

# COLES COUNTY HEALTH DEPARTMENT

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## Health Department Application Application for Cottage Food Operations Registration

### Section 1: General info:

Personal Contact Information:	Business Contact Information:
Owner/Operator Name: _____	Name of Cottage Food Operation: _____
Home Address: _____	Cottage Food Operation Address: _____
Home City: _____	City: _____
State: _____ Zip: _____ County: _____	State: _____ Zip: _____ County: _____
Home Phone: _____	Business Phone: _____
Personal Email: _____	Business Email: _____
Emergency Phone: _____	Business Website: _____

Please provide the Food Service Protection Manager Certificate ID number and expiration date for all persons preparing food:

Name: \_\_\_\_\_ CFPM number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name: \_\_\_\_\_ CFPM number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name: \_\_\_\_\_ CFPM number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Have you previously registered as a Cottage Food Operation? Yes No

If yes, Cottage Food Registration number \_\_\_\_\_

If yes, has anything changed? Yes No

Are you on a private well? Yes No If no, what is your water District name: \_\_\_\_\_

**Registration is valid January 1 – December 31**

## **Section 2: Product Categories & Menu**

A cottage food operation may produce a wide variety of food and drink in their home kitchen. For more details on allowable and unallowable foods and drink, please refer to the most recent IDPH Cottage Food Guide. **Please check off all products you intend to produce.**

### **Low-risk shelf stable products:**

- Jams, Jellies, Preserves, Syrups
- Fruit Butters, Fruit Pies, Fruit Pastries, Empanadas
- Bread, Tortillas, Cookies, Scones or Other Baked Goods without Frostings or Cheese.
- Dehydrated or Dried Fruits, Vegetables, and Spices (dried spices, herbal teas, fruit leathers, apple chips, etc.)
- Roasted and/or Ground Coffee or Nuts
- Candies and Caramels

### **Items with additional instruction: Some items will require temperature control if lab testing is not provided.**

- Salad dressings, Vinegars, Infused Oils: (See pg. 16 of the IDPH Cottage Food Guide)
- Cheesy Bread or other Baked Goods Containing Cheese: (See pg. 18 of the IDPH Cottage Food Guide. A lab test may be required)
- Fermented Foods (kimchi, kraut, etc.): See pg. 12 on the IDPH Cottage Food Guide. A food safety plan and lab test may be required.
- Acidified Fruits or Vegetables (pickles, shrubs, hot sauces, relishes, condiments): See pg. 12 of the IDPH Cottage Food Guide. A food safety plan and lab test may be required.
- Cakes, Cupcakes, and Other Baked Goods with Frostings and Icings: See pg. 17 of the IDPH Cottage Food Guide. A lab test may be required.
- Fresh Cut Fruit & Vegetables (zucchini noodles, pasta salads with veg, fruit bowls, etc.): See pg. 20 of the IDPH Cottage Food Guide
- Canned Tomato Products: See pg. 15 of the IDPH Cottage Food Guide. A food safety plan and lab test may be required.
- Vegan soups, Vegan Meals, or other Heat-Treated Produce: See pg. 17 of the IDPH Cottage Food Guide
- Fresh-Pressed Juices or Bottled Drinks: See pg. 20 of the IDPH Cottage Food Guide

Other:

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*Please provide a list/menu of all the products you intend to offer throughout the year. See page 30 in the Cottage Food Guide for sample list/menu.*

*Note: If you are using foraged ingredients, seasonal ingredients, seasonal products, or producing an extensive variety of products, which may make it difficult to list all of your products in advance, contact your health department to discuss your menu and work through any food safety concerns.*

*Note: If you add a new product to your menu that has not been listed above or discussed with your health department, contact your health department. You will NOT need to go through the registration process again, you just need approval for the new product. For example, if you are making cookies and decide to add pickles to your line-up, contact your health department.*

### Section 3: Sales Avenues

Food and drink produced by a cottage food operation shall be sold directly to consumers for their own consumption and not for resale. Sales to retail stores such as restaurants, grocery stores, or bakeries are prohibited. **Sales to third party distributors for resale are prohibited.** Sales to third party distributors that deliver products on your behalf are prohibited. All sales of cottage foods are limited to within the state of Illinois. A cottage food operation may sell products outside of the municipality or county where the cottage food operation is located. A copy of your certificate of registration must be available upon request by the Department and any local health department.

<b>Please indicate how you will sell your products. Check all that apply.</b>	
<input type="checkbox"/> Pick-up from my home or farm (Note: cottage food businesses selling from their home may be prohibited from some sales activities at home by local laws that apply to all cottage food operations. Please check with your unit of local government about requirements on parking, signage, customer counts, etc.)	<input type="checkbox"/> Online sales
<input type="checkbox"/> On-farm store	<input type="checkbox"/> Delivery directly to customer
<input type="checkbox"/> Delivery to or pick-up from a third party private property with consent of the property holder (i.e. drop off/pick-up location/pop-up stand)	<input type="checkbox"/> Farmers Market/Fairs/Festivals/Pop up stand/Public event
	<input type="checkbox"/> Shipping (Each cottage food product that is shipped must be sealed in a manner that reveals tampering, including, but not limited to, a sticker or pop top. <b>Cottage foods may not be shipped across state lines.</b> )
	<input type="checkbox"/> Other: _____

If you selected "Shipping" from above, please describe how you will seal your product in a manner that reveals tampering:

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### Section 4: Signage

At the point of sale, notice must be provided in a prominent location that states the following:

**"This product was produced in a home kitchen not inspected by a health department that may also process common food allergens. If you have safety concerns, contact your local health department."**

At a physical display, notice shall be a placard. Online, notice shall be a message on the cottage food operation's online sales interface at the point of sale.

