

**11/20/2012**

**Regular Meeting**

**Dept. Reports**

**Mental Health**

**Info. Re:**

**Antelope Valley**

**Wellness Comm. Ctr.**

## Antelope Valley Wellness Center Community Garden



### The Challenge

The towns of Walker and Coleville are two of our most underserved and isolated communities in Mono County. The challenge of providing services to these communities is largely due to their remote location, which is 90 miles north of our main office in Mammoth Lakes, CA. In addition, extreme weather in the Eastern Sierra and challenging geographic terrain adds to periodic hazardous conditions for behavioral health, public health, and social service providers to travel to our north county communities during the six months of our winter season.

In addition, the impact of the economic crisis in California has been hardest felt by our most vulnerable citizens. For small, frontier communities, where access to resources has always been a challenge, the economic crisis and financial cutbacks have significantly strained our limited resources. According to the 2010 US census, approximately 11% of the county's population lives at or below the federal poverty level. However, in Walker the poverty rate is over twice the rate in the county, with 27% of the population and 23% of the families living in poverty. Finally, these communities are "food deserts," in that citizens must travel 30 to 45 miles one-way to access grocery stores with affordable, quality food. Many of our vulnerable community members depend on supplemental food support including food stamps, subsidized lunches for seniors and school children, food bank donations, and community church support.

### The Vision

We see an opportunity to contribute to enhancing access to nutritious food in our community, as well as expanding opportunities for inter-generational and stigma-reducing social interaction, by the expansion of our back-yard garden into a thriving **Community Wellness Garden** on the undeveloped 1/2 acre of the **Antelope Valley Wellness Center**.



The vision is to build a sustainable, handicap accessible, organic community garden with free use of garden beds for behavioral health consumers, elderly and/or disabled community members, and those residents whose income falls at or below the poverty level.

The garden will also be available to **all** community members, although a portion of their harvest will be required to be donated for distribution to the underserved community. Any planting beds not used by community members will be planted and harvested by staff and other community volunteers to provide supplemental produce to the community through the Wellness Center, Senior Center and local food bank.

By offering a community garden along with instruction and support, we can provide a place for citizens to engage with each other and their community, while also learning about and benefiting from the bounty of the harvest. Our goal is to create an environment where individuals can prosper in body, mind, and spirit.

This vision is made possible by a **\$25,000 grant** from the **Sierra Health Foundation**. The funds will support the first phase of a community garden, which will produce nutritious, organic food for years to come.



SIERRA HEALTH FOUNDATION  
An Endowment for Northern California

In addition to growing your own organic vegetables, our partnership with Inyo-Mono Advocates for Community Action (IMACA) will allow outreach and distribute fresh produce to approximately 120 individuals and families through the food bank, and approximately 15 - 20 seniors and disabled community members through the Walker Senior Center and Meals-on Wheels program.



### Proposed Project

The project will establish the first phase of a basic community garden with 20 raised planting boxes (expandable to 40 raised beds in following years)

- \* Vacant land to be cleared and leveled.
- \* Rodent fences and a deer-deterrent system installed to protect the crops.
- \* Drip irrigation system installed to conserve water
- \* A geodesic dome greenhouse constructed by volunteers for seed starting and to extend the growing season well into the winter months.
- \* Amended soil added to mitigate the rocky and sandy nature of the existing soil.
- \* Ground cover and landscape fabric installed to manage and control weed growth without having to resort to chemical deterrents.
- \* Raised and accessible vegetable beds built to facilitate gardening for senior and disabled community members. \* Compost bins built to encourage recycling and organic soil cultivation (donated materials).
- \* Two bat houses will be built by volunteers to encourage natural pest management (donated materials).
- \* Two direct-mail information/marketing efforts will be implemented to ensure every family in the community is aware of the garden.



