

**DIVISION OF PUBLIC HEALTH
DPH CONTRACT 27489
AMENDMENT 4**

The Department of Health Services, on behalf of the Division of Public Health and the Vernon County Health Department agree to amend their original agreement for the program(s) titled WIC Breastfeeding Peer Counseling (Profile 154760) and/or the Limited Agency Program (Profile 124000) as follows:

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
62	530	154760	\$0	\$8626	\$8626	1/1/15-12/31/15
62	630	124000	\$0	\$8800	\$8800	7/1/15-6/30/16

- Funding on Profile 154760 is from USDA for the Breastfeeding Peer Counseling program.
- Funding on Profile 124000 shall be used to complete additional projects as described in the attached Exhibit(s).

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

Facility ID	Type	Billing Type	State Fee	Reimbursement	Administrative Status	Administrative Stage	Facility Name	Facility Street Address	Facility City	Facility State	Facility Zip	Facility County	Facility Phone
HSAT-7QXNR9	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	Active	BANKER PARK	COMMERCIAL STREET HWYS 131 & 56	VIOLA	WI	54664	VERNON	()
CDRY-84ZT4P	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	Active	BLACKHAWK COUNTY PARK-1	E594 COUNTY HWY BI	DE SOTO	WI	54624	VERNON	(608)637-5480
CDRY-8TULQE	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	Active	CEDAR HILLS CAMPGROUND	E 832 STOKKE RD	DE SOTO	WI	54624	VERNON	(608)648-278)
CDRY-8WA57R	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	Active	ELK MOUNTAIN CAMPGROUND	S7602 S HWY 35	DE SOTO	WI	54624	VERNON	(608)648-3329
HSAT-7QWLHD	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	Active	END OF TRAIL EQUINE CAMPGROUND	E13722 CASS VALLEY RD	ONTARIO	WI	54651	VERNON	(608)337-4738
HSAT-7QX39M	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	Active	ENGHS FISH MARKET	4100 STATE RD 35	GENOA	WI	54632	VERNON	(608)868-2394
HSAT-7QXKW7	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	Active	LA FARGE VILLAGE PARK	301 W ADAMS ST	LA FARGE	WI	54639	VERNON	()
HSAT-7QXNW9	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	Active	MR DUCKS CANOE RENTAL	CORNER WATER & MAIN ST	ONTARIO	WI	54651	VERNON	(608)337-4711
CDRY-9J2NLD	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	Active	OTTERVEALE CABIN	S4015 HUSKER HOLLOW RD	LA FARGE	WI	54639	VERNON	(608)625-4258
HSAT-7QX4WH	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	Active	RENTZ MEMORIAL PARK	TOWN OF JEFFERSON	VIROQUA	WI	54665	VERNON	()
HSAT-7QX8NK	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	Active	STODDARD INN	351 NORTH MAIN	STODDARD	WI	54658	VERNON	(608)689-2411
HSAT-7QWFAV	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	Active	SUNSET WATERS	400 S FRONT	STODDARD	WI	54658	VERNON	(608)848-2590
CDRY-8JPNKU	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	Active	VALLEY MARKET	701 CENTRAL AVE	COON VALLEY	WI	54623	VERNON	(608)452-2355
CDRY-97NQND	Campground 1-25 Sites (RC1)	Campground 1-25 Sites (RC1)	\$175.00	\$140.00	Permitted	Active	WOODYDYS CAMPGROUND	500 FOREST LN	STODDARD	WI	54658	VERNON	(608)457-2600
HSAT-7QWNT9	Campground 26-50 Sites (RC2)	Campground 26-50 Sites (RC2)	\$250.00	\$200.00	Permitted	Active	BATTLE ISLAND PARK	1 MI S OF VICTORY	DE SOTO	WI	54624	VERNON	(608)606-9170
HSAT-7QXEJG	Campground 26-50 Sites (RC2)	Campground 26-50 Sites (RC2)	\$250.00	\$200.00	Permitted	Active	VERNON CO FAIRGROUNDS	N MAIN STREET HWY 14 HWY	VIROQUA	WI	54665	VERNON	(608)837-8727
HSAT-7QWSBY	Campground 26-50 Sites (RC2)	Campground 26-50 Sites (RC2)	\$250.00	\$200.00	Permitted	Active	WATERS EDGE MOTEL & CAMPGROUND	201 N PEARL ST	STODDARD	WI	54658	VERNON	(608)457-2126
HSAT-7QX8BN	Campground 51-100 Sites (RC3)	Campground 51-100 Sites (RC3)	\$305.00	\$244.00	Permitted	Active	MISSISSIPPI SPORTS & RECREATION	E870 HWY 35	DE SOTO	WI	54624	VERNON	(608)648-3630
