



DATE: April 4, 2016 F2016-02

TO: All Fair CEOs
Exhibit Staff

SUBJECT: POULTRY HEALTH INSPECTIONS – 2016 Fair Season

- 1. The Poultry Health Inspection (PHI) Program is a REQUIREMENT for all county fairs with poultry shows.**
- 2. Fairs with poultry shows will be reimbursed up to \$300 for inspection fees, per diem, and materials associated with the PHI inspection site (please see specifics below).**
- 3. In order to be reimbursed, invoices and copies of receipts must be submitted to F&E within 60 days of the closing of the fair. For any January – March 2016 fairs, invoices must be submitted no later than May 15, 2016 for reimbursement.**

This letter is to announce that there is USDA funding for the 2016 Poultry Health Inspection (PHI) program. As in previous years, upon arrival at the fair (and prior to coop-in), all poultry shall be inspected for symptoms of disease or illness. Pigeons shall be inspected if the show is held simultaneously with, and in the same building as, the poultry show. Caged birds (parrots, parakeets, etc.) do not require inspection. Any suspect animals may be dismissed from the fairgrounds.

All health checks must be performed by a certified Poultry Health Inspector(s) (PHI) from the designated CDFA/UC Certification Program. Poultry Health Check Guidelines and a list of certified PHIs are enclosed for your reference. If you need assistance hiring or selecting a PHI, please contact Dr. Bradley at (760) 699-5078.

Each fair is responsible for contacting and contracting with a certified PHI to perform the health inspections during fair time. These arrangements include payment fee for PHI services (\$75-\$300 based on the number of birds inspected, see scale on next page), travel reimbursement, lodging, per diem, etc. Each fair will be reimbursed for actual expenses (inspection fees, per diem costs including: lodging up to \$90 per night including tax, mileage at \$ 0.54 cents per mile, inspector meals at state rate, materials related to inspection and facility set up, etc.) up to **\$300** for the 2016 fair season. All receipts must be itemized and be very explicit to the expense. In order to be reimbursed, fairs must keep all contracts and receipts related to the poultry health inspection and summarize expenses with an invoice made out to F&E for the total amount of expense and submit copies to F&E within 60 days of the closing of fair. **(For any January – March 2016 fairs, invoices must be submitted no later than May 15, 2016 for reimbursement.)**

When submitting invoices, they must include the following:





- Date of Invoice,
- Dates of the Fair,
- Date of the PHI,
- Invoice number,
- County with address,
- Description of activity and a break out of the expenses for each activity related to the PHI.

In addition to the invoice, please provide back-up documentation in the form of a bill, receipt or contract for each individual expense. In order to be reimbursed, fairs must provide copies of contracts and receipts related to the poultry health inspection and a summary of expenses with an invoice on Fair letterhead made out to the CA Department of Food and Agriculture for no more than the maximum amount described on the preceding page. (See attached sample of invoice)

The Poultry Health Inspection Program will be an ongoing requirement for poultry at California Fairs. However, funding may not be available for 2017 and beyond, so please be prepared to include the expense for inspections in your future operating budgets.

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.

If you have any questions or need additional information, please call Dave Dillabo at 916-900-5365.

Thank you,

John Quiroz

Branch Chief
Fairs & Expositions