### Nutrition Education & Community Building



The project will integrate nutrition and gardening education through free Wellness Center classes in collaboration with the **Inyo-Mono Master Gardeners** program. Classes in the planning stage include: Introduction to Community Gardening; Gardening in the High Desert; Organic Gardening Techniques; Natural Pest Management; Cooking with Vegetables; Dehydrating, Canning, and Freezing; Diabetic Cooking; Composting; and Gardening with a Friend.

The results we plan to obtain include:

- Increased food security for community members,
- Increased awareness of how nutrition and physical activity contributes to health,
- Increased awareness of the benefits to health and the environment from organic gardening practices,
- Increased opportunities for inter-generational social interaction,
- Increased opportunities for behavioral health consumers and community members to interact in a safe environment (stigma reduction), and
- Establishment of an on-going resource to the community to strengthen relationships, connection, and whole person wellness.

## Partners

**Food Distribution:** IMACA manages the food bank for our County. They are very enthusiastic about our project and the availability of produce donations to supplement the food bank.



The Walker Senior Center has agreed to facilitate distribution of produce donations harvested from the community garden and to recruit gardening volunteers.

**Education & Community Building:** The local 4-H club will be providing support in developing programs that support kid's education on gardening as well as partnering kid's with adults and seniors to learn and grow through gardening.



Girl Scouts.

The local Girl Scouts and Cub Scouts troops have volunteered to donate seeds and seedlings and to take stewardship of two of the garden boxes.



We also will be partnering with the Inyo-Mono Master Gardener Program. This organization will provide guidance and educational programs to community members through our Wellness Center on home horticulture and successful gardening in our extreme Eastern Sierra climate.



Additional support is coming from members of the Walker Baptist Church, who would like to volunteer time, tools, and lead classes on canning and food preservation.

Also, two of the three community café's have agreed to provide materials for composting and donations of seeds and support for building the green house and small garden projects, such as the compost bins and bat houses.

The Walker Country Stores has offered to donate a garden bench. The list of community support continues to grow as more and more people learn about this project.

## The Future

Our intention is to build a program that will sustain itself over time. Our current Mental Health Services Act (Prop 63) funding source will continue to be used to finance the staff time and materials needed to sustain a larger community garden after the Sierra Health Foundation project end date.

We can expand the garden to twice the capacity in following years and we plan to utilize additional space for corn crops, mature fruit trees, and berry bushes.

