



## McDonough County Health Department

### McDonough County Health Department Application for Cottage Food Operations Registration

#### **Section 1: General info:**

| <b>Personal Contact Information:</b>           | <b>Certified Food Protection Manager Certification</b>                    |
|------------------------------------------------|---------------------------------------------------------------------------|
| Owner/Operator Name(s):<br>_____               | Certified Food Protection Manager ID<br>number: _____<br>Exp. Date: _____ |
| Business Name: _____                           |                                                                           |
| Address Where Food is Being Prepared:<br>_____ |                                                                           |
| City: _____                                    |                                                                           |
| State / Zip: _____                             |                                                                           |
| Phone: _____                                   |                                                                           |
| Email: _____                                   |                                                                           |

#### **Section 2: Product Categories**

A cottage food operation may produce a wide variety of food and drink in their home kitchen.

**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:**

- ☐ 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, fruits bowls, etc.)
- ☐ Canned Tomato Products
- ☐ Vegan Soups, Vegan Meals, or other Heat-Treated Produce
- ☐ Fresh-Pressed Juices or Bottled Drinks

### **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.

| <b>Please indicate how you will sell your products. Check all that apply.</b>                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> 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.) | <input type="checkbox"/> Online sales                                                                                                                                                                                                      |
| <input type="checkbox"/> On-farm store                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> Delivery directly to customers                                                                                                                                                                                    |
| <input type="checkbox"/> 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)                                                                                                                                                                    | <input type="checkbox"/> Farmers Market/Fairs/Festivals/Pop up stand/Public event                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> 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.) |
|                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> Other:<br>_____<br>_____                                                                                                                                                                                          |

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

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#### **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.”**

#### **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**

#### **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:

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## **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 manage sales, marketing, admin., or other facets of the business.

Please list the people 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**

- ☐ A copy of a valid Food Service Protection Manager Certificate
- ☐ A product label for **each product category selected in Section 2**, demonstrating that you are complying correctly with labeling regulations
- ☐ If on a private water supply, a copy of water test results showing satisfactory E. coli/Coliform bacteria results
- ☐ If producing acidified or fermented foods (pickles, kraut, kimchi, etc.), one of the following:

- A. A completed food safety plan and representative pH Test for each product with a different food safety process

Example: Kevin makes pickled cucumbers, pickled beets, kimchi, and hot sauces. Each of these four products requires a different process to make. He will need to submit a food safety plan and pH test for all four products.

Example: Carol 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. Carol 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.), 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

☐ I understand that if an inspection is warranted, I may be charged a fee by the health department of **\$250**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### **For office use only**

Registration / Cottage Food Number: \_\_\_\_\_

Remarks / Notes:

\_\_\_\_\_  
\_\_\_\_\_

☐ Accepted ☐ Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

## COTTAGE FOOD LABELING

### Why is food labeling important?

Food labels provide essential information about a product's ingredients and potential health concerns for consumers. Proper food labels allow consumers to make informed choices about their diet and protect themselves from allergic reactions.

### What is required to be on a cottage food label?

Cottage food must be prepackaged and labeled. All packaged foods are required to have the following information:

- Common or usual name of food product.
- All ingredients of the food product, including any color, artificial flavor, and preservative, listed in descending order by predominance of weights shows with the common or usual name.
- Major food allergen labeling (milk, egg, fish, crustacean shellfish, tree nuts, peanuts, wheat, soybeans, and sesame).
- Net weight.
- Date the product was processed.

In addition to the required information, cottage food labels must include:

- Registration number provided by the local health department.
- Name of the municipality or county in which the registration was filed.
- 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 allergens. If you have safety concerns, contact your local health department."**

### Are there packaging or labeling exemptions for cottage food producers?

Yes. The local health department, **where the product is sold** may grant exemptions to sell products that are not prepackaged, in which case other prominent written notice shall be provided to the purchaser with the information above.

