

**DIVISION OF PUBLIC HEALTH
DPH CONTRACT 24167
AMENDMENT 1**

The Department of Health Services, on behalf of the Division of Public Health and Iowa County Health Department agree to amend their original agreement for the program(s) titled Limited Agent Program (124000) and Bioterrorism Preparedness (155015) as follows:

REVISION: SECTION 4. TERM OF AGREEMENT

The period of this agreement is changed from January 1, 2014 through December 31, 2014 to October 1, 2013 through September 30, 2015.

REVISION: SECTION 5. SERVICES

Additional projects to be completed as detailed in attached Exhibit(s).

Adjustment will be made to the Community Aids Reporting System (CARS) based on the information in the table below.

Agency #	Agency Type	Profile #	Current Contract Level	Contract Change Amount	New Contract Level	Contract Period
25	530	124000	\$0	\$8176	\$8176	7/1/14-6/30/15
25	530	155015	\$0	\$38306	\$38306	7/1/14-6/30/15

All other terms and conditions of the original agreement remain unchanged.

GRANTEE's Authorized Representative
Name:
Title:

Date

GRANTOR's Authorized Representative
Chuck J. Warzecha
Administrator / Deputy Administrator, Division of Public Health
Department of Health Services

Date

Local Public Health Preparedness Contract Objectives

CDC Cooperative Agreement Year 2: July 1, 2013 – June 30, 2014

Background Information

In March of 2011, CDC developed 15 capabilities to serve as national public health preparedness standards. Wisconsin will identify three of these capabilities to be addressed statewide each year during the five-year Public Health Preparedness Cooperative Agreement. The Wisconsin Public Health Preparedness Program has identified three CDC Capabilities that will be the focus on:

- #1 Community Preparedness
- #5 Fatality Management
- #14 Responder Safety and Health

The identification of these three Capabilities was based on the results of the Local Capabilities Assessment completed by all Local Public Health Agencies (LPHAs)/Tribes during the 2011 year, guidance from the Wisconsin Public Health Preparedness Advisory Committee and Local Coordination Committees, and consensus among the Public Health and Hospital Preparedness Programs.

In addition, the Preparedness Program realizes that agencies address the following Capabilities in their daily, local public health functions and practices as well as routine public health planning and response;

- #8 Medical Countermeasures Dispensing
- #13 Public Health Surveillance and Epidemiologic Investigation

Completion of the Capabilities Planning Guide (CPG) will measure your progress in closing gaps in the Capabilities and serve as the LPHA contract deliverable.

Program Goal and Implementation Activities

All agencies will work to close gaps identified in the **three** Capabilities (1, 5, and 14) by completing the following activities.

Each agency will:

1. Determine their gaps in the Community Preparedness, Fatality Management, and Responder Safety and Health Capabilities
2. Use their Capabilities Assessment results to identify areas of improvement
3. Review the functions, tasks, plans, skills/training, and equipment gaps within the three Capabilities
4. Prioritize which gaps the agency will address
5. Select at least three gaps per Capability to improve during the contract year
6. Determine if the gaps are best filled by creating or revising plans and protocols, trainings, exercising or obtaining needed equipment
7. The agency will create or modify plans, coordinate trainings and exercises, and obtain resources to close identified gaps
8. Complete the online Capabilities Planning Guide provided by DPH

Local Agency Contract Deliverables

During the second year of the CDC Cooperative Agreement all agencies will complete the following contract deliverables:

1. Completion of the Capabilities Planning Guide (CPG) via a Division of Public Health (DPH) provided online tool.
2. Update and submit to DPH the Point of Dispensing (POD) List.
3. Participate in an exercise among appropriate healthcare coalition partners (as defined locally) that is Homeland Security Exercise and Evaluation Program (HSEEP) compliant. Post the After Action Report to the Partner Communication and Alerting (PCA) Portal. After Action Report resulting from a real event may be used in lieu of an exercise.
4. Complete the Performance Measures Surveys online tool developed by the Division of Public Health.
5. Participation in a mid-year discussion with Preparedness Program staff regarding progress to close Capabilities gaps, needs, and sharing of best practices. (WALHDAB or one on one)
6. As feasible, participate in Preparedness meetings, expert panels, health coalitions, and workgroups.
7. Submit a proposed budget by October 1, 2013, and an updated actual budget by February 15th, 2014 and at the end of the year September 30th, 2014 to DPH. (DPH will provide an easy to use spreadsheet).
8. Maintain 3 to 5 emergency contacts via the PCA Portal Alerting (Everbridge) system.
9. *Agencies will continue to ensure staff is trained: on the use of Personal Protective Equipment (PPE), and on the National Incident Management System (NIMS) and Incident Command System (ICS) as needed.*

Division of Public Health (DPH) provided Tools/Training/Technical Assistance

DPH will:

- Provide an online CPG Tool for local agencies to complete as their contract deliverable via the PCA Portal.
- Provide an online Performance measure tool.
- Provide a budget template.
- Facilitate and deliver at least the following trainings:
 - Budget reporting
 - PCA Portal Training
 - Alerting Training
 - Webcast Capabilities Training for: Community Preparedness, Fatality Management, and Responder Safety and Health Capabilities
 - Incident Command System (ICS) 300 and 400 Level National Incident Management System (NIMS) Training
 - Webcast Strategic National Stockpile Trainings
- Facilitate a Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercise in each of the five public health regions, based on the Hazard Vulnerability Assessment scenario/results (this will meet exercise requirements).
- Facilitate the sharing of best practices, resources, tools, and templates statewide.
- Work with the Public Health Preparedness Advisory Committee (PHPAC) to develop a multi-year Statewide Training and Exercise Plan.

Reference: Centers for Disease Control and Prevention's (CDC) Public Health Preparedness Capabilities:

National Standards for State and Local Planning:

<http://www.cdc.gov/phpr/capabilities/DSLRCapabilitiesJuly.pdf>

Type	Billing Type	State Fee	80% Reimbursement	Facility Name	Facility Street Address	Facility City	Facility State	Facility Zip Code
Campground 101-199 Sites (RC4)	N/A	\$355.00	\$284.00	BLACKHAWK LAKE REC AREA	2025 CTH BH STATE HWY 80 E ON CNTY BH	HIGHLAND	WI	53543
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	BARNEVELD BIRCH LAKE PARK	4254 CO TR T 1 MI SO OF BARNEVELD	BARNEVELD	WI	53507
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	BETHEL HORIZONS FOUNDATION	4651 COUNTY ROAD ZZ	DODGEVILLE	WI	53533
Campground 1-25 Sites (RC1)	N/A	\$175.00	\$140.00	TOWER HILL	5808 CTY HWY C	SPRING GREEN	WI	53588
Campground 200+ Sites (RC5)	N/A	\$410.00	\$328.00	GOVERNOR DODGE CAMPGROUND	4175 WISCONSIN 23 N	DODGEVILLE	WI	53533
Campground 26-50 Sites (RC2)	N/A	\$250.00	\$200.00	TRADERS ISLAND	7608 WITWER RD	ARENA	WI	53503
Campground 51-100 Sites (RC3)	N/A	\$305.00	\$244.00	AVOCA LAKESIDE	SO OF EAST LAKESHORE DR ON CAMP RD	AVOCA	WI	53506
Campground 51-100 Sites (RC3)	N/A	\$305.00	\$244.00	BLUE MOUND	4350 MOUNDS PARK RD	BLUE MOUNDS	WI	53517
Campground 51-100 Sites (RC3)	N/A	\$305.00	\$244.00	IOWA COUNTY FAIR SOCIETY	900 FAIR ST	MINERAL POINT	WI	53565
Campground 51-100 Sites (RC3)	N/A	\$305.00	\$244.00	TOMS CAMPGROUND	WIS HWY 191	DODGEVILLE	WI	53533
Lodging 100-199 (LH3)	N/A	\$355.00	\$284.00	HOUSE ON THE ROCK INN LODGING	3591 STATE HWY 23 N	DODGEVILLE	WI	53533
Lodging 31-99 Rooms (LH2)	N/A	\$280.00	\$224.00	BEST WESTERN QUIET HOUSE & SUITES	1130 N JOHNS ST	DODGEVILLE	WI	53533
Lodging 31-99 Rooms (LH2)	N/A	\$280.00	\$224.00	DEER VALLEY LODGE	401 W INDUSTRIAL DR	BARNEVELD	WI	53507
Lodging 31-99 Rooms (LH2)	N/A	\$280.00	\$224.00	DON Q INN	3658 STATE HWY 23 N	DODGEVILLE	WI	53533
Lodging 31-99 Rooms (LH2)	N/A	\$280.00	\$224.00	HOUSE ON THE ROCK RESORT	400 SPRINGS DR	SPRING GREEN	WI	53588
Lodging 31-99 Rooms (LH2)	N/A	\$280.00	\$224.00	QUALITY INN OF MINERAL POINT	1345 BUSINESS PARK RD	MINERAL POINT	WI	53565
Lodging 31-99 Rooms (LH2)	N/A	\$280.00	\$224.00	SPRING VALLEY INN	HWY 14 & CTY C	ARENA	WI	53503
Lodging 31-99 Rooms (LH2)	N/A	\$280.00	\$224.00	SUPER 8 MOTEL OF DODGEVILLE	1308 N JOHNS ST	DODGEVILLE	WI	53533
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	BREWERY CREEK	23 COMMERCE ST	MINERAL POINT	WI	53565
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	DAIRYLAND MOTEL	535 RIDGE ST	MINERAL POINT	WI	53565
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	MINERAL POINT HOTEL	121 COMMERCE ST	MINERAL POINT	WI	53565
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	PINE RIDGE MOTEL	405 HWY YZ	DODGEVILLE	WI	53533
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	REDWOOD MOTEL	625 DODGE ST	MINERAL POINT	WI	53565
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	SILVER STAR	3852 LIMMEX HILL RD	AVOCA	WI	53506
Lodging 5-30 Rooms (LH1)	N/A	\$205.00	\$164.00	THE WALKER HOUSE	1 WATER ST	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	219 WASHINGTON	219 WASHINGTON	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	23 STEPS INN	215 HIGH ST	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	BIG VALLEY RANCH BARN HOUSE	7488 LEACHES CROSSING RD	AVOCA	WI	53506
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	BIG VALLEY RANCH PIONEER HOUSE	6920 PENN HOLLOW RD	AVOCA	WI	53506
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	BIRDS COTTAGE	1730 CLYDE ST	AVOCA	WI	53506
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	BLUEBIRD HILL COUNTRY COTTAGE	557 FERNDALE RD	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	BREWER HOUSE INN	526 FOUNTAIN ST	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	BREWERY CREEK MINERS COTTAGE	28 SHAKE RAG ST	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	BREWERY CREEK SPRINGSIDE COTTAGE	17 SHAKE RAG ST	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	CEDAR VALLEY LODGE	3731 DOLAN RD	SPRING GREEN	WI	53588
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	CLOWNEY HOUSE	213 CLOWNEY ST	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	COON ROCK HORSE & HUNT CLUB	6180 ERDMAN RD	ARENA	WI	53503
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	COTHREN HOUSE TRH	320 TOWER ST	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	FINCH HILL FARM TRH	5599 COUNTY RD PP RD	AVOCA	WI	53506
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	FOLKLORE VILLAGE TRH	3210 CO BB	DODGEVILLE	WI	53533
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	HIGH STREET SUITES	124 HIGH ST	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	HILLTOP	6447 HILLTOP RD	SPRING GREEN	WI	53588
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	MAPLE WOOD LODGE	2950 STATE HWY 39	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	MOUSEHOLE GUEST TRH	14 SHAKE RAG ST	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	OLD LUMBERYARD	10 COMMERCE ST	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	SHAKE RAG ALLEY COACH HOUSE	18 SHAKE RAG ST	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	SHEER MEMORIES GUEST COTTAGE	6351 COUNTY ROAD P	MUSCODA	WI	53573
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	SUGARLAND INN	8637 LINLEY RD	ARENA	WI	53503
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	THE JONES MANSION	215 RIDGE ST	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	THE SALTBOX	244 SOUTH ST	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	TOMS CAMPGROUND TRH	2626 SPRING RD	DODGEVILLE	WI	53533
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	TUCK POINT	223 COMMERCE ST	MINERAL POINT	WI	53565
Tourist Rooming House (LTR)	N/A	\$110.00	\$88.00	VERMONT WEST	5194 SHOP HILL RD	HIGHLAND	WI	53543
Restaurant	Prepackaged	\$105.00	\$84.00	DOODLES	607 MAIN ST	RIDGEWAY	WI	53582
Restaurant	Prepackaged	\$105.00	\$84.00	FAT BOY SLIMS	155 HIGH	MINERAL POINT	WI	53565
Restaurant	Prepackaged	\$105.00	\$84.00	HOUSE ON THE ROCK ATTRACTION	5754 STATE ROAD 23	SPRING GREEN	WI	53588
Restaurant	Prepackaged	\$105.00	\$84.00	COFFEE SHOP				
Restaurant	Prepackaged	\$105.00	\$84.00	PAPPAS TRADING POST	7345 HWY 14	ARENA	WI	53503