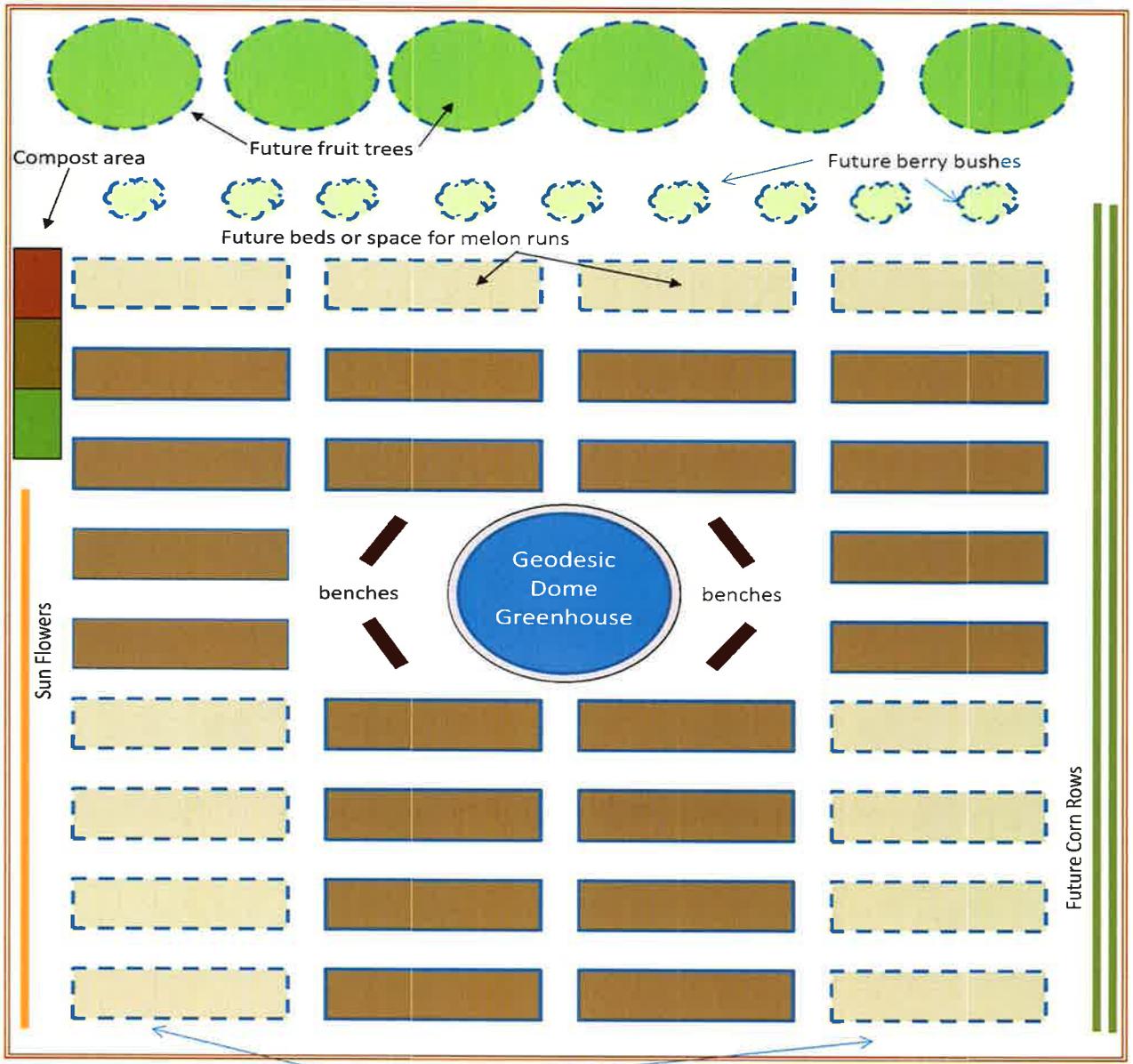
If feasible, we are considering converting the abandoned outbuilding into a tool shed and chicken coop!

Once we have a community garden established, we have identified other sources for support in expanding, maintaining, and operating the garden. For example, there are a number of sources available to support an established community garden, such as:

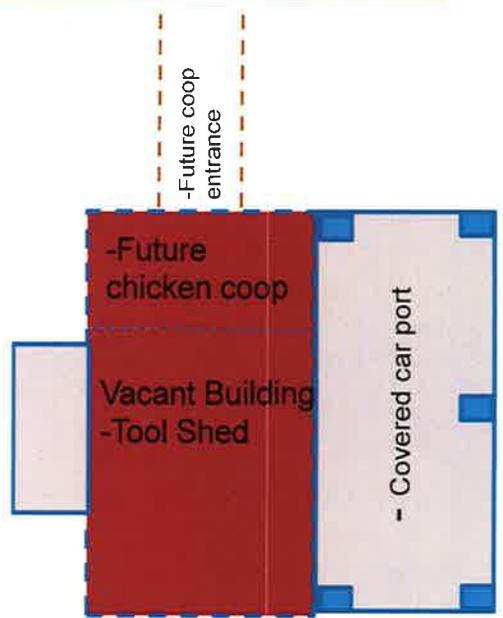
- The Home Depot, which provides support in the form of gift cards to be used to purchase gardening tools and supplies
- The America the Beautiful organization, which provides donations of plant seeds to community gardens
- Fiskars, which provides donations in the form of gardening tools
- The Subaru Corporation, which has small grants to support special programs for kid's gardening and education.

After establishing a successful harvest, we are also researching the possibility of applying for additional funding through a USDA grant that is part of the First Lady's "Let's Move" initiative to combat childhood obesity.





