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SUBSTANTIVE POLICY STATEMENT
SPS-QC-2017-001

A substantive policy statement (SPS) is advisory only. In accordance with A.R.S. §11-1601, SPS's are written expressions that are only advisory and that informs the general public of the Maricopa County Environmental Services Department's (Department) current approach or practice and do not impose additional requirements or penalties on regulated parties or confidential information.

1. SPS Subject:

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

2. Statutory Overview:

Maricopa County Environmental Health Code (MCEHC)

3. 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.

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.

4. SPS Effective Date

February 2, 2017

5. SPS New Document/Revision Statement:

SPS-QC-2017-001 is a new SPS.

6. 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 address and/or phone number above.