

Cottage Food Operation A (CFO) Checklist

Submit all applicable documents, and fees to Specialized Food Services

ehsfs@ph.lacounty.gov | (626)-430-5421

Step 1 – Submit forms using Class A Registration Request (Refer to registration link (<https://bit.ly/ClassARegistration>))

Questions on CFO A Registration? Call Specialized Food Services (626) 430-5421

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"/>		
<p>If you have a private well:</p> <ol style="list-style-type: none"> Test water by an approved laboratory analysis to verify that it meets the state’s water standards. Submit recent laboratory results to Specialized Food Services 	<input type="checkbox"/>		
<p>Provide Copy of Ownership Documents if they were not attached to the online application:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Sole proprietorship: Copy of driver's license/photo I.D.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Corporation or LLC (If applicable):</p> <ol style="list-style-type: none"> Copy of the Statement of Information Copy of Articles of Incorporation/Organization Copy of IRS form with employee identification number (tax I.D. #) </td> </tr> </table>	<p>Sole proprietorship: Copy of driver's license/photo I.D.</p>	<p>Corporation or LLC (If applicable):</p> <ol style="list-style-type: none"> Copy of the Statement of Information Copy of Articles of Incorporation/Organization Copy of IRS form with employee identification number (tax I.D. #) 	<input type="checkbox"/>
<p>Sole proprietorship: Copy of driver's license/photo I.D.</p>	<p>Corporation or LLC (If applicable):</p> <ol style="list-style-type: none"> Copy of the Statement of Information Copy of Articles of Incorporation/Organization Copy of IRS form with employee identification number (tax I.D. #) 		

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 <p>*Invoice will be sent to you once all requirements have been met</p>	<input type="checkbox"/>
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Step 3 – Application and Documents Reviewed (Refer to the CFO A webpage: <https://bit.ly/CFO-A>)

<p>Meets CFO Requirements:</p> <ul style="list-style-type: none"> Operator notified by email that fee is required 	<p>Does not meet CFO Requirements:</p> <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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