Future beds





## Responsive Grants Application Performance Measures

All grantees will be required to report on key performance measures for their grants. Fill in the table below with your best estimate of the proposed activities' impact. These will be your goals. As you identify performance measures for the proposed project, consider how, when and where the data will be collected and who will collect it. Use the sample Performance Measures tables on Sierra Health's web site at [www.sierrahealth.org](http://www.sierrahealth.org) as a guide. This table will expand as you type and continue on to additional pages.

Brief Purpose of Project (limit to 190 characters): To create a community garden to engage our frontier community, particularly mental health consumers, in growing organic produce and participating in intergenerational healthy activity.

Proposed Project Design	Performance Measures <i>For each activity, indicate how you will measure your work.</i>	How well will you do it? <i>(List measures to show the percent of each activity that will be accomplished.)</i>
<p><i>What will you do? (List major activities specific to the Sierra Health Foundation-funded project)</i></p> <ol style="list-style-type: none"> <li>1. Nov-Dec 2012: Build phase 1 of community garden on existing Wellness Center property.</li> <li>2. Jan-Oct 2013: Provide seminars for behavioral health consumers and community members on organic garden techniques, seed starting and saving, native plants, nutrition and healthy diet, cooking demonstration, canning demonstrations, dehydration demonstrations, and selling produce at the local farmer's market for additional income.</li> <li>3. Feb-April 2013: Recruit behavioral health consumers and community members (children, adults, and seniors) to participate in seed starting and early garden preparation.</li> <li>4. Mar-Apr 2013: Provide education to community garden participants on community garden fundamentals and utilizing organic gardening techniques.</li> </ol>	<p><i>How much will you do? (List measures in terms of numbers of people served or activities performed.)</i></p> <ol style="list-style-type: none"> <li>1. Approximately 1/2 acre of undeveloped property provided by MCBH will be transformed into growing space.</li> <li>2. At least 6 educational seminars will be offered each month.</li> <li>3a. Implement community outreach campaign through 2 mailings to the entire community</li> <li>3b. Engage at least 5-10 behavioral health consumers, 5-10 kids, 5 - 10 seniors, and 10-15 volunteers in early garden prep activities.</li> <li>4. Educational seminars will be offered twice a week. Six core classes will need to be completed: 1) Introduction to community gardening, 2) Introduction to organic gardening, 3) Seed starting, 4) Gardening</li> </ol>	<p><i>How well will you do it? (List measures to show the percent of each activity that will be accomplished.)</i></p> <ol style="list-style-type: none"> <li>1. 100% of phase 1 garden plan to be completed by December 31, 2012.</li> <li>2. At least 6 classes will be offered a month. Goal is to have 3-6 participants in each class and for all community gardeners to complete the required core community garden seminars (see item 4). Attendance sheets will document attendance.</li> </ol> <p>Participant satisfaction surveys will be used for feedback and to evaluate seminars.</p> <ol style="list-style-type: none"> <li>3a. Reach 100% of households using the USPS Every Door Direct Mail program.</li> <li>3b. Recruit at least minimum number (20) of targeted participants by April.</li> <li>4. 100% of participants in the community garden will complete the 6 core classes. Attendance sheets will document completion of this requirement.</li> </ol>