HSAT-7QWAZQ	Campground 51-100 Sites (RC3)	Campground 51-100 Sites (RC3)	\$305.00	\$244.00	Permitted	Active	SIDIE HOLLOW PARK	TOWN OF JEFFERSON	VIROQUA	WI	54665	VERNON	(608)863-7335
HSAT-7QXE4D	Campground 51-100 Sites (RC3)	Campground 51-100 Sites (RC3)	\$305.00	\$244.00	Permitted	Active	WILDCAT MOUNTAIN	E13660 STATE HWY 33	ONTARIO	WI	54651	VERNON	(608)337-4775
BHEP-7U7HCH	Lodging 31-99 Rooms (LH2)	Lodging 31-99 Rooms (LH2)	\$280.00	\$224.00	Permitted	Active	HOTEL HILLSBORO	1235 WATER AVE	HILLSBORO	WI	54634	VERNON	(608)
HSAT-7QXMJ2	Lodging 31-99 Rooms (LH2)	Lodging 31-99 Rooms (LH2)	\$280.00	\$224.00	Permitted	Active	VIROQUA INN & SUITES	1325 N MAIN ST	VIROQUA	WI	54665	VERNON	(608)637-3100
HSAT-7QWGG3B	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	BIG RIVER INN	200 BEAVER ST	GENOA	WI	54632	VERNON	(608)689-2652
HSAT-7QWSDQ	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	CENTRAL EXPRESS INN	409 N MAIN ST	WESTBY	WI	54667	VERNON	(608)865-5106
JKAK-8LMS92	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	DRIFTWOOD INN MOTEL	203 N GARDEN	ONTARIO	WI	54651	VERNON	(608)337-4660
CDRY-8R3QA9	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	HICKORY HILL MOTEL	S5539 14 HWY	VIROQUA	WI	54665	VERNON	(608)637-3104
CDRY-896PM7	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	KICKAPOO VALLEY RANCH	E11761 COUNTY ROAD P	LA FARGE	WI	54639	VERNON	(608)862-6222
CDRY-84ZTBW	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	MIDWAY MOTEL	850 N MAIN ST	VIROQUA	WI	54665	VERNON	(608)863-2929
HSAT-7QWD6U	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	MISSISSIPPI SPORTS & RECREATION	E870 HWY 35	DE SOTO	WI	54624	VERNON	(608)648-3630
CDRY-9EBQ7J	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	OLD TOWNE MOTEL	102 E OLD TOWN RD	WESTBY	WI	54667	VERNON	(608)634-2111
RWIN-8VWPQW	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	RIVER VALLEY MOTEL	115 S BIRD ST	LA FARGE	WI	54639	VERNON	(608)
CDRY-8H7R3T	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	RIVERVIEW CABINS	121 CRAWFORD ST	DE SOTO	WI	54624	VERNON	(608)648-3640
HSAT-7QWVHM	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	RUDYS BAR	608 MAIN ST	GENOA	WI	54632	VERNON	(608)689-2994
HSAT-7QWPMX	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	SAFE LANDING MOTEL	329 N MAIN	STODDARD	WI	54658	VERNON	(608)457-2122
HSAT-7QXM6B	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	SCENIC VIEW CABINS	S7602 S HWY 35 HWY	DE SOTO	WI	54624	VERNON	(608)648-3329
CDRY-9HRMQG	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	THE HARVEST MOON WOODFIRE GRILLE & LODGE	609 STATE HWY 61	READSTOWN	WI	54652	VERNON	(608)
CDRY-9MKTJE	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	WATERS EDGE CABINS	801 DIVISION ST	STODDARD	WI	54658	VERNON	(608)457-2126
HSAT-7QX6KK	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	WATERS EDGE MOTEL	201 N PEARL ST	STODDARD	WI	54658	VERNON	(608)457-2126
CDRY-894SFJ	Lodging 5-30 Rooms (LH1)	Lodging 5-30 Rooms (LH1)	\$205.00	\$164.00	Permitted	Active	WESTBY HOUSE	200 W STATE ST	WESTBY	WI	54667	VERNON	(608)634-4112
CDRY-8SRMRL	Restaurant	Prepackaged	\$105.00	\$84.00	Permitted	Active	HICKORY HILL MOTEL	S5539 14 HWY	VIROQUA	WI	54665	VERNON	(608)637-3104
CDRY-9EBQEN	Restaurant	Prepackaged	\$105.00	\$84.00	Permitted	Active	OLD TOWNE MOTEL	102 E OLD TOWN RD	WESTBY	WI	54667	VERNON	(608)634-2111
CDRY-9KRQYQ	Restaurant	Prepackaged	\$105.00	\$84.00	Permitted	Active	RIVER LOUNGE	305 MAIN ST	DE SOTO	WI	54624	VERNON	(608)648-3543
HSAT-7QXH32	Restaurant	Prepackaged	\$105.00	\$84.00	Permitted	Active	VIROQUA INN & SUITES	1325 N MAIN ST	VIROQUA	WI	54665	VERNON	(608)863-3100
HSAT-7QWM8X	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	A PLACE TO SEW	116 DE SOTO ST	DE SOTO	WI	54624	VERNON	(608)437-7624
HSAT-7QWSAG	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	ANOTHER PLACE TO SEW-THE COTTAGE	125 DESOTO ST	DE SOTO	WI	54624	VERNON	(608)335-9694
