

## Registered Caterer Info

The purpose of this fact sheet is to explain how to become a registered caterer and be included on the Child Care Food Program (CCFP) Registered Caterer List.

The Florida Department of Health, Bureau of Childcare Food Programs administers the federally funded Child Care Food Program (CCFP). This nutrition program reimburses participating child care centers for meals provided to children in their care.

Pursuant to Florida Administrative Code 64F-17.004, all food service management companies (caterers) that provide meals for children participating in the CCFP, must register with the Department of Health and submit documentation authorizing operation of a food service facility.

### Getting Registered:

The following **must** be submitted to the Department of Health, Bureau of Childcare Food Programs:

- Completed caterer registration form
- Copy of current food service permit
- Copy of most recent food service inspection report
- Copy of current food service manager certification

*Above items are required to be submitted annually.*

### Steps to follow:

- 1) Save the automated caterer registration form to your computer under a new name
- 2) Enter all applicable information — print and sign
- 3) Scan the completed and signed registration form and email to [Krista\\_Schoen@doh.state.fl.us](mailto:Krista_Schoen@doh.state.fl.us) or fax to 850-414-1622
- 4) Scan and email a copy of current food service permit, most recent inspection report, and food service manager certification to [Krista\\_Schoen@doh.state.fl.us](mailto:Krista_Schoen@doh.state.fl.us) or fax to 850-414-1622 or mail to 4052 Bald Cypress Way, Bin A-17, Tallahassee, FL 32399-1727
- 5) Upon receipt and review of all items, caterer will be notified by letter and contact information will be added to the on-line [CCFP Registered Caterer List](#)

### Getting Information on Opening a Food Service Operation:

- [Restaurant, Mobile Food Vehicle, or Caterer](#)
- [Grocery Store, Convenience Store or Food Processor](#)
- [Institution \(such as a school\), Civic or Fraternal Organization](#)

**For further information, please call 850-245-4323.**