Proposed Project Design	Performance Measures <i>For each activity, indicate how you will measure your work.</i>	
<p>5. Mar-May 2013: Provide guidance and support to community garden participants on seed starting and early garden preparation.</p> <p>6. May-Jun 2013: Plant garden once frost threat has passed.</p> <p>7. July-Oct 2013: Harvest and distribution of excess harvest to local food bank and senior center.</p> <p>8. Establish kid-senior partnership projects during the summer with emphasis on inter-generational connections and learning. Special activities to target kid-senior garden partners will be developed with local 4-H.</p> <p>9. Oct 2013. Evaluate impact of community garden on well being and nutrition awareness.</p>	<p>as Community Building, 5) Healthy Food, Healthy Body, Healthy Spirit, 6) Creating a Movement</p> <p>5. All community members and volunteers who have signed up to participate in the garden will be encouraged to participate.</p> <p>6. All community members and volunteers who have signed up to participate in the garden will be encouraged to participate.</p> <p>7. Target is to provide supplemental produce to all behavioral health consumers (approximately 20 individuals and families), including those who were unable to participate in the garden. Remaining harvest will be donated to IMACA and the Senior Center for distribution to low-income and senior individuals (approximately 145 individuals and families).</p> <p>8. Work with local 4-H, community kids, and senior center to create 5 - 10 kid-senior partnerships.</p> <p>9. All participants in the community garden will be provided follow up assessments on 1) produce consumption, 2) physical activity, and 3) subjective well-being</p>	<p>100% of participants will take pre-project assessments on basic nutritionawareness, physical activity level, and subjective wellbeing to establish baseline for post-project outcome assessment.</p> <p>5. 100% seed starting and garden prep will be completed by community garden participants, volunteers, and staff by May. Garden logs will be kept to track progress.</p> <p>6. Goal is to engage 20 to 45 volunteers throughout the growing season. Sign-in sheet will track participation rate.</p> <p>7a. Quantity will depend on the harvest. Distribution log will track how many behavioral health families are served. Remaining donations will be measured in terms of pounds of produce donated.</p> <p>7b. Goal to achieve minimum 10% increase in servings of produce consumed by participants as measured by post-program assessment.</p> <p>7c. Goal to achieve 5% increase in the number of physical activity sessions/week by participants as measured by post-program assessment.</p> <p>8. Achieve minimum number (5) of partnerships in first season.</p> <p>9. Results of post-project assessments will show increase from baseline.</p>

Proposed Project Design	Performance Measures For each activity, indicate how you will measure your work.
<p><b>Anticipated Results</b></p> <p><i>What are the results you want? (List the ways people or circumstances will be different. Is anyone better off? What number or percent of people will show improvement in knowledge, skills, behavior or circumstance? Some of these changes may not occur until after the grant period ends.)</i></p> <p>We have a vision: the behavioral health consumer down the street, the isolated senior who lives in the trailer next to our Wellness Center, the preachers wife, the gaggle of students who are aimless after school, the motel owner, the person everyone looks out for and worries about due to their alcohol use, the woman who just lost her husband...all of these folks and many more, despite their differences, their fear of the other, their high level of isolation, will come together in our community garden and build sustaining relationships, teach each other skills, break down barriers and share beans from the vine, cut flowers to brighten their homes, and place more tomatoes in their basket than they know what to do with. We are so fortunate: we have the space; space that is in a prime location for growing produce and whole foods, and we have the staff, the expertise, the time, the vision and the spirit to share this space with a community that needs both healing, connection and access to whole, organic, fresh foods.</p> <p>We will continue to offer community events, where consumers are engaged with those who are brave enough to cross the threshold of “that place” (our Wellness Center). This works, gradually, to address the stigma and fear this particular community has regarding a “mental health facility” and “those people.” We do our best now, with our welcoming and friendly attitudes and our dedicated and talented staff, but we don’t reach enough of the community. Our behavioral health consumers don’t get the benefit of involvement with their neighbors, and the neighbors miss out on the richness they would gain from those they do not understand. We will continue this work, not only because it is our mandate, but because it is our heartfelt, professional belief and a part of our agency culture.</p> <p>Aiding us in this work is the realization of our vision of a Community Wellness Garden. We could turn everyone on to organic, fresh vegetables and fruits. We could help teach skills and acceptance, with the vision that folks would gain self esteem and gratification from new understanding, knowledge, and friendships. We could cultivate conversations, the kind that sinks in because it isn’t a lecture, about nutrition and health and eating foods you are not familiar with, but are “good for you”. We could create a safe place where people get foods they now have to drive over 80 miles round-trip to purchase; foods they might not buy on their own because they don’t think beans are very tasty or they are afraid of squash. We could teach simple cooking techniques, introduce olive oil and simple tomato sauce, apple pie and squash lasagna, at a community table. We could provide a place where consumers and community members would work together--manage conflicts about where to plant the peas or the daisies; skills that are sustainable and primary to making the connections we all crave. We would open the door to understanding each other, working together regardless of differences or abilities. We would be able to mesh two of the primary needs of humans in one setting, one garden, one community—healthy connection and outstanding, home grown food.</p> <p>We have a vision: to take the words, “collaboration” and “community” and “consumer” and “neighbor” and putting them into real life where everyone has a place and connections are the primary outcome. This vision is seeing kids try lettuce and squash for the first time, seniors having fresh apples as a part of their lunch, consumers having canned community garden foods during the harsh winter—and all of them feeling the connection to the garden, and each other, when they do.</p>	

