



**CENTRAL TEXAS
FOOD BANK**

CITY OF AUSTIN CHARITABLE FEEDING ORGANIZATION (CFO) PERMITTING

Partner Agencies in the City of Austin must be registered or permitted with Austin Public Health (APH) on an annual basis, in line with Austin City Code requirements for Charitable Feeding Organizations. The Central Texas Food Bank will request proof of APH registration/permitting during our annual site visits. Agencies will fall into different categories based on the type of food provided.

- Category 1: An agency that distributes only shelf-stable food and uncut produce.
- Category 2: An agency that distributes and may portion commercially prepared and packaged TCS* foods.
- Category 3: An agency that heats, and/or portions commercially prepared TCS* foods for same-day service only.
- Category 4: An agency that cooks, cools and warms TCS* foods for same-day or future service, including but not limited to full-service community kitchens and soup kitchens.

*TCS: Time or Temperature Controlled for Safety Foods (i.e. meat, dairy, cut melons, cooked vegetables)

What does my agency need to do?

If you have not already done so, please submit a Charitable Feeding Organization General Application to Austin Public Health.

A few tips for the application process:

- Along with the Charitable Feeding Organization Application packet, Partner Agencies must submit to Austin Public Health Ownership Documentation (ie., Articles of Incorporation) and Evidence of 501(C) exemption under the IRS code.
- Partner Agencies should follow the CFO Self-Guided Category Determination to identify which category describes your agency. Food pantries (PA) with cold storage will likely fall into CFO Category 2, and onsite partners (OP/OS) will fall into Categories 3 or 4.
- CFO Categories 1 and 2 must register with APH, while Categories 3 and 4 must obtain a permit.
- If your agency already holds an active City of Austin Food Enterprise permit, you should still apply for a CFO permit - a pre-opening inspection will not be required and fees will be waived.
- Agencies who operate multiple sites must submit a separate application for each physical location. When completing the application, enter the site-specific information under “Establishment Information” and agency information under “Ownership Information.”



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Where can my agency find more information?

You can find the application, along with additional resources and information at:
<https://www.austintexas.gov/page/charitable-feeding-organizations>

You may also contact the City of Austin Ombudsman:

Theresa Giudice, Environmental Health Supervisor

Phone: 512-978-0349

Email: theresa.giudice@austintexas.gov

Main Office Phone: 512-978-0300

Frequently Asked Questions:

On May 17, 2022, Austin Public Health provided answers to several questions at a joint information session for Partner Agencies.

Q. What documentation should churches without a 501(C) designation provide to Austin Public Health?

A. Austin Public Health will work with churches in this category on a case-by-case basis to determine what type of paperwork will be required. CTFB recommends providing a letter affirming that the church meets the spirit of the 14 criteria used by the IRS to define a church and that the church is providing charitable food assistance free of charge.

Q. Who should we list as the “Organization Owner” and “Responsible Party” on our application?

A. List the name of your organization as the Owner – this should match the name on the Articles of Incorporation and 501(C) exemption. List the person in charge of daily operations as the Responsible Party.

Q. Do we need to fill out the Inspection Frequency Analysis section on the application?

A. Yes, all Partner Agencies should complete this section.

Q. What are the requirements for mobile distributions?

A. Partner Agencies who distribute food from vehicles at mobile distributions must obtain mobile permits for each vehicle. In addition to obtaining a CFO permit, agencies must register as a Central Preparation Facility. Agencies must then complete a mobile food vendor application for each vehicle, and each vehicle must pass an inspection by Austin Public Health.

Q. What are the requirements for special events?

A. Partner Agencies who distribute food at locations outside of their permitted address must obtain a Temporary Event permit from Austin Public Health. Agencies may obtain up to six CFO temporary permits per year. Agencies distributing food at permitted mobile distributions do not need a Temporary Event permit.