



Franklin County Public Health  
280 East Broad Street  
Columbus, Ohio 43215-4562  
(614) 525-3160  
www.myfcph.org

## MEMORANDUM Food Safety & School Health

**TO:** All Franklin County Board of Health Licensed Food Service Operators and Retail Food Establishments

**FROM:** Nichole D. Lemin, MS, RS/REHS, MEP  
Assistant Health Commissioner/Director of Environmental Health

**DATE:** April 5th, 2021

**RE:** Payment in the Field-Temporaries

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Per compliance with our internal fiscal policy, our inspectors will no longer be accepting money in the field.

- Temporary Inspections. Temporary applications and required fees must be received in the office a minimum of **5 days prior** to the event in order for a license to be issued for that event. The application must be reviewed prior to the date of the event.
  - Mobile units that are present at the event without a valid license must leave the event.
  - For those that cannot pay prior to the event, a payment must be received within 5 business days after the event or they will become ineligible for future temporaries with Franklin County Public Health. Note that this will request will still have to be submitted with the application 5 days before the event.

### Payments:

- We are working to allow electronic payments for the above fees.
- Currently we will accept check, money order, or cashier's check.
- To submit a payment, please mail or drop off the payment and application to 280 E. Broad Street, Room 200 (2nd Floor), Columbus, Ohio 43215-4562 Attn: Food and School Safety.

If you have any questions concerning this memo, please contact our Food Safety & School Health Supervisors, Rebecca Keller, 614-561- 3671 or Karin Kasper, 614- 653-2235.