**11/20/2012**

**Regular Meeting**

**Item #14a**

**Board of Supervisors**

**Placing of County  
Notices in Local Papers**

# Proof of Publication

12-334

This space is for the County Clerk's Filing Stamp

STATE OF CALIFORNIA  
COUNTY OF MONO

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer of the

Proof of Publication Of

## PUBLIC NOTICE

### MAMMOTH TIMES

a newspaper published in

County of

The Mammoth Times  
March 24, 1998  
general circulation  
Mammoth Lakes

The notice, of a printed copy (smaller than regular size) published in each issue of said newspaper supplement thereto, dated, to wit:

September 2

all in the year

I certify (or depose) that the foregoing is true and correct.

Dated at Mammoth Lakes, California  
The 21st day of September, 2012

  
Signature

### 320 PUBLIC NOTICES

#### STATEMENT OF OWNERSHIP, MANAGEMENT, AND CIRCULATION (All Periodicals Publications Except Requester Publications)

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a. Total Number of Copies (Net Press Run)	4200	4200
b. Paid Circulation (By Mail and Outside the Mail)		
(1) Mailed Outside-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	653	632
(2) Mailed In-County Paid In-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	215	198
(3) Paid Distribution Outside the Mails Including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Outside USPS®	3090	3074
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(1) Free or Nominal Rate Outside-County Copies included on PS Form 3541	3	7
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e. Total Nonrequested Distribution (Sum of 15d (1), (2), and (3) and (4))	103	107
f. Total Distribution (Sum of 15d. and 15e)	4071	4013
g. Copies not Distributed	100	100
h. Total (Sum of 15f and g)	4171	4113
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16. Publication of Statement of Ownership  
If the publication is a general publication, publication of this statement is required. Will be printed in the 9/21/2012 issue of this publication.

# Proof of Publication

12-334

This space is for the County Clerk's Filing Stamp

STATE OF CALIFORNIA  
COUNTY OF MONO

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer of the

## **MAMMOTH TIMES**

a newspaper of general circulation,  
published in

## **County of Mono**

The Mammoth Times was adjudicated on March 24, 1992, as a newspaper of general circulation for the Town of Mammoth Lakes and Mono County, CA.

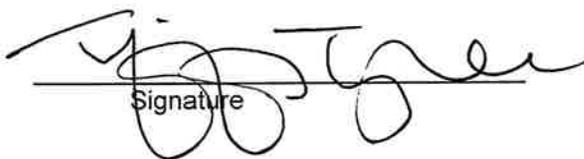
The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dated, to with:

**September 21, 2012**

all in the year **2012**

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Mammoth Lakes, California,  
**The 21st day of Sept 2012.**

  
\_\_\_\_\_  
Signature

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Proof of Publication Of

## **PUBLIC NOTICE**

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Paste Clipping of Notice in this Space

