McLean County Health Department
200 W Front Street, Room 500D
Bloomington, IL 61701
Ph: (309) 888-5482
Fax: (309) 888-5506
Email: mclean.eh@mcleancountyil.gov
Website: http://mcleancountyil.gov

## 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: _____ | State: _____ Zip: _____ |
| County: _____ | County: _____ |
| Home Phone: _____ | Business Phone: _____ |
| Personal Email: _____ | Business Email: _____ |
| | Business Website: _____ |

Please provide the Owner's Food Service Protection Manager Certificate ID number and expiration date:
ID Number _____ Exp. Date: _____ ID Number _____ Exp. Date: _____
ID Number _____ Exp. Date: _____ ID Number _____ Exp. Date: _____

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

If yes, has anything changed? Yes No

Are you on a private well? Yes No

## 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
- Cheesy Bread or other Baked Goods Containing Cheese
- Fermented Foods (kimchi, kraut, etc)
- Acidified Fruits or Vegetables (pickles, shrubs, hot sauces, relishes, condiments)
- Cakes, Cupcakes, and Other Baked Goods with Frostings and Icings
- Fresh Cut Fruit & Vegetables (zucchini noodles, pasta salads with veg, fruit bowls, etc)
- Canned Tomato Products
- Vegan soups, Vegan Meals, or other Heat-Treated Produce

Fresh-Pressed Juices or Bottled Drinks
Other: _____

*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.*

| **Menu:** |
|---|
| |

## 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.

| **Please indicate how you will sell your products. Check all that apply.** | |
|---|---|
| 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.)<br><br>On-farm store<br><br>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) | Online sales<br><br>Delivery directly to customer<br><br>Farmers Market/Fairs/Festivals/Pop up stand/Public event<br><br>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. Cottage foods may not be shipped across state lines.)<br><br>Other: _____ |

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

_____
_____
_____

## 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. 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 allergen labeling requirements.

**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**

**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:
_____
_____
_____

## 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, administration, 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:_____

**Section 7: Checklist of Required Information**

Copies of all valid Food Service Protection Manager Certificates

If on a private water supply, submit a copy of water test results showing satisfactory E. coli/Coliform bacteria results

Submit a product label for **one item in each product category selected in Section 2**, demonstrating that you are complying correctly with labeling regulations

Submit laboratory testing for other products that may otherwise require time/temperature control for safety.

If producing acidified or fermented foods (pickles, kraut, kimchi, etc.), submit one of the following:

A. 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 are not required for all five recipe variations.

B. 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.), submit 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.

**Section 8: Owner Statement**

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 set forth in this

Signature _____ Date _____

**For office use only**

_____Registration Number

Remarks / Notes:

_____

_____

_____

□ Accepted □ Denied By: _____ Date:_____