



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

Child Care Facility Food Service Guide

This guide is for operations of a child care facility located within Hays County's jurisdiction that considers providing and/or preparing food for children enrolled in their facility. These establishments fall under the regulatory responsibility of Hays County Development Services.

Does your childcare facility need a food establishment permit?

A food establishment permit IS required for any facility licensed by the regulatory authority to receive 13 or more children for childcare, which prepares food for on-site consumption. Per Title 25 of the Texas Administrative Code, Chapter 229.471, a Child Care Center must have a Food Establishment Permit.

A food establishment permit is NOT required for childcare centers licensed for 13 or more children who limit the food they provide to the items mentioned below.

- Non-potentially hazardous food received in packages from an approved source, that does not require slicing, or handling. These may be removed from the package by a person wearing single use gloves and placed on a single use disposable plate and given directly to the child. Examples of non-potentially hazardous foods include but are not limited to, crackers, chips, dry cereal, package pre-sliced apples, celery or carrot sticks, frozen fruit bars or popsicles.
- Non-potentially hazardous drinks may be provided if served in a prepacked individual servings or in single use individual disposable cups. Since childcare centers serve a highly susceptible population, fresh unpasteurized juices are prohibited by the Texas Food Establishment Rules.
- A non-profit organizations that serves food only to members of the organization.
- Meals from home must be served without any additional preparation such as reheating.

Home Preparation and Storage of Food

Home preparation and storage of food for public consumption is prohibited. All food that is to be consumed by the public, whether free or for sale, must be prepared and stored at a permitted food establishment which is inspected by a federal, state, or local health authority.

Child Care Facility – Food Establishment Pre-Opening Process

- An application must be submitted to the regulatory authority.
 - Applications can be found online at MyGovernmentonline.org. Please refer to the "Online Application and Payment Guide" attached.
- Application review timeframe varies. Upon completion of review, an approval letter is e-mailed to the owner/applicant. Once the Approval Letter has been received, please schedule a pre-opening inspection by calling 512-393-2150 opt. 2.
- After a passing a Pre-Opening Inspection, you may operate the Food Establishment.
- No operations may be allowed until a permit is obtained from Hays County Development Services. If operations begin prior to obtaining a permit, a citation or other legal action may be taken.



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Construction / Floor Plan Notes

- Ceiling / Floors / Walls – Smooth, non-absorbent, and easily cleanable
- Counters – All raw wood must be painted in areas that come in contact with food, liquid, or food containers of any kind, including the underside of a bar above the ware wash and/or hand sink (and the splash area).
- Food Contact Surfaces – Stainless steel, Formica, polished marble, Corian, machined stone, approved ceramics, or plastics may be used for food contact surfaces. The surface must be smooth, non-absorbent, and easily cleanable.
- Hand Washing Sink – Shall be located to allow convenient use by employees in food preparation and food dispensing. A sign or poster that notified food employees to wash their hands shall be posted by all hand washing sinks and be clearly visible. Each sink must be supplied with hot (100°F) and cold water, soap, and disposable towels.
- Hot Water – Must be at least 100°F in the kitchen.
- Indirect Connections – Jockey boxes, ice bins, ice machines and sinks must be provided with indirect connections to the sewer (air gap or built-in backflow prevention).
- Lighting – Adequate amount of light shall be provided to all areas. Lights must be shielded or shatterproof in food preparation areas.
- Mop Sink / Service Sink – One dedicated sink only for the disposal of mop water and does not need to be located in the kitchen. A toilet cannot be used as a mop sink.
- Outer Openings – All windows, vents, and exterior doors shall be tight fitting. Roll up doors to be screened or the proposed food service area provided with physical doors to create a separate walled room. Exhaust fans must be screened, or if they are louvered, they must automatically close when the fan is disengaged.
- Refrigeration – All refrigerated units are to hold foods at or below 41 degrees °F. Recommended air temperature in the refrigeration unit is 36 – 38 °F.
- Solid Waste – Dumpster(s) to be placed on a machine laid asphalt or concrete pad. These containers must have tight fitting lids and drain plugs in place.
- Toxic Materials – Toxic materials cannot be stored over food prep areas, food equipment or food. All “in-use” spray bottles must be labeled with the chemical and use.
- Ware Washing Area / Sink
 - A commercial dishwasher or three compartment sink is required (in most cases).
 - Test strips are required (chemical sanitizing test strips or high temperature registering strips).
 - A two compartment sink along with standard operating procedures may be allowed with an approval from Hays County Development Services.
- Water / Sewage Systems – A public water supply is required. Please contact the Texas Commission on Environmental Quality (TCEQ) if you have a private well. A Public Water Supply (PWS) is required to service your food establishment.
 - Protecting the Water – Threaded hose bibs are required to have a backflow prevention device attached. Spray hoses and fill hoses shall have at least one (1) inch above the maximum flood rim of a basin.



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Floor Plan / Site Plan Detail Requirements

Please include and identify the following items on your floor plan of the establishment.

Refrigerator(s)	Freezer(s)	Stove(s)
Oven(s)	Grill(s)	Fryer(s)
Microwave(s)	Vent Hood(s)	Prep Table(s)
Dishwasher(s)	Ice Machine(s) / Dispenser(s)	Mop Sink(s)
Food Preparation Sink(s)	Ware Washing Sink(s)	Chemical Storage Area(s)
Dry Food Storage Area(s)		

Please include and identify the following items on your site plan.

Establishment Location	All Components of an On-Site Sewage Facility (tank & drain field)
Dumpster(s)	Water Well
Existing Structures	Other Proposed Development on Same Property

Employee Certifications

Food Handler Certification – All employees that handle or prepare foods.

Food Manager Certification – A certified food protection manager shall be present at the food establishment during all hours of operation as required in the 2017 FDA Food Code.

If you have any questions about this guide or applying for a Food Establishment Permit, please reach out to our office at (512) 393-2150 or by e-mail at permits@co.hays.tx.us.

Online Application Guide

- ⇒ Visit www.mygovernmentonline.org
- ⇒ If this is your first time, create an account. A direct phone number is required for phone verification purposes from MGO.
- ⇒ Once you are logged-in / account is created, hover over “Permits & Licensing” tab or the “Planning and Zoning” tab.
- ⇒ Click “Apply Now”
- ⇒ Be sure “Hays County” is selected as the Jurisdiction.
- ⇒ Follow all instructions and fill out the application in its entirety.
- ⇒ Once all information is filled out and all documents have been uploaded, click the “SUBMIT” button.

Payment Options

Online Payment Option

- ◇ Please visit www.certifiedpayments.net. Enter Bureau Code “4963827”. Click on “Begin Payment”.
- ◇ Once the page loads, click “Continue”. The next page will ask for the payment amount, permit number / site address, and payment type (Visa, MasterCard, American Express, Discover, or Electronic Check/ACH).
- ◇ In the dropdown menu under payment type, look for the correct fee / fee description.
- ◇ Follow on screen steps to complete the payment. A receipt will be e-mailed to you.

Mailed Payment Option

- ◇ We accept checks or money orders made out to “Hays County Treasurer”.
- ◇ Please mail the payment to:

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2171 Yarrington Rd, Ste 100
Kyle, Texas 78640

- * Incomplete applications will NOT be accepted
- * Tax Summary must show a \$0.00 balance for all applications
- * Please be aware there is a convenience fee for all on-line payments.
- * MyGovernmentOnline Help Desk—1-866-957-3764