

## Reimbursement Instructions for Inspections of Mobile Establishments Licensed Outside of Your County.

- 1) To be reimbursed for an inspection the following criteria must be met
  - a. The inspection must be the first inspection of that mobile food establishment in your county;
  - b. An approved retail food establishment inspection form must be used
    - i. [Approved forms list](#)
  - c. The form must be filled in completely
    - i. Large omissions or errors will be dealt with on a case by case basis.
    - ii. Examples of submittals that may not receive reimbursement include:
      1. Forms missing the second page (which includes temperatures and violation write ups).
      2. Forms submitted missing significant portions of the first page.
      3. Forms missing signatures from operators.
      4. Forms submitted for inspections of unlicensed mobiles/new mobiles/or pre-opening inspections.
  - d. The license numbers for the completed inspections along with scanned copies of the inspections must be submitted to the following website
    - i. <https://fcss.wufoo.com/forms/zhmcbgb0dnkpds/>
    - ii. If you don't have access to a scanner you may also fax the inspections to 444-5055