



# Asotin County Public Health

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[www.asotincountypublichealth.org](http://www.asotincountypublichealth.org)

The Washington State Retail Food Code requires that organizations that provide food and/or food service obtain a permit from the local health jurisdiction. However, organizations that are recognized as DFDOs are exempt from permit requirements in the Washington State Retail Food Code, WAC 246-215 09400.

In order to qualify for a DFDO, an organization must be a non-profit 501(c) as recognized by the IRS, intended food service must be to a needy population, and there can be no charge for food. If you feel that your group would meet the definition of a DFDO and will be providing food to those in need, please submit the following.

1. The completed DFDO questionnaire, (attached). The DFDO questionnaire helps us determine if your organization qualifies as a DFDO.
2. Floor plan with equipment make/model number for any new food preparation areas
3. Examples of foods to be served and food preparation steps if there have been any changes food preparation activities
4. Basic description of food service proposed, e.g. bag lunches, hot meal at remote location..etc if there have been any changes in food service
5. Location, date(s)/time(s) of food distribution
6. \$60 processing fee

Complete information and forms may be scanned and emailed back to [shoffman@ac-hd.org](mailto:shoffman@ac-hd.org) or by mail to:

Asotin County Public Health  
PO Box 306  
Asotin, WA 99403

An invoice for the \$60 processing fee will be generated on receipt and payment of cash or check can be mailed or in office at the above address. With initial applications, plan review fees may apply for review of floor plan and food preparation procedures if these require extensive time. Plan review fees would be charged at \$60/hr one hour minimum.

If your group qualifies as a DFDO, this would allow you to operate to provide food service to those in need at no charge and be exempt from permit requirement. DFDOs must still meet all other provisions in the WA State Retail Food Code unless specifically exempted, e.g. a permit would be required if food service was open to the public.

The following is the link to the Washington State Retail Food Code, WAC 246-215, <https://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf> . Part 9 - Subpart D, (starting on page number 117), lists the requirements for Donated Food Distributing Organizations.

Annual resubmission of the DFDO questionnaire and processing fee are required as part of WAC 246-215 09400 (3) to reconfirm that an organization still meets the DFDO definition to qualify for exemption from permit.

If you have any questions about the process for becoming classified as a DFDO, please contact the Food Safety Program at 509.243.3344 or by email at [shoffman@ac-hd.org](mailto:shoffman@ac-hd.org)

Thank you,

