



MONROE COUNTY

HEALTH DEPARTMENT

January 1, 2019

Food Establishment Owner/ Operator:

It is time once again to renew your Certificate of Compliance with the Monroe County Health Department. An application is enclosed, please fill it out **entirely** and return to our office with the appropriate fee. Fees are listed at the top of your application in red. Fees are based on the risk assessment from the previous year. Any significant menu changes shall be sent to the health department for evaluation. **YOU SHALL SUBMIT names, ID numbers and expiration dates on your application for ALL licensed Certified Food Handlers/Certified Food Protection Managers/Allergen Awareness trained personnel.** All applications and fees shall be returned to the Health Department **postmarked by February 4, 2019.** **Late fees (\$25/month) will be imposed on applications/fees returned to us later than February 8, 2019.** (Examples: payment submitted February 9, 2019 = renewal fee + \$25. Payment submitted March 1, 2019 = renewal fee + \$50. Payment submitted April 1, 2019 = renewal fee + \$75, etc.)

If you need additional forms, have lost portions of the application or have questions, please feel free to contact me at (618)939-3871 ext. 218. You may also find our renewal form on our website at www.monroecountyhealth.org. You may **NOT** use last year's form.

Sincerely,

Victoria Kehrner
Environmental Health Inspector
Monroe County Health Department
1315 Jamie Lane
Waterloo, IL 62298
(PH) 618.939.3871 Ext. 218
(FX) 618.939.4459
vkehrer@monroecountyhealth.org