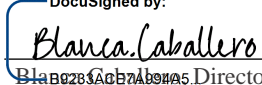




## SUBSTANTIVE POLICY STATEMENT

**SPS-QC-2017-001**

Substantive Policy Statement Title:  Fee Waived Food Employee Certificate Reimbursement	SPS Number: QC-2017-001
	Adoption Date: 02/02/2017
	Revision Date: N/A
Approved By:  Blanca Caballero, Director	DocuSigned by: 11/27/2023 Date

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona administrative procedure act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under section 41-1033, Arizona Revised Statutes, for a review of the statement.

### **I. Substantive Policy Statement (SPS) Purpose:**

The purpose of this SPS is to clarify how Fee Waived Food Employee Certificate general fund reimbursement allocations are calculated by the Department.

### **II. Statutory Overview:**

Maricopa County Environmental Health Code (MCEHC)

### **III. SPS:**

Per MCEHC Chapter 7, Regulation 3(b) Fee Waived Food Employee Certificates may be issued to:

1. A Food Employee for which Maricopa County Board of Health has waived payment of associated fees due to their charitable or nonprofit status.
2. A Food Employee enrolled in a K-12 culinary arts school program or other similar curriculum-based programs for which Maricopa County Board of Health has waived payment of associated fees.



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Maricopa.gov

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After the Department conducts an onsite class; total “in-class” hours shall be submitted to the Department Finance Manager (or designee). The Department Finance Manager (or designee) will submit the “in-class” time spent with the dollar amount for service cost reimbursement as a Maricopa County Board of Supervisors agenda item.

“In-class” service cost is for class/exam implementation, which does not include travel, and is tabulated according to the MCEHC Chapter I “Investigative Fee” of \$130/hour.

**IV. SPS New Document/Revision Statement**

SPS-QC-2017-001 is a new SPS with a February 2, 2017, effective date.

**V. Contact Us:**

For questions or comments regarding this SPS or to obtain a copy of this document, please contact the Department Records Custodian at the email address located in the footer section of the document.