**11/20/2012**

**Regular Meeting**

**Item #14b**

**Board of Supervisors**

**AB 1616 Class "A"**

**Permit Exemption**



California Conference  
of Directors of  
Environmental Health

# CALIFORNIA HOMEMADE FOOD ACT

## FREQUENTLY ASKED QUESTIONS

### AB 1616 (GATTO) – COTTAGE FOOD OPERATIONS

#### 1. When does the new law go into effect?

The new law becomes effective January 1, 2013. The law requires the California Department of Public Health to carry out certain tasks associated with implementation, and imposes certain responsibilities on local planning and environmental health jurisdictions. The California Conference of Directors of

Environmental Health (CCDEH) is working with other stakeholders to ensure that the law is implemented in an orderly and effective manner. Further information regarding the status of implementation can be obtained from your local environmental health agency.

Note: The information in this FAQ handout is intended to provide a uniform statewide response to questions posed and will be updated as needed. The questions & answers were evaluated by the CCDEH Ad Hoc AB 1616 Implementation Workgroup. This information should not be construed as a legal interpretation.

AB1616 Chaptered Law: [http://www.leginfo.ca.gov/pub/11-12/bill\\_asm/ab\\_1601-1650/ab\\_1616\\_bill\\_20120921\\_chaptered.pdf](http://www.leginfo.ca.gov/pub/11-12/bill_asm/ab_1601-1650/ab_1616_bill_20120921_chaptered.pdf)

#### 2. What is a Cottage Food Operation (CFO)?

A CFO is an enterprise at a private home where low-risk food products are prepared or packaged for sale to consumers.

#### 3. What is meant by “private home?”

“Private home” means a dwelling, including an apartment or other leased space, where individuals reside.

#### 4. Are there limitations on the size of CFO’s sales?

- \$35,000 or less in gross sales in 2013
- \$45,000 or less in gross sales in 2014
- \$50,000 or less in gross sales in 2015 and beyond

#### 5. Can a CFO have employees?

A CFO can have one full-time equivalent employee (not counting family members or household members).

## 6. What cottage food categories are permitted at a CFO?

Only foods that are defined as “non-potentially hazardous” are approved for preparation by CFO’s. These are foods that do not require refrigeration to keep them safe from bacterial growth that could make people sick. The California Department of Public Health will establish and maintain a list of approved cottage food categories on their website and will establish a process by which new foods can be added to the list and other foods can be challenged and removed. The initial list included in the new law includes:

- 1) Baked goods without cream, custard, or meat fillings, such as breads, biscuits, churros, cookies, pastries, and tortillas
- 2) Candy, such as brittle and toffee
- 3) Chocolate-covered nonperishable foods, such as nuts and dried fruit
- 4) Dried fruit
- 5) Dried pasta
- 6) Dry baking mixes
- 7) Fruit pies, fruit empanadas, and fruit tamales
- 8) Granola, cereals, and trail mixes
- 9) Herb blends and dried mole paste
- 10) Honey and sweet sorghum syrup
- 11) Jams, jellies, preserves, and fruit butter that comply with the standard described in Part 150 of Title 21 of the Code of Federal Regulations (These should be fruit products to assure that they are not potentially hazardous).
- 12) Nut mixes and nut butters
- 13) Popcorn
- 14) Vinegar and mustard
- 15) Roasted coffee and dried tea
- 16) Waffle cones and pizzelles

## 7. What are the two classifications of CFOs?

- Class A** CFO’s are only allowed to engage in “**direct sale**” of cottage food.
- Class B** CFO’s may engage in both “**direct sale**” and “**indirect sale**” of cottage food.

## 8. What is meant by “Direct Sale” of cottage food?

“Direct Sale” means a transaction between a CFO operator and a consumer, where the consumer purchases the cottage food product directly from the CFO. Direct sales include, but are not limited to, transactions at holiday bazaars or other temporary events, such as bake sales or food swaps, transactions at farm stands, certified farmers’ markets, or through community-supported agriculture subscriptions, and transactions occurring in person in the cottage food operation.

