

POLICY AND PROCEDURE

SUBJECT/TITLE:	Food License Nonrenewal
SCOPE:	Food Safety Program, Environmental Health
CONTACT PERSON & DIVISION:	Stephanie Zmuda, RS, Environmental Health Director
ORIGINAL DATE ADOPTED:	July 12, 2016
LATEST EFFECTIVE DATE:	July 12, 2016
REVIEW/REVISION DATE(S):	July 2017
REVIEW FREQUENCY:	Annually, or as needed
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BOH APPROVAL DATE:	

PURPOSE

The intent of this document is to set forth a policy and procedures for managing facilities that are delinquent in renewing the retail food establishment or food service operation license annually.

POLICY

Pursuant to Ohio Revised Code 3717.21 and 3717.41, no person shall operate a retail food establishment (RFE) or food service operation (FSO) without a license. The Board of Health (BOH) may issue a license only after receiving a completed application, including payment of applicable fees and penalty. If the applicant is subject to a penalty for not filing the completed renewal application on or before March 1st (if March 1st falls on a weekend, the due date is the next business day) of the current year, the BOH shall not renew the license until the applicant pays the penalty.

PROCEDURES & STANDARD OPERATING GUIDELINES

The table below outlines staff responsibilities.

Staff	Responsibility
Environmental Health Director	<ul style="list-style-type: none"> Monitors HealthSpace® for payments. Maintains current list of delinquent facilities. Hand delivers or sends by certified mail Notice of Board of Health Hearing to delinquent facilities. Compiles and maintains documentation for presentation to the BOH. Presents findings and orders to the BOH.

The table below outlines major events that occur during the license renewal process.

Date	Event
February 1	Mail license renewal applications and correspondence.
March 1	License renewal applications and fees are due.
March 10	<ul style="list-style-type: none"> Generate a list of delinquent facilities. <ul style="list-style-type: none"> In HealthSpace®, click on Billing Module. Expand "Totals Owing." Click on "Sortable." Note: This view is sortable, so that fees can be placed in order.

	<ul style="list-style-type: none"> Hand-deliver or send by certified mail, return receipt requested, a Notice of Board of Health Hearing for the April BOH meeting to each delinquent facility. Retain all certified mail receipts.
2 weeks prior to April BOH meeting	Hand-deliver a Notice of Board of Health Hearing and an application (including late fee) two (2) weeks, but no later than ten (10) days, prior to the April BOH meeting.
3 days prior to April BOH meeting	<p>A timeline of events, along with copies of supporting documentation related to the hearing, is provided to the Health Commissioner for submission to legal counsel:</p> <ul style="list-style-type: none"> Facility name License holder's name Facility address License number FSO/RFE designation Copy of previous year's license and application Copy of certified letter Certified mail green card, if received Hand-delivered notice of hearing (signed and dated) Date of original mailing of application Date of certified mailing Date of Notice of Board of Health Hearing hand-delivery
Day of April BOH meeting	<ul style="list-style-type: none"> Update list of delinquent facilities. Remove from the resolution any facilities no longer delinquent.
After April BOH meeting	<ul style="list-style-type: none"> Make four (4) copies of the orders: <ul style="list-style-type: none"> Copy to be posted Copy to License Holder/PIC Copy to local law enforcement Copy to file Place the copy of the orders to be posted in a clear, plastic sleeve with the orders facing front. Post the orders and "Ordered Closed" sticker on the front entrance of the facility. Take a picture of the facility showing the posted orders. Complete an inspection report documenting the posting of orders. When the order has expired or the facility comes into compliance, the sticker should be removed by the Environmental Health Director and an inspection should be performed to ensure any specific requirements of the Board order have been met.

CONTRIBUTORS

The following staff contributed to the authorship of this document:

- Karim Baroudi, intern and primary author
- Stephanie Zmuda, contributor

SIGNATURES

Trish Factor, MPH, MCHES, CHEP
Health Commissioner

Date