

Section 2: Product Categories

Please check off all products you intend to produce. See the 2022 Cottage Food Guidance for more details on allowable and unallowable foods and drink: www.ilstewards.org/policy-work/illinois-cottage-food-law/

Low-risk shelf stable products:

- Jams, Jellies, Preserves, Syrups
- Fruit Butters, Fruit Pies, Fruit Pastries, Empanadas
- Breads, Cookies, Scones, Tortillas, or Other Baked Goods without Frosting or Cheese
- Dehydrated or Dried Fruits, Vegetables, and/or Spices/Herbs (fruit leather, apple chips, dried herbs, herbal teas, etc.)
- Roasted and/or Ground Coffee or Nuts
- Candies and Caramels

Items with additional instructions. See the 2022 Cottage Food Guidance for further information:
www.ilstewards.org/policy-work/illinois-cottage-food-law/

- Salad dressings, Vinegars, Infused Oils
- Cheesy Bread or other Baked Goods Containing Cheese
- Fermented Foods (kimchi, sauerkraut, etc.)
- Acidified Fruits or Vegetables (pickles, hot sauces, relishes, condiments)
- Cakes, Cupcakes, and Other Baked Goods with Frostings and Icings
- Fresh Cut Fruit & Vegetables (zucchini noodles, pasta salads with vegetables, fruit bowls, etc.)
- Canned Tomato Products
- Vegan soups, Vegan Meals, or other Heat-Treated Produce
- Fresh-Pressed Juices or Bottled Drinks
- Other: _____

Section 3: Sales Avenues

Food and drink produced by a cottage food operation shall be sold directly to consumers for their own consumption. Sales to retail stores such as restaurants, grocery stores, or bakeries are prohibited. Sales to third party distributors for resale are prohibited. Sales to third party distributors that deliver products on your behalf are prohibited. All sales of cottage foods are limited to within the state of Illinois. A cottage food operation may sell products outside of the municipality or county where the cottage food operation is located. A copy of your certificate of registration must be available upon request by any local health department.

Please indicate how you will sell/deliver your products to consumers. Check all that apply.

- Pick-up from my home or farm (Note: Local laws may prohibit cottage food businesses from selling from a private home. Please check with your unit of local government to ensure home sales are allowed, and about requirements on parking, signage, customer counts, etc.)
- Delivery directly to customer
- Farmers Market/Fairs/Festivals/Pop up stand/Public events

- On-farm store
- Delivery to or pick-up from a third party private property with consent of the property holder (i.e. drop off/pick-up location/pop-up stand)
- Online sales
- Shipping (Each cottage food product that is shipped must be sealed in a manner that reveals tampering, including, but not limited to, a sticker or pop top. Cottage foods may not be shipped across state lines.)
- Other: _____

If you selected "Shipping" from above, please describe how you will seal your product in a manner that reveals tampering:

Section 4: Signage

At the point of sale, notice must be provided in a prominent location that states the following: "This product was produced in a home kitchen not inspected by a health department that may also process common food allergens. If you have safety concerns, contact your local health department." At a physical display, the notice shall be on a placard (sign) with a minimum size of 8 inches by 10 inches. If you sell online, the notice shall be a message on the cottage food operation's online sales interface at the point of sale.

Please indicate all the ways in which you will notify customers at point of sale:

- Prominent placard at my booth/stall (8 inch x 10 inch minimum)
- Signage placed prominently at the pick-up location at my home/farm (8 inch x 10 inch minimum)
- Language placed prominently at the point of sale on my website or sales platform
- Other: _____

Section 5: Labeling

All cottage food products must be pre-packaged in the home kitchen. The food packaging must conform to the labeling requirements of the Illinois Food, Drug and Cosmetic Act, and must contain the following phrase in prominent lettering: **"This product was produced in a home kitchen not inspected by a health department that may also process common food allergens. If you have safety concerns, contact your local health department."** See the Cottage Food Guidelines for details.

Special Labeling Opportunity for Local Ingredients: Are you using any ingredients grown or raised on an Illinois farm and purchased directly from the farmer? If so, you are entitled and encouraged to use the following terminology on your label: Illinois Grown, Illinois-Sourced, and/or Illinois Farm Product.

Request for packaging/labeling exemption: Cottage food operators may request an exemption from product packaging for foods that are not easily packaged (i.e. wedding cakes), for foods that are more suited to bulk containers or display cases (i.e., donuts or scones), or for other reasons. If the exemption is

granted, the cottage food producer must include all labeling requirements on a receipt or similar document that is delivered to that consumer with the product, and the cottage food warning sign must still be present at point of sale. The local health department has the authority to accept or deny the exemption request.

Request for product packaging/labeling exemption

Please list the products for which you are requesting an exemption and explain why:

Section 6: Employees

Employees are allowed under cottage food law. All persons that prepare or package food must have their Certified Food Protection Manager (CFPM) Certificate. The CFPM certificate is not required for employees that conduct sales, marketing, accounting, or other facets of the business that do not involve open food.

Please list all persons other than the owner/operator that will prepare or package food:

Name	CFPM Certificate Number	Expiration Date

Please attach a copy of each certificate.

Section 7: Checklist of Required Information

- \$50 Registration Fee
- One copy of each person’s Certified Food Protection Manager certificate
- Completed home self-certification checklist
- A list of all products you plan to make, including flavors/varieties (e.g., all candy you’ll make, such as caramels, peppermint bark, etc., and all cookie flavors you’ll make, such as oatmeal, chocolate chip, etc.)
- At least one product label for each product category selected in Section 2, to demonstrate compliance with labeling requirements.
- If the cottage food operation is served by private well water (not public water), provide a copy of well water test results from within the last 60 days showing satisfactory *E. coli*/coliform bacteria results. Note: Well water test kits are available from FCHD for \$20.
- If producing canned tomatoes or canned tomato products (i.e. salsa, pasta sauce, etc.), provide one of the following (A or B):
 - A. An approved canning recipe from the USDA National Center for Home Food Preservation or the cooperative extension office of any state, which will be used to make the tomato product.
 - B. pH test results from a laboratory for each canned tomato recipe.

