

Manitowoc County Health Department

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Temporary Restaurant Food Safety Permit Frequently Asked Questions

1. Why is our organization required to get a permit now? What has changed? We have been doing this for years...

Non-profit food stands have always been required to follow the Wisconsin Food Code and Wisconsin Administrative Code 196, even though they were exempt from licensing for the first 3 days of food service. However, due to the large number of organizations who operate temporary food stands, the numerous food handling violations and the complaints received about these food stands, the Manitowoc County Board of Health felt it was appropriate to start educating and permitting non-profit food stands. Similar requirements for permitting non-profit food stands currently exist in other Wisconsin municipalities.

The educational training offered by the Health Department will help insure that your organization has the necessary knowledge and skills required to safely prepare and serve food to the public.

Effective July 1, 2007, any church, religious, fraternal, youth or patriotic organization or a service club or civic organization will be required to obtain a Non-Profit Food Stand Permit to serve food to the public for 1 to 3 days per year. If one of the above listed groups serves food 4 or more days they must obtain a regular Temporary Food Stand License. The license/permit year begins July 1 and ends June 30.

2. Where can we get a Non-Profit Food Stand Permit?

Applications for a Non-Profit Food Stand Permit or a Temporary Food Stand License are available from the Manitowoc County Health Department or can be downloaded from the Manitowoc County website.

3. Can we get this permit the same day as the event?

No, a completed application and all applicable fees should be submitted to the Manitowoc County Health Department at least 1 week prior to the event for all food stands. Stands will not be issued permits on site.

4. If our organization has 3 separate one day food events, do we need to get 3 separate permits?

No. A Non-Profit Food Stand Permit is good for a total of 3 days from July 1 to June 30.

5. How do I become a “trained food handler”?

An individual will be considered a “trained food handler” if they meet one of the following requirements:

- A. Completes the Temporary Food Stand Safety Self-Study course and passes the required test with an 80% or higher score.
- B. Holds a current State of Wisconsin Certified Food Manager License.

A list of all individuals who have met these requirements will be maintained at the Manitowoc County Health Department.

7. Where can I find out more information about the Temporary Food Stand Safety Self-Study Course? How much does it cost?

The Manitowoc County Health Department offers a self-study course. The material, which includes the study guide and the required open book test, is available at any time at the Manitowoc County Health Department and on the Manitowoc County website. There is not a cost to complete the course.

8. How long will the Temporary Food Handler Training Certificate be good for?

The Temporary Food Stand Safety Training certificate will be “good” until there are significant changes to the Wisconsin Food Code that require food handlers to be retrained.

9. Can we operate the food stand without a “trained food handler” onsite?

Yes, but you will be required to pay \$60 for the permit versus \$20. And the stand will be inspected by the Manitowoc County Health Department for compliance with the Wisconsin Food Code.

10. What if the trained food handler for our organization can’t make it to the food event?

A trained food handler must be onsite at all times in order to qualify for the reduced permit fee of \$20. If your organization is found without a trained food handler on site, an additional \$50 fee will be assessed. It is strongly recommended that several individuals from each organization become trained food handlers to avoid this situation.

11. What will happen to my organization if we fail to obtain a Temporary Food Stand Permit?

Your organization will be ordered to close the food stand immediately. Failure to comply with this closure order could result in a citation being issued to your organization and the local law enforcement agency will be contacted if needed.

12. Are any non-profit organizations still exempt from this permit?

Yes, concession stands that are operated at locally sponsored, youth sporting events such as a little league games or a school sponsored interscholastic sports competitions are still exempt from all permits and licensing. The concession stand must be operated exclusively for the benefit of the participating youth sports team, program or governing youth sports organization. Potluck events are also exempt.

13. Our church has many different types of food events throughout the year... funerals, weddings, Lenten meals, fellowship meals, food fund raisers, brats stands etc... Which events will require this new permit?

The main question that needs to be answered is whether or not the food event is intended for the public. Food events which are designed or advertised as public events require this permit or a temporary food stand license. Examples of church food events which would still be exempt because they are aimed at the church members (congregation) would be:

- Funeral meals
- Wedding meals
- Lenten meals
- Fellowship meals
- Potlucks

Fund raising meals served at the church that are open to the public are required to obtain a permit or license as needed. Brat fry's held at the church or at another location which are open to the public are required to obtain a permit or a license. Church picnics may or not require a permit depending on whether or not they are advertised and open to the public. Please contact the Manitowoc County Health Department to determine what requirements/regulations apply to your church.

- 14. Our church has many different internal organizations that serve food at different events ie... Men's Group, Women's Group, Youth Group, Ladies Aid, Mission Group. How do we count up the number of events? Does each group get a separate permit or do we lump all the days together and get one permit/license?**

In order to keep the cost as low as possible to the churches each individual group within your church may be counted separately. This method will also be used for schools which have many internal groups.

Example:

Church Group #1	Men's Group	3 days total	July - June	\$20 with trained person on site
Church Group #2	Youth Group	3 days total	July - June	\$20 with trained person on site
Church Group #3	Mission Group	3 days total	July - June	\$20 with trained person on site
		9 days of food service		\$60 total
		under 3 separate permits		

If those same 9 days of food service were counted as one organization they would require a Temporary Food Stand License for \$187.00. If an individual group serves food 4 or more days they must obtain a regular Temporary Food Stand License.

- 15. Our church participates in the Sunday Supper program. Does that require a permit?**

No. The Sunday Supper program is regarded like a soup kitchen or a meal for the needy and is exempt from regulation and licensing. Food safety training is always recommended for participating churches.

- 16. Our church has a school which has a hot lunch program that gets inspected every year? Does this inspection take the place of this permit?**

No, the school lunch program inspection is required by the USDA and the Department of Public Instruction and has no relationship to any other food activities that take place at the church. Schools are not required to become licensed if they prepare the food for their own hot lunch program. The inspection of the lunch program strictly covers the food prepared for the hot lunch/breakfast program.

- 17. Our youth group has a brat fry every year. What is the minimum age that someone can take the temporary food stand safety training and be considered a "trained food handler"?**

An individual must be sixteen or older to attend the Manitowoc County Health Department Temporary Food Stand Safety Training. It would be strongly recommended that an adult (18 years of age or older) be onsite at any food event.

- 18. Our organization wants to hold a stand alone bake sale. Do we need this permit or a license?**

No. Bake sales held by non-profit organizations are not covered by this permit/license requirement. If a bake sale is held in conjunction with, or as a component of a meal served to the general public, notification shall be made to the consumers that the baked goods are "home-made". Only non-hazardous products should be prepared in the home or unlicensed facility. Potentially hazardous baked items such as cream filled pastries, some pies, cream puffs etc.. should be prepared in or obtained from a licensed commercial establishment and must be held at safe temperatures.