**Please indicate all the ways in which you will notify customers at point of sale:**

- Prominent placard at my booth/stall (8in x 10in minimum)
- Signage placed prominently at the pick-up location at my home/farm (8in x 10in minimum)
- Language placed prominently at the point of sale on my website or sales platform
- Other: \_\_\_\_\_

## Section 5: Labeling:

All cottage food products must be pre-packaged in the home kitchen. No dividing or portioning is allowed at the sales venue without prior health department authorization. The food packaging must conform to the labeling requirements of the Illinois Food, Drug and Cosmetic Act, and must contain the following phrase in prominent lettering:

**"This product was produced in a home kitchen not inspected by a health department that may also process common food allergens. If you have safety concerns, contact your local health department."**

See page 30 on the Cottage Food Guide Document for details, including on **allergen labeling** requirements.

### **Example Label:**



## Request for a labeling exemption:

Cottage food operators may request an exemption from product packaging for foods that are not easily packaged (i.e. wedding cakes), for foods that are more suited to bulk containers or display cases (i.e. donuts or scones), or for other reasons. If the exemption is granted, the cottage food producer must include all labeling requirements on a receipt or similar document that is delivered to that consumer with the product, and the cottage food warning sign must still be present at point of sale. The local health department has the authority to accept or deny the exemption request.

Request for product packaging exemption

Please list the products for which you are requesting an exemption and provide a rationale:

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## Special Labeling Opportunity for Local Ingredients

Are you using any ingredients grown or raised on an Illinois farm and purchased directly from the farmer? If so, you are entitled and encouraged to use the following terminology on your label:

**Illinois Grown, Illinois-Sourced, Illinois Farm Product** [Illinois Products Logo Program](#)

## Section 6: Employees

Employees are allowed under cottage food law. All persons that prepare or package food must have their Certified Food Protection Manager (CFPM) Certificate. The CFPM is not required for employees that handle sales, marketing, admin. or other facets of the business.

**Please list the persons that prepare or package food:**

Name: \_\_\_\_\_ CFPM number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name: \_\_\_\_\_ CFPM number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name: \_\_\_\_\_ CFPM number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name: \_\_\_\_\_ CFPM number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

## Section 7: Checklist of Required Information

- Copies of all valid **CFPM's** – Certified Food Protection Manager certificates
- If on a private water supply, a copy of water test results showing satisfactory E. coli/Coliform bacteria results
- A **product label** for **each product category** selected in Section 2, demonstrating that you are complying correctly with labeling regulations –no home address is
- Laboratory testing for other products that may otherwise require **time/temperature control** for safety.
- If producing **acidified or fermented foods** (pickles, kraut, kimchi, etc.), one of the following:

1. A completed food safety plan and representative pH Test for each product with a different food safety process

**Example:** Delia makes pickled cucumbers, pickled beets, kimchi, and hot sauces. Each of these four products requires a different process to make. She will need to submit a food safety plan and pH test for all four products.

**Example:** Janae makes a pickled cucumber recipe that has five different variations (one with dill, one with jalapenos, one with more sugar, one with stevia, and one with ginger). Although the recipes vary slightly, the pickling process is the same for all five recipes. Janae must submit just one food safety plan and a pH test for at least one pickle recipe as evidence that her process is safe. A pH test and food safety plan is not required for all five recipe variations.

2. An approved recipe from the USDA National Center for Home Food Preservation or the cooperative extension office of any state.

- If producing **canned tomatoes or canned tomato products** (i.e. salsa, pasta sauce, etc.), one of the following:
  - A. pH test for each canned tomato recipe
  - B. An approved canning recipe from the USDA National Center for Home Food Preservation or the cooperative extension office of any state.
- \$ 50.00** Registration Fee in cash or check made to **Coles County Health Department**

**Section 8: Owner Statement –Please Check Boxes**

- The information provided in this application accurately represents my operation; and I understand that I must grant the local health official access to my residence for the purpose of inspection in the event of an illness outbreak, upon notice from a different local health department, or if the Department or a local health department has reason to believe that an imminent health hazard exists or that a cottage food operation's product has been found to be misbranded, adulterated, or not in compliance with the conditions for cottage food operations. I understand that if an inspection is warranted, I may be charged a fee by the health department.
- Cottage foods are to be sold from my home, farm or to the end user via delivery within state, online, farmer’s markets, fairs and festivals. **PROHIBITED sales include to restaurants, stores, bakeries, schools or to be sold to 3<sup>rd</sup> party.**
- Certificate is valid from January 1st- December 31<sup>st</sup> of the year issued.**
- Cottage Food Vendors are required to register on a yearly basis.**
- I understand that I will not be issued a cottage food registration certificate until all the required forms, recipes and laboratory testing are submitted with registration fee, and I cannot operate without a valid certificate issued by the Coles County Health Department.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**For Office Use Only**

\$\_\_\_\_\_ Registration Fee:     Cash     Check # \_\_\_\_\_

Registration Number: \_\_\_\_\_

Remarks / Notes:

\_\_\_\_\_  
\_\_\_\_\_

Accepted  Denied By:

\_\_\_\_\_ Date: \_\_\_\_\_