provider: _____ Waste Water: _____
Hours of Operation Potable Water Provider Waste Water Disposal

Charitable Feeding Organization Type: Limited Service Category 1 Limited Service Category 2
 Limited Service Category 3 Full-Service Category 4
See page 4 for details

Ownership Information

Note: Print names as they appear on the Government Issued Photo ID(s)

Organization Owner: _____ Note: Proof of ownership documentation required (see page 2).

Are you a Non-Profit Organization: Yes No Email Address: _____
Note: Proof of 501(c) exemption required.

Driver's License: _____ / _____ Date of Birth: _____ Phone: _____
ID# State MM/DD/YYYY (###) ### - ####

Responsible Party: _____ Email Address: _____
Last Name First Name Middle Name

Driver's License: _____ / _____ Date of Birth: _____ Phone: _____
ID# State MM/DD/YYYY (###) ### - ####

Applying for a Charitable Feeding Organization

Applicants must submit all necessary paperwork to Austin Public Health and receive approval before operating. Applications can be submitted in person at 1520 Rutherford Ln or via email at ehsd.service@austintexas.gov. Inspection frequency will be determined based on Inspection Frequency Analysis. CFO approval is based on compliance with State & Local Health Ordinances; application does not guarantee a permission to operate.

Application must include:

- 1) A completed "Charitable Feeding Organization Application" form
- 2) Ownership Documentation (see Ownership Documentation section)
- 3) 501(C) exemption under the Internal Revenue Code Documentation
- 4) A completed "Inspection Frequency Analysis" form
- 5) Charitable Feeding Organization (CFO) Self-guided Category Determination

Applicant's Signature _____ Print Name _____ Date _____

I acknowledge that all information supplied above is true and correct to the best of my knowledge and belief. I further acknowledge that the permit, for which I am applying, is subject to all provisions of the orders and ordinances of the City of Austin, and all of the provisions of the codes, statutes and rules adopted under the codes and statutes of the State of Texas governing food establishments.

Charitable Feeding Organization General Application: Supplemental Information

Renewing a Registration and Permit

Registration and permits expire one (1) year from the date issued. Prior to expiration, the department will mail a renewal notice to the mailing address listed on the application 45 days in advance. The renewal form must be completed and returned to the department along with a payment for late fees if applicable. CFO establishments that do not receive a notice are still responsible for completing the renewal application and submitting payment for late fees if applicable.

Terminology Definitions

Organization Owner:	Any entity or individual(s) that maintains full or partial ownership control over a food enterprise. See ownership documentation requirements for further clarification.
Non-Profit Organization:	A nonprofit corporation is created by filing a certificate of formation with the secretary of state in accordance with the Texas Business Organizations Code ("BOC"). "Nonprofit corporation" means a corporation no part of the income of which is distributable to members, directors, or officers [BOC, Section 22.001(5)]. A nonprofit corporation may be created for any lawful purpose, or purposes permitted by the BOC. Not all nonprofit corporations are entitled to exemption from state or federal taxes.
Person in Charge:	An employee who possesses a food manager certificate at a food enterprise, bed and breakfast limited or unrestricted mobile food establishment. If the person possessing a food manager certificate is not present, then if an employee appears to be a supervisor, that employee is the person in charge.
Charitable Feeding Organization:	<p>A food establishment that solicits, warehouses, and redistributes edible food to persons who feed needy individuals and is operated by a civic or fraternal organization, charity, lodge, association, proprietorship or corporation possessing a 501(C) exemption under the Internal Revenue Code; or religious organizations meeting the definition of "church" under the Internal Revenue Code, §170(b)(1)(A)(i). The term includes but is not limited to food pantries, central food banks, soup kitchens, community kitchens, and nonprofit food delivery services. A charitable feeding organization is designated as one of four categories in accordance with this section 10- 3- 100 (A):</p> <p>Category 1: A charitable feeding organization that distributes only shelf stable food and uncut produce.</p> <p>Category 2: A charitable feeding organization that distributes and may portion commercially prepared and packaged time-temperature-controlled-for-safety foods; or</p> <p>Category 3: A charitable feeding organization that heats, and/or portions commercially prepared foods that are time-temperature controlled for safety for same-day service or delivery.</p> <p>Category 4: A charitable feeding organization that cooks, cools and warms foods that are time-temperature controlled for safety for same-day or future service or delivery, including but not limited to community kitchens and soup kitchens.</p>
Limited Service:	Foods requiring limited handling and preparation and that may be heated for hot holding and service. The term does not include foods cooked from a raw state, or that are cooled and reheated for subsequent service.

Ownership Documentation

Proprietorship: A date-stamped copy of the **Certificate of Assumed Name**

General Partnership: A copy of the fully executed **Partnership Agreement** to include the name of each member of the partnership and percentage ownership

Limited Partnership (LP): A date-stamped copy of the **Certificate of Limited Partnership** to include the name of each member of the partnership and percentage ownership

Limited Liability Company (LLC): Articles of Organization (Formation documents) to include the name and percentage ownership for each member and the name for the registered agent. Date stamped copy of the **Certificate of Filing and Formation** filed with the **Texas Secretary of State**

Corporation (Inc.): Articles of Incorporation (Formation documents) to include the name of each officer and the name for the director and the registered agent of the corporation or named person of responsibility. Date stamped copy of the **Certificate of Filing and Formation** filed with the **Texas Secretary of State**.

