



# Food Wholesale and Distribution Licensing Guide

The Kansas Department of Agriculture is devoted to the total support of agriculture in Kansas. While we must fulfill our statutory obligations, the department is dedicated to providing support and assistance to make Kansas farms, ranches and agribusinesses successful and help them grow if that is their desire. We also encourage more farms, ranches and other agriculture business to expand in or relocate to Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas food wholesale company. In addition to license requirements by KDA, other Kansas agencies as well as local or federal government agencies may have regulatory requirements to follow. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful food wholesale company in Kansas.

✓	Department	Description	Renewal
	Office of the Secretary of State <a href="http://www.kssos.org">www.kssos.org</a>	Complete the appropriate business entity <a href="#">filings and forms</a> required by the Kansas Secretary of State. Call 785-296-4564 for more information.	Prior to starting
	Department of Revenue <a href="http://www.ksrevenue.org">www.ksrevenue.org</a>	Visit the Department of Revenue website to find important <a href="#">business tax information</a> . Call 785-368-8222 for more information.	Prior to starting
	Department of Agriculture — Food Safety and Lodging <a href="http://agriculture.ks.gov">http://agriculture.ks.gov</a>	Complete the Food Processing and Storage License application. Egg distributors and last handlers of eggs should apply for the Egg