Restaurant	Prepackaged	\$105.00	\$84.00	SHAKE RAG ALLEY CENTER FOR THE ARTS	18 SHAKE RAG ST	MINERAL POINT	WI	53565
Restaurant	Prepackaged	\$105.00	\$84.00	SQUEAKY WHEEL SALOON (THE)	403 COMMERCE ST	HOLLANDALE	WI	53544
Total		\$10,220.00	\$8,176.00					

EXHIBIT II

Limited Agent Contract Addendum

The intent of the limited agent contract is to encourage health departments to develop environmental health capacity leading to full agent status with the Department.

This document is an addendum to the CARS contract, and shall serve henceforth as the limited agent work plan.

1. Definitions

- 1.1 Conflict of interest exists whenever an employee's action or failure to act could produce a private benefit for the employee or the immediate family or business with which the employee is associated; or the matter is one in which the employee is associated; or the matter is one in which the employee in a private capacity or a member of the employee's immediate family or business with which the employee is associated, has an interest.
- 1.2 Department means the WI Department of Health Services.
- 1.3 Enforcement Action means the legal methods used to make operators come into compliance with administrative code and statutory requirements. Enforcement methods include citations, fines, suspension or revocation of establishment license, closure and even jail terms. Reasons for enforcement action include, but are not limited to noncompliance of written orders, continued repeat violations noted on inspection reports, operating without a valid establishment license and imminent public health and safety violations.
- 1.4 Follow up Inspection is a type of inspection that is used by the discretion of the inspector to check back with the establishment operator to assure that violations have been corrected following a routine inspection. Fees are not associated with type of inspection. Unlike a reinspection this is not required. (see definition).
- 1.5 Licensing Period, also known as the Fiscal Year, is the period from July 1 through June 30.
- 1.6 Limited Agent (LA) means the local public health department (LPHD) operating under the terms of this agreement.
- 1.7 Permit means the license to operate issued by the Department.
- 1.8 Reimbursement refers to the portion of the permit fee or reinspection fee collected by the Department that shall be returned to the limited agent.
- 1.9 Reinspection is a type of inspection that is required when during a routine inspection risk/critical violations are noted on the inspection report that cannot be corrected onsite or when consecutive repeat violations are noted on past inspection reports. Reinspections are required inspections to assure that violations have been corrected. Fees are associated with type of inspection.

