

Cottage Food Operation A (CFO) Checklist

*Submit all applicable documents, and fees to Homebased Food Operations Program
homebasedfoods@ph.lacounty.gov | (626)-430-9855*

Questions on CFO A Registration? Call Homebased Food Operations Program (626) 430-9855

Step 1 – Submit forms using Class A Registration Request at: <https://bit.ly/ClassARegistration>

Submit Online Application	<input type="checkbox"/>
Submit copy of the sample labels for the product(s)	<input type="checkbox"/>
Submit proof that you have registered for Food Handler Card course OR copy of certification for Food Handler Card	<input type="checkbox"/>
If you have a private well: 1. Test water by an approved laboratory analysis to verify that it meets the state's water standards. 2. Submit recent laboratory results to Specialized Food Services	<input type="checkbox"/>
Provide Copy of Ownership Documents if they were not attached to the online application: Sole proprietorship: Copy of driver's license/photo I.D. Corporation or LLC (If applicable): 1. Copy of the Statement of Information 2. Copy of Articles of Incorporation/Organization 3. Copy of IRS form with employee identification number (tax I.D. #)	<input type="checkbox"/>

Step 2 – Pay for Fee (Refer to the CFO A webpage: <https://bit.ly/CFO-A>)

<ul style="list-style-type: none"> Notified via email that registration fee is required. Pay Registration Fee - \$118.00 *Invoice will be sent to you once all requirements have been met	<input type="checkbox"/>
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Step 3 – Application and Documents Reviewed (Refer to the CFO A webpage: <https://bit.ly/CFO-A>)

Meets CFO Requirements: <ul style="list-style-type: none"> Operator notified by email that fee is required 	Does not meet CFO Requirements: <ul style="list-style-type: none"> Feedback sent to operator. Requested changes made by operator. 	<input type="checkbox"/>
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Step 4 – Application Approved/Registration Sent

<ul style="list-style-type: none"> Once application has been approved, registration letter will be sent by email 	<input type="checkbox"/>
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