

December 1, 2019

2020 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 (front & back)** 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 December 31, 2019.** Late fees (\$25/month) will be imposed on applications/fees returned to us later than January 2, 2020. (Examples: payment submitted January 3, 2020 = renewal fee + \$25. Payment submitted February 3, 2020 = renewal fee + \$50. Payment submitted March 2, 2020 = 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 Kehrer
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