



Island County Public Health

Keith Higman, Director

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October 17, 2022

RE: Non-Profit Organization Operational Status and Fees

ATTN: Non-Profit Organization Permit Holder

The Food Safety Program is in the process of verifying that all establishments are classified according to the appropriate risk category in accordance with Island County Food Code requirements for conducting risk-based inspections. Since non-profit status is not an indicator of risk, additional information will be required related to your organizations operational scope to assign the correct risk category.

The risk category assigned will not impact the fee assessed for your organization. However, documentation of non-profit status will be verified annually for permit renewal at the reduced fee.

Please submit the following by January 1, 2023, so that we can update our records.

1. A valid 501(c) IRS determination letter; or a letter of sponsorship from a 501(c) organization with a copy of its current 501(c) IRS determination letter.
2. An operational plan stating the nature of food service activities which includes the following:
 - a. Intended Menu
 - b. Anticipated volume of food to be stored, prepared, sold, and/or served
 - c. [Food process flows](#)
 - d. Frequency of operations and/or operational hours

Please contact Ray Campa at r.campa@islandcountywa.gov with any questions or comments.

Sincerely,

A handwritten signature in blue ink, appearing to be "Raymond Campa", written over a blue horizontal line.

Raymond Campa CPM, RS/REHS
Food Safety Program Lead