RET-IMO-005	Retail and Restaurant
Revision: 1.0	Definition of a Satellite School for Establishment of Fees
Approved: July 31 2020	Wis. Stat. and/or Wis. Admin. Code: ATCP 75; Appendix

TO: All Division of Food and Recreational Safety Field Staff

FROM: Bureau Director, Bureau of Food and Recreational Businesses

SUBJECT: Definition of a Satellite School for Establishment of Fees

1.0 Purpose

The purpose of this document is to give the definition of a "Satellite school" in order to establish required fees when completing a food safety inspection.

2.0 Scope

The existing Memorandum of Understanding (MOU) between the Department of Agriculture Trade and Consumer Protection (DATCP) and the Department of Public Instruction (DPI) establishes a two-tiered fee schedule. A school that has a "production kitchen" is billed as a moderate complexity restaurant, while a "Satellite school kitchen" is billed at the much lower rate for prepackaged retail food establishment serving meals.

3.0 Definitions

3.1 "Satellite school kitchen" is a school food service facility that will do no food preparation beyond permitted activities as defined.

3.2 "Permitted activities" include reheating and/or holding fully cooked food that has been delivered from the production kitchen, storage of cold ready-to-eat (RTE) items, and portioning and serving of bulk products either delivered from the production kitchen or requiring no preparation.

3.3 "Production kitchen" is a school food service facility wherein food preparation beyond permitted activities takes place.

4.0 Interpretation

4.1 Only permitted activities are allowed in a "satellite school kitchen". Re-heating in a satellite school kitchen is confined to foods received from the production kitchen. If reheating is

done of any other food, other than food received from the production kitchen, the school food service facility will be considered a production kitchen.

4.2 A school food service facility becomes a production kitchen if any food preparation beyond permitted activities takes place. This includes baking potatoes, opening and heating frozen vegetables, or mixing any ingredients together.

5.0 Contacts

DFRS Retail Food Specialists: datcpdfrsretail@wisconsin.gov.

DFRS Licensing Specialists: datcpdfslicensing@wisconsin.gov.

6.0 References

6.1 Wis. Admin. Code ATCP 75; Appendix