

# Serving Food in Marion County Public Schools

## **Temporary Events**

It is the school's responsibility to make sure that the Marion County Health Department's (MCHD) guidelines are followed when serving food for special events and fundraisers in your schools. The Child Nutrition department is here to help you with these events the best we can.

The Marion County Health Department states that if the Washington Township Child Nutrition Department is not the one purchasing, preparing and serving the food for your event then the temporary food vendor that is providing the food must obtain a temporary food license to operate outside their licensed facility. The ordinance requires an organizer of an event at which temporary food establishments operate to register with the Marion County Health Department (MCHD) at least 30 days prior to the event. There is no charge for the registration. Once you submit the registration application, you will receive a confirmation of registration within five business days. The food vendors that you registered must obtain a temporary food service license 48 hours before the event begins. There is a fee for the temporary license and a list of guidelines the vendors must follow as part of licensure. All temporary food vendors must have a certified food handler. You should confirm that the food vendors you invite to participate in your event meet these standards. The application and process is on the MCHD website at <http://marionhealth.org> or phone Food and Consumer Safety at 317.221.2222.

If you choose to use the MSDWT Child Nutrition Services for your event, we can do the following to help with costs for events that are to benefit the children of Washington Township. Child Nutrition can order the food for your event at cost. A \$20.00-\$30.00 per hour fee will be charged for a Child Nutrition Team Member to oversee food preparation and service at the time of the event.

## **Facts:**

**The Marion County Health Department states that if anyone other than MSDWT Child Nutrition Services brings food into our schools and will be serving it to our students and/or the public that they must obtain a temporary license to do so.**

1. All food must come from an approved source; no home-prepared foods are permitted at a licensed food establishment. Bake sales are not allowed.
2. The only licensed food establishment in our schools is the MSDWT Child Nutrition Department.
3. If someone other than MSDWT Child Nutrition Services brings food into our schools to serve to our students and/or the public they must be a licensed food service establishment and they must obtain a temporary license in order to operate in our licensed facility.
5. All vendors must follow the guidelines for operating a temporary food establishment.
4. All licensed food service establishments must have a certified food handler. You must confirm that the food establishments you invite to participate in your event meet these standards.
5. **Having a food handler certificate does not make you exempt from obtaining a temporary license.**
6. Anytime a licensed food service establishment operates outside of their licensed facility they must obtain a temporary food service license 48 hours before the event begins.
7. Before any food service establishment can obtain a temporary license, the event organizer must register the event with the Marion County Health Department 30 days prior to the event. There is no charge for the registration.