



2022 Guidelines for: Child & Adult Care Food Programs and Summer Feeding Sites

1. The sites must use approved sources of food and shall keep records such as the food delivery invoices and receipts.
2. Perishable foods shall be stored at the proper temperatures. The cold foods must be held at 41°F or below and the hot foods must be held at 135°F or above. Hot foods that are hot held shall be reheated to a minimum of 165°F for 15 seconds.
3. Adequate refrigeration maintaining a temperature of 41°F or below is required for storage of all perishable foods. All perishable foods must be refrigerated immediately. No foods shall be stored at room temperature.
4. A thermometer must be provided for all refrigerators/coolers accurate to + or - 2°F.
5. All site managers must have a clean and sanitized metal stem thermometer to monitor and record the temperature of all incoming food and milk.
6. The delivery of any food that does not meet the temperature requirement must be rejected.
7. The site shall have a procedure for leftover food. If using leftover food, it must be maintained at the required temperatures and remain unopened until served.
8. No outdoor cooking or food preparation outside.
9. Storage, handling, and dispensing of all foods shall be performed in a clean and sanitary manner.
10. Hand washing, and toilet facilities shall be convenient and accessible for food handlers.
11. All site food handlers are required to wash their hands thoroughly for 20 seconds in an approved hand washing facility. Soap and paper towels must be provided at the hand washing sink.
12. A certified food manager is always required at the site when time/temperature control for safety (TCS) foods are being prepared, handled, and cooked. The certified food manager shall have an original Chicago Department of Public Health Food Service Sanitation Certificate available for review by the sanitarian. The rest of the food handlers are required to have proof of food handler training.
13. A 3-compartment stainless steel sink with an attached metal drain board is required if the site will use multi-use utensils to prepare and cook food. A commercial dish machine that sanitizes and has gauges may also be used to sanitize the utensils.
14. An exhaust hood shall be provided over the stove/cooking equipment if there is cooking on-site.
15. Refuse containers and covers shall be provided and maintained in a clean manner.
16. Service by a state licensed pest control company is recommended.
17. Refer to the City of Chicago Food Code Rules (bit.ly/FoodCodeRules) for additional information.
18. These guidelines shall be posted at all sites.