## 9. What is meant by “Indirect Sale” of cottage food?

“Indirect Sale” means an interaction between a CFO, a third-party retailer, and a consumer, where the consumer purchases cottage food products made by the CFO from a third-party retailer that holds a valid permit issued by the local environmental health agency in their jurisdiction. Indirect sales include, but are not limited to, sales made to retail shops or to retail food facilities where food may be immediately consumed on the premises.

## 10. Do I need any special Training or Certification to prepare Cottage foods?

A person who prepares or packages cottage food products must complete a food processor course instructed by the California Department of Public Health within three months of being registered or permitted.

## 11. Does a CFO need a permit to operate?

- Planning/Zoning:** All CFO’s need to obtain approval from their local city or county planning department. The Homemade Food Act gives planning departments several options to consider, so planning department requirements may vary between jurisdictions.
- Environmental Health:**
  - For “**Class A**” CFO’s (direct sale only), **registration** with the local enforcement agency and submission of a completed “self-certification checklist” approved by the local environmental health agency.
  - For “**Class B**” CFO’s (direct and indirect), a **permit** from the local environmental health agency is required.
- Other Requirements:** Check on other state or local requirements that may be applicable
- Registrations and permits are not transferable between:
  - Persons
  - Locations
  - Type of food sales [i.e., direct sales (Class A) vs. indirect sales (class B)]
  - Type of distribution

## 12. How much will the registration or permit cost the CFO?

Each local jurisdiction will establish fees that are not to exceed the cost of providing the service. Additional fees may be charged for inspection and/or enforcement activities if the cottage food operation is found to be in violation of California food safety laws on cottage food operations.

## 13. Will my CFO Registration/Permit allow me to sell at other retail venues?

There may be health permits required to sell at other locations, such as Certified Farmer’s Markets or Swap Meets. Please check with your local enforcement agency for additional permit requirements.

#### 14. How often will a CFO be inspected?

- Class A** CFO kitchens and food storage areas (referenced in the law as the “registered or permitted area”) are not subject to initial or routine inspections.
- Class B** CFO kitchens and food storage areas are inspected initially prior to permit issuance, and then annually after that.
- Class A or B (Other Inspections)** The local environmental health agency may access, for inspection purposes, the registered or permitted area where a cottage food operation is located only if the representative has, on the basis of a consumer complaint, reason to suspect that adulterated or otherwise unsafe food has been produced by the cottage food operation or that the cottage food operation is found to be in violation of California food safety laws on cottage food operations.

#### 15. What are the CFO’s operational requirements

- All CFOs must comply with the following:
  - No domestic activity in kitchen during cottage food preparation
  - No infants, small children, or pets in kitchen during cottage food preparation
  - Kitchen equipment and utensils kept clean and in good repair
  - All food contact surfaces and utensils washed, rinsed, and sanitized before each use
  - All food preparation and storage areas free of rodents and insects
  - No smoking in kitchen area during preparation or processing of cottage food
  - A person with a contagious illness shall refrain from working
  - Proper hand-washing shall be completed prior to any food preparation or packaging
  - Water used in the preparation of cottage food products must be potable. Cottage food preparation activities include:
    - Washing, rinsing, and sanitizing of any equipment used in food preparation.
    - Washing and sanitizing hands and arms.
    - Water used as an ingredient of cottage food.

#### 16. What would be my food labeling requirements?

- All cottage food products must be properly labeled in compliance with the Federal, Food, Drug, and Cosmetic Act (21 U.S.C. Sec. 343 et seq.)The label shall include:
  - The words “Made in a Home Kitchen” in 12-point type
  - The name commonly used for the food product
  - Name of CFO which produced the food product
  - The registration or permit number of the cottage food operation which produced the cottage food product and the name of the local enforcement agency that issued the number
  - Product ingredients in descending order by weight
- In a permitted food facility, cottage food products served without packaging or labeling shall be identified to the customer as homemade on the menu, menu board or other easily accessible location.