



**Public Health**  
Prevent. Promote. Protect.

*Hancock County Health Department,  
Dental Center & Home Health Agency  
671 Wabash Avenue ~ Carthage, IL 62321  
217-357-2171 Option #4  
Fax 217-357-3562*

**2022 Application for Cottage Food Operations  
Application and Registration**

**ALL COTTAGE FOOD OPERATIONS MUST COMPLETE THIS APPLICATION  
PRIOR TO SELLING PRODUCTS.**

**THE HANCOCK COUNTY HEALTH DEPARTMENT WILL  
CONTACT YOU WHEN YOUR APPLICATION IS APPROVED**

**Section 1: General Information**

<b>Personal Contact Information</b>	<b>Business Contact Information</b>
Owner/Operator Name: _____	Name of Cottage Food Operation: _____
Home Address: _____	Cottage Food Operation Address: _____
Home City: _____	City: _____
State: _____ ZIP: _____	State: _____ ZIP: _____
County: _____	County: _____
Phone: _____ Cell or Home	Phone: _____
Personal Email: _____	Business Email: _____
	Business Website: _____

**Section 2: Product Categories**

A cottage food operation may produce a wide variety of food and drink in their home kitchen. Check off ALL products you intend to produce. Refer to the Pamphlet for items that are prohibited.

**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
- Other: \_\_\_\_\_

**You may also produce the following items if you follow the additional instructions specific to SECTION 7 on this application.**

- 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 and vegetables (zucchini noodles, pasta salads with vegetables, fruit bowls, etc.)
- Canned tomato products
- Vegan soups, vegan meals, or other heat-treated produce

- Fresh-pressed juices or bottled drinks
- Other: \_\_\_\_\_

### **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; to third party distributors for resale; or to third party distributors that deliver products on your behalf are prohibited. 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 IDPH and any local health department.

<b>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. Check with your unit of local government about requirements on parking, signage, customer counts, etc.).  <input type="checkbox"/> On-farm store  <input type="checkbox"/> Delivery to or pick-up from a third-party private property with consent of the property holder (i.e., dropoff/pick-up location/pop-up stand).	<input type="checkbox"/> Online sales  <input type="checkbox"/> Delivery directly to customer  <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: _____

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

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### **Section 4: Signage when selling Cottage Food Items**

The following statement is required to be posted at the booth, on-line, and on the food label.

**"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."**

**Indicate the ways in which you will notify customers at point of sale:**

- Display a sign at booth/stall (sign must be 8in x 10in minimum).
- Display a sign at the pick-up location at my home/farm (sign must be 8in x 10in minimum).
- Statement must be on the Cottage Food Operations website or sales platform.
- Other: \_\_\_\_\_

### **Section 5: Package Labeling**

**All cottage food products must be pre-packaged in the home kitchen and include the following information on EACH label.** Every packaged item must be labeled.

The name of the Cottage Food Operation.	Name of the Health Department where you registered and the registration number that was assigned to you by the health department.
Common or usual name of the food product.	List of ingredients in descending order by weight. Include all sub-ingredients, for example butter (pasteurized cream, salt).
Allergen labeling for any major food allergens. (Major food allergens are: milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, and soybean.)	The date the product was produced.
To conform to the labeling requirements of the Illinois Food, Drug, and Cosmetic Act, it must contain the phrase in prominent lettering: <b>"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."</b>	

## 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 FarmProduct**

### 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

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 for your Cottage Food Operation** must have their Certified Food Protection Manager (CFPM) Certificate. The CFPM is not required for employees that handle sales, marketing, administration, or other facets of the business.

List the persons 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

- Attach copies of ALL valid Food Service Protection Manager Certificates of those who prepare or package foods for your Cottage Food Operation.
- Attach copies of 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 copy of all completed food safety plan and representative pH Test for each product with a different food safety process.

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

Example: Janae 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. Janae 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. A copy of all approved recipe(s) from the U.S. Department of Agriculture (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. A copy of the pH test for each canned tomato recipe
  - B. A copy of 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. I understand that I must grant a 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 IDPH 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 section 4 of the IL Food Handling Regulation Enforcement Act (FHREA), effective 1-1-22.**
- I understand that if an inspection is warranted, I may be charged a fee by the health department.

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

**For office use only**

Registration Number Assigned by HD \_\_\_\_\_

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

**NOTES:**

Refrigerated items approved:

\_\_\_\_\_

Acidified and fermented approved items:

\_\_\_\_\_

Canned Tomatoes or Canned Tomato approved items:

\_\_\_\_\_

**Hancock County Health Department \* 671 Wabash Avenue \* Carthage, IL  
If you have any questions \* 217-357-2171 option 4**