Plan Review and Approval

Establishments conducting new/remodel construction must undergo a building plan review to assure specifications of the food preparation, storage, and sales areas of the proposed or existing food outlet meet applicable regulations. Plans must indicate the layout, equipment arrangement, mechanical plans, and construction materials of work areas and the type/model of proposed fixed equipment.

Establishments may submit plans to Development Services Department (DSD) at <http://www.austintexas.gov/page/commercial-plan-review>.

For applicable fees:

Payment Forms Accepted: Cash, Check, Money Order, Visa, MasterCard, Discover, AMEX
Make checks and money orders payable to: Austin Public Health

Fees paid may be refundable upon request within 180 days from date of payment.
Please note that an EHSD representative will contact you by phone to collect a credit card payment.



Charitable Feeding Organization Permit Application: Inspection Frequency Analysis



1. Is food served primarily to *highly susceptible populations*?
 Yes No

2. Are any specialized processing methods utilized, such as using additives to render food non-Time/Temperatures Control Foods for Safety (TCS), *non-continuous cooking*, reduced oxygen packaging, sous vide, cook-chill?
 Yes No

3. Are raw or undercooked meats (cook to order) or unpasteurized juices offered?
 Yes No

4. How would you describe your food service process? (check one)
 - Process 1 - No cooking of raw or partially cooked food, only receiving, prepping, cold holding and service.
 - Examples include: Pre-packaged food items (packaged meats, milk, bacon, cookies, candy, etc.).
 - Storing, stocking or warehousing of receivables only.
 - Limited food handling or no food handling.
 - Beverage service only.
 - Hazardous foods always kept at 41°F or lower prior to service (sushi, cold-cut sandwiches, salads, scooped ice cream, processed fruit, etc.).
 - Process 2 - Same-day-service involving receiving, prepping, cooking (one-time), hot or cold holding and service.
 - Examples include: heated/reheated self-serve commercially processed foods (hot dogs, pizza, etc.).
 - Process 3 - Full-service with cooking, cooling, hot/cold holding (> 24 hours), reheating and service.
 - Examples include: foods requiring cooking from raw (soups, meats, fish, seafood, poultry, etc.).

5. Average number of meals served per day?
 0 meals 1-150 meals 151-300 meals >300 meals

Definitions

Highly susceptible populations – Persons who are more likely than other people in the general population to experience foodborne disease because they are immunocompromised, preschool aged children, or older adults obtaining food at a healthcare or assisted living facility.

Non-continuous cooking – The cooking of food in a food establishment using a process in which the initial heating of the food is intentionally halted so that it may be cooled and held for complete cooking at a later time prior to sale/service.

Specialized Processing Method – A method of preparing certain foods that includes but is not limited to smoking food as a method of food preservation, curing food, using food additives to preserve and/or render food so that it is not a time/temperature control food for safety such as sushi rice, and packaging food using reduced oxygen packaging.

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Score: _____	Initials: _____



Charitable Feeding Organization (CFO) Self-guided Category Determination

Category	Types of Food Allowed	Types of Food-Handling Allowed	Requirements
CFO 1	<ul style="list-style-type: none"> Only Prepackaged non-TCS* Foods. Beverages in closed containers. Whole uncut fruits and vegetables. Canned foods and packaged grains. 	<p>Limited Service No open food handling. Storage of shelf stable foods and uncut produce only.</p>	<ul style="list-style-type: none"> Must register for a CFO Category 1. Complete the CFO General Application. Follow the Best Management Practices. No routine inspections required.
CFO 2	<ul style="list-style-type: none"> All pre-packaged TCS* foods allowed. Minimal handling of open foods. Reportioning of commercially-prepared foods allowed. 	<p>Limited Service Distributes and portions commercially prepared & packaged TCS* Foods. Requiring minimal handling of open food.</p>	<ul style="list-style-type: none"> Must register for a CFO Category 2. Complete the CFO General Application. Follow the Best Management Practices. Austin Water grease trap exemptions available. Food Handlers Certificate(s). Annual inspections required.
CFO 3	<ul style="list-style-type: none"> All TCS* foods allowed. Preparing hot or cold TCS* foods onsite for <u>same day service only</u>. 	<p>Limited Service Heats and/or portions commercially prepared TCS* foods for same day service.</p>	<ul style="list-style-type: none"> Must apply for a CFO Category 3 Food Establishment Permit. <i>Fees waived</i>. Complete the CFO General Application. Pre-opening inspection and routine inspections required. A Registered Food Manager Certificate and Food Handlers Certificate(s) required.
CFO 4	<ul style="list-style-type: none"> All TCS* foods allowed. Preparing hot or cold TCS* foods onsite allowed. 	<p>Full Service A full-service community kitchen and soup kitchen that cooks, cools and warms foods that are TCS* foods for same-day, future or delivery service.</p>	<ul style="list-style-type: none"> Must apply for a CFO Category 4 Food Establishment Permit. <i>Fees waived</i>. Complete the CFO General Application. Pre-opening inspection and routine inspections required. A Registered Food Manager Certificate and Food Handlers Certificate(s) required.
*TCS = Time or Temperature Controlled for Safety Foods (i.e. meat, dairy, cut melons, cooked vegetables, etc.)			

Applicant's Signature

Print Name

Date

I have read/understand all of the items of responsibility listed above and agree to fully comply with all requirements as listed. I understand fully that any violation of or deviation from these requirements may result in the suspension of my permit and may potentially result in further legal action, such as having court charges filed.