Written notification includes physical or electronic means (as appropriate), including, but not limited to, brochures, deli cases or menu notifications, label statements, table tents, placards, or other effective means.



## COTTAGE FOOD LABELING

### Why is food labeling important?

Food labels provide essential information about a product's ingredients and potential health concerns for consumers.

### Check your label:

- Common or usual name of food product.
- All ingredients of the food product, including any color, artificial flavor, and preservative, listed in descending order by predominance of weights show with the common name or usual name.
- Major food allergen labeling (milk, egg, fish, crustacean shellfish, tree nuts, peanuts, wheat, soybeans, and sesame).
- Net weight.
- Date the product was processed.
- Registration number provided by the local health department.
- Name of the municipality or county in which the registration was filed.
- 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 allergens. If you have safety concerns, contact your local health department."**

The local health department, where a cottage product is sold may grant packaging or labeling permissions to sell products that are not prepackaged, in which case other prominent written notice shall be provided to the purchaser with the information above.

Written notification includes physical or electronic means, including, but not limited to, brochures, deli cases or menu notifications, label statements, table tents, placards, or other effective means.



# Blueberry Scone

Ingredients: flour(bleached wheat flour, niacin, iron, thiamin mononitrate, riboflavin, enzymes, folic acid), blueberries, milk(reduced fat milk, vitamin A palmitate, vitamin D3), butter (sweet cream, salt), eggs, sugar, baking powder(corn starch, sodium bicarbonate, sodium aluminum sulfate, monocalcium phosphate), salt

**Contains: wheat, milk, eggs**

*This product was produced in a home kitchen not subject to public health inspection that may also process common food allergens. If you have safety concerns, contact your local health department.*

Produced by: Corine's Tasty Treats

Produced on: March 7, 2021

Registration #: 01234 Peoria County

This product was produced in a home kitchen not subject to public health inspection that may also process common food allergens. If you have safety concerns, contact your local health department.

## Chocolate Chip Cookie

Ingredients: Enriched flour (wheat flour, niacin, reduced iron, thiamine, mononitrate, riboflavin and folic acid), butter (milk, salt), chocolate chips (sugar, chocolate liquor, cocoa butter, butterfat (milk), soy lecithin as an emulsifier), walnuts, sugar, eggs, salt, artificial vanilla extract, baking soda

**Contains: wheat, eggs, milk, soy, walnuts**

**Bev's Bakery, Livingston County**

Registration # 23456

Production Date: 1/26/2022



**Jane Doe's Baked Goods** *(name of cottage food business)*

**Macomb, Illinois** *(town/village where cottage food business is located)*

**McDonough County, Illinois** *(county where cottage food business is located)*

Registration: \_\_\_\_\_ *(this number will be provided once an application is approved, and a registration certificate is issued)*

Chocolate Cake with Chocolate Ganache Icing *(common name of food product)*

Ingredients (cake): Sugar, enriched flour (wheat flour, niacin, reduced iron, thiamine, mononitrate, riboflavin and folic acid), milk (milk, vitamin D3), cocoa (cocoa with alkali), water, vegetable oil (soybean oil), eggs, baking powder (cornstarch, sodium bicarbonate, monocalcium phosphate), baking soda (sodium bicarbonate), salt (salt, calcium silicate), vanilla extract (vanilla bean extractives in water, alcohol) *(ingredients including any color, artificial flavor or preservative, listed in descending order by predominance of weight shown with the common or usual name)*

Ingredients (ganache): Heavy cream (cream, gellan gum, milk), butter (cream, salt), sugar, semi-sweet chocolate chips (sugar, chocolate, cocoa butter, milkfat, soy lecithin, natural flavor, milk)

**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.** *(required phrase in a prominent lettering)*

Date product was processed: \_\_\_\_\_ *(list date the product was prepared)*

Contains: Wheat, Eggs, Milk *(allergen labeling as specified under federal labeling requirements)*