



April 10, 2024

F2024-02

TO: All Fair CEOs

SUBJECT: POULTRY HEALTH INSPECTIONS (PHI) – FY 2024/25 Fair Season

This letter is to announce that there is grant funding through the US Department of Agriculture (USDA) for the Poultry Health Inspection (PHI) program which is available from April 1, 2024 – March 31, 2025.

Upon arrival at the fair (and before coop-in), all poultry shall be inspected for symptoms of disease or illness by a certified Poultry Health Inspector(s) (PHI) from the designated CDFA/UC Certification Program. Any suspect animals may be dismissed from the fairgrounds. If the fairgrounds will hold marketing or breeding classes this year, the poultry coming onto the fairgrounds must be examined by a Poultry Health Inspector (PHI).

A few keynotes for the PHI inspections include:

- 1) The PHI Poster and all the hand-outs (listed under “Fair Responsibilities” on the [UC Davis Poultry Health Inspection](#) web page, must be at the inspection location before the inspector’s arrival. Otherwise, the inspector will wait to begin inspections until the materials arrive.**
- 2) Please utilize only certified Poultry Health Inspectors (PHI). Before signing a contract with a PHI, please ensure your inspector has taken recent training by utilizing the active list found at [UC Davis Poultry Health Inspection](#).**
- 3) If reimbursable costs are incurred between April 1, 2024, and March 31, 2025, the PHI reimbursement will be processed for payment.**
- 4) Each fair will be reimbursed for actual expenses incurred, up to \$300.00 per fiscal year. To be reimbursed, fairs must submit an invoice and backup documentation within sixty (60) days of the end of the fair. Fairs that occur in March must submit their invoice and backup documentation no later than April 15, 2025, related inspector(s) signed contract(s), and receipts to F&E at Charles.Southwick@cdfa.ca.gov. *(Please see the example invoice attached).***



Additional resources on biosecurity and bird health can be found on the [UC Davis PHI Program](#) and [CDFA Avian Health Program webpage](#).

The **invoice must be on Fair letterhead, and include** the following:

- Date of Invoice
- Dates of the Fair
- Date of the PHI
- Invoice number
- County with address
- Description of activity and a breakdown of the expenses for each activity related to the PHI.
- A backup document is required**
 - *A copy of the contract, mileage, and all backup to support the reimbursement request must be included.

See [CalHR](#) for reimbursable costs/rates for mileage, meals, and lodging.

Below is the pay scale for inspection fees, based on the number of birds inspected.

Pay Scale for PHI Payment

<u>Amount</u>	<u>Number of Birds</u>
\$75	0-24
\$100	25 - 50
\$125	51 - 100
\$150	101-150
\$200	151-200
\$250	201-250
\$300	> 250

*Over 250 birds will require more than one PHI, but still a maximum of \$300/fair.

If you have any questions or need additional information, please contact Charles Southwick at (916) 838-6943 or Charles.Southwick@cdfa.ca.gov.

Sincerely,

Mike Francesconi, Branch Chief
Fairs & Expositions Branch
Enclosure