HSAT-7QX6PN	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	BLAKLEY HOBBIT	LIBERTY TWP ROUTE 1	VIOLA	WI	54664	VERNON	(608)862-1461
HSAT-7QXFTP	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	BLUE HIGHWAY MOTORCYCLE LODGE	S2669 COUNTY HWY V	HILLSBORO	WI	54634	VERNON	(608)848-4131
CDRY-8UZMCP	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	BORGENS CAFE VACATION RENTALS	109 S MAIN	WESTBY	WI	54667	VERNON	(608)634-4003
HSAT-7QWTV2	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	BRUSH CREEK LOG CABIN	S104A 17TH	ONTARIO	WI	54651	VERNON	(608)269-5926
CDRY-94EUK4	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	COON VALLEY CABINS	108 CENTRAL AVE	COON VALLEY	WI	54623	VERNON	(608)606-4489
HSAT-7QX7TC	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	EAST RIDGE FARM	S2505A TRI STATE RD	WESTBY	WI	54667	VERNON	(608)634-3940
HSAT-7QWVYR	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	GENOA MOTEL	708-712 WATER ST	GENOA	WI	54632	VERNON	(903)421-4701
CDRY-9TVUHN	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Pending	Active	HONEY BARN	S2116 CTY RD S RD	WESTBY	WI	54667	VERNON	(608)452-3912
CDRY-896PWC	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	KETTNER'S RIVERFRONT CABINS	S6909 STATE HWY 131 HWY	VIOLA	WI	54664	VERNON	(608)
JUDN-8VNVQ9S	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	KICKAPOO VALLEY BEAR CREEK RETREAT	E12803 HWY 82	LA FARGE	WI	54639	VERNON	(608)606-1277
CPOA-8X7LG8	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	LODGE AT ELK CREEK LLC	E11275 E RIVER RD	VIOLA	WI	54664	VERNON	(608)606-4506
CDRY-9FMSQZ	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	LOGAN MILL LODGE	108 E 2ND ST	WESTBY	WI	54667	VERNON	(608)634-6228
CDRY-8KZMQD	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	NATURE NOOKS RETREAT	S4878 COUNTY ROAD S	VIROQUA	WI	54665	VERNON	(608)637-3528
HSAT-7QXDA5	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	PLEASANT VALLEY LOG CBNS	ROUTE 1	ONTARIO	WI	54651	VERNON	(608)833-4528
CDRY-8JPLXW	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	QUIET VALLEY CABINS, LLC	S1216 KNUDSON LN	COON VALLEY	WI	54623	VERNON	(608)452-2086
CDRY-9KLTCH	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	RIDGETOP HIDEAWAY	E8911 N ASBURY RD	VIROQUA	WI	54665	VERNON	(608)632-2272
CDRY-7SXQ3V	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	SUNSET LODGE	N1282 HWY 35 HWY	STODDARD	WI	54658	VERNON	(608)457-23)
HSAT-7QWMMWK	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	THREE SPRINGS HIDEAWAY	E14127 HWY P	LA FARGE	WI	54639	VERNON	(608)848-4165
HSAT-7QX76E	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	TRILLIUM	SEC 4 RT 2 TOWN OF WEBSTER	LA FARGE	WI	54639	VERNON	(608)862-4492
HSAT-7QXKTM	Tourist Rooming House (LTR)	Tourist Rooming House (LTR)	\$110.00	\$88.00	Permitted	Active	WILDTHINGS COTTAGE	S 2460A	LA FARGE	WI	54639	VERNON	(608)862-4181
Total			\$11,000.00	\$8,800.00									

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 **Vernon County Health Department**.

- 2.2 This contract is valid for the licensing year July 1, 2015 to June 30, 2016.
- 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 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 food safety and recreational licensing.
- 4.9 The limited agent will send an establishment list to their State Advanced 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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MADISON WI 53701-2659

Kitty Rhoades
Secretary

State of Wisconsin

608-266-1251

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dhs.wisconsin.gov

Department of Health Services

June 1, 2015

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, 2015 through June 30, 2016

(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, 2016 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 reinspections 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:														