

**Miami County Health Department
Certified Food Handler Noncompliance
Standard Operating Procedures**

1. A file will be kept in the Miami County Health Department Environmental Division with dates of all establishments Certified Food Handler (CFH hereafter) expiration dates.
2. Upon the notice of an expired CFH a letter will be sent notifying the establishment it has **45** days to renew their CFH or show proof of a current CFH. The establishment will have **60** days after documentation of enrollment is provided to complete the requirements for a CFH. (**Newly opened** establishments are allowed 6 months from the day of opening to acquire a CFH and come into compliance with 410 IAC 7-24-118. If the establishment is not in compliance with 410 IAC 7-24-118 six months from their opening day a fine will be levied per Schedule of Civil Penalties Title 410 IAC 7-23 at 50% of the highest fine. The establishment will be at step 4 of the standard operating procedures hereafter.)
3. If After 45 days no proof of enrollment or a current CFH is shown a second letter will be sent notifying the establishment it has **10** days to come into compliance with 410 IAC 7-24-118, without fines.
4. After the 10 days pass from step 3 a fine will be levied per Schedule of Civil Penalties Title 410 IAC 7-23 at 50% of the highest fine. A public notice will be placed in the local paper. The Health Officer will be notified of the non-compliance. The establishment will receive 10 days to come into compliance with 410 IAC 7-24-118.
5. After the 10 days pass from step 4 a fine will be levied per Schedule of Civil Penalties Title 410 IAC 7-23 at 75% of the highest fine. A public notice will be placed in the local paper. The Health Officer will be notified of the non-compliance. The establishment will receive 10 days to come into compliance with 410 IAC 7-24-118.
6. After the 10 days pass from step 5 a fine will be levied per Schedule of Civil Penalties Title 410 IAC 7-23 at 100% of the highest fine. A public notice will be placed in the local paper. The Health Officer will be notified of the non-compliance. The establishment will receive 10 days to come into compliance with 410 IAC 7-24-118.
7. After the 10 days pass from step 6. A hearing will be held with the Health Officer or Board of Health. Closure.

Rafik Farag MD
Miami County Health Officer

Date: 6/11/10