2. Terms and Conditions

- 2.1 This contract is between the Department and the Iowa County Health Department.

- 2.2 This contract is valid for the licensing year July 1, 2014 to June 30, 2015.
- 2.3 Renewal of this contract shall be contingent upon an analysis performed by the Department, using criteria and methods developed separately.
- 2.4 Criteria used to evaluate this contract shall include, but not be limited to, an analysis of the performance of the limited agent.
- 2.5 The limited agent may cancel this contract at any time without cause. Such cancellation shall be made in writing to the signatory of this contract or an appointed representative. However, cancellation terms contained in the CARS contract shall also be honored.
- 2.6 No reimbursement shall be made for inspections performed after the date of cancellation or inspections not performed.
- 2.7 The Department reserves the right to cancel this contract upon delivery of 30 days notice for a finding of unsatisfactory performance; however, evidence of fraud or intent to defraud the Department shall result in immediate termination of this contract.

3. Authority and Responsibility

- 3.1 This contract is executed under authority granted the Department by Sec 250.03(1)(e), (f), and (g).
- 3.2 The Department shall determine the scope of the inspection activities to be performed by the limited agent; furthermore, the Department shall reevaluate the scope as part of the analysis in section 2.3 of this contract.
- 3.3 The Department shall collect all fees, issue all permits, conduct pre-inspections and retain responsibility for all enforcement actions for all licensable establishments within the geographic jurisdiction of the limited agent, except as specifically delegated herein.
- 3.4 The Department shall establish minimum criteria regarding the credentials and qualifications of the person(s) employed by the limited agent to perform the inspection duties contained herein (see section 6). Acceptance of this contract by the limited agent signifies agreement to employ or contract with inspectors meeting such credentials and qualifications.
- 3.5 The Limited Agent shall annually inspect the facilities designated by the Department under contractual authority from Sec 250.03(1)(e).
- 3.6 The Limited Agent shall be responsible for all inspection activities including follow ups, reinspections (see reinspection criteria) and complaint follow-up for licensed establishments under this contract. The Limited Agents responsibility begins after the Department has performed a preinspection and up until the Limited Agent has notified the Department that enforcement action is required. Once the enforcement action has been resolved by the Department, the Department will notify the Limited Agent of the action taken. Once enforcement actions have been resolved the Limited Agent will resume the activities as outlined in the contract.

- 3.7 The department will reimburse reinspections fees at the rate of 80%. Limited Agents shall use the reinspection criteria developed by the Department. Invoices (See Exhibit III) may be sent in quarterly, but processing and payment will occur after August 15th following the end of the licensing year. Reimbursement will occur only after payment has been received by the Department. No reimbursement will be made on reinspections if payment has not been received by the Department.
- 3.8 No additional fees may be levied by the Limited Agent upon inspected facilities.

4. Duties and Activities

4.1 The limited agent shall inspect the following establishment types in :

- 4.1.1 Campgrounds
- 4.1.2 Hotels
- 4.1.3 Tourist Rooming Houses
- 4.1.4 Prepackaged Food Establishments
- 4.1.5 Vending Equipment Storage

The complete list of facilities is found in Exhibit 1.

- 4.2 Inspections shall be entered using the HealthSpace software program. It is the responsibility of the Limited Agent to enter the inspection into HealthSpace.
- 4.3 The limited agent agrees to inspect all of the licensed facilities in Exhibit I within the duration of this contract, barring extenuating or unforeseen circumstances which could reasonably be expected to hinder completion of the contract.
- 4.4 The limited agent agrees to perform inspections and other activities designed to assure compliance with ss. 254 and DHS 178, 195, 196, and 198 Wis. Adm. Code.
- 4.5 A copy of the inspection shall be presented to the operator or representative immediately upon completion of the inspection.
- 4.6 Any orders written by the limited agent shall be clearly explained to the operator or representative. Orders may also be issued by the Department.
- 4.7 If enforcement actions are required by the Department, the Limited Agent shall notify the food safety and recreational licensing section.
- 4.8 If a facility inspection reveals an immediate hazard to public health, the health officer has the authority to take immediate action under ss.254.59. The limited agent shall then notify the food safety and recreational licensing section.
- 4.9 The limited agent will send an establishment list to their State Advance Sanitarian prior to the end of the contract indicating what inspections they have completed, actual copies of the inspections do not need to be provided.

- 4.10 The Department will notify the limited agent after a preinspection is performed or when there is a change in licensure of a facility that would affect the limited agent
- 4.11 After a pre-inspection is made by the Department, the Limited Agent will perform a routine inspection within 4 to 6-months, if this is not possible, the inspection shall be made within the licensing year.
- 4.12 The Limited Agent shall notify the Department if there is a suspected or required change of licensure of a facility under this contract. If the facility has expanded beyond its current license or plan approval is required, the limited agent shall notify the Department.
- 4.13 The Department will notify the Limited Agent if there is a suspected or required change of licensure of a facility under this contract.

5. Fiscal

- 5.1 The Department shall reimburse the limited agent 80% of the annual license fee for each facility inspected or reinspection fee, except that vending machine inspections shall be reimbursed as specified in DHS 192.09.
- 5.2 Reimbursement for inspections will be performed automatically utilizing the CARS (Community Aids Reporting System).
- 5.3 Reimbursement for inspections will be authorized only for the routine inspection of a facility.
- 5.4 Reimbursements for reinspections will use the form provided in Exhibit III.

6. Minimum Qualifications

- 6.1 Inspections will be made by, or under the supervision or oversight of a Wisconsin Registered Sanitarian or NEHA Registered Sanitarian.
- 6.2 The State Advanced Sanitarian shall provide oversight to the Limited Agent.
- 6.3 In the event the Limited Agent loses its only Registered Sanitarian, a qualified replacement shall be hired within 120 days unless otherwise approved by the Department.
- 6.4 Limited Agent inspection staff must meet the hiring criteria set forth by local ordinance and personnel practices and the requirements established for Sanitarian Registration under DHS 160.
- 6.5 All inspectors shall possess:
 - 6.5.1 Excellent communication skills
 - 6.5.2 Ability to write inspection findings in a legible and grammatically correct manner
- 6.6 Training shall be provided by the department
- 6.7 Inspectors shall not have a conflict of interest with any regulated establishment.



Scott Walker
Governor

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Kitty Rhoades
Secretary

State of Wisconsin

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dhs.wisconsin.gov

Department of Health Services

June 1, 2014

To: «Agent»
«Address1»
«Address2»
«City»

Subject: Refund of Reinspection Fees to Limited Agent Health Departments.
(Reimbursement information must be returned on this form)

The «Agent» submits the following request for reimbursement under the Agent Agreement with the Division of Public Health.

July 1, 2014 through June 30, 2015

(Copies of all inspection work shall accompany this document.)

		Refund Value 80% Item		
	Number	Net Fees	80%	Item Total
Reinspection Fee	_____	\$	X .80	\$
Second Reinspection Fee	_____	\$	X .80	\$
			Total	\$

CERTIFICATION

This is to certify that the «Limited Agent» has inspected the facilities named on the attached Inspection forms for the permit year ending June 30, 2015 and further certified that all such licensed establishments are within the legal boundaries of the «jurisdiction» and that they were granted a permit for 2014-2015 fiscal year by the Division of Public Health.

Invoices may be sent in quarterly, but processing and payment will occur after August 15th following the end of the licensing year. Reimbursement will occur only after payment has been received by the Department. No reimbursement will be made on re inspections if payment has not been received by the Department.

Signature _____

Title _____

Date _____

FOR FSRL OFFICE USE ONLY

DIRECT VOUCHER														
Vendor #														
App	/	Class	/	L1	/	L2	/	Proj	/	R	/	A	/	Amt.
Total Amount: \$														
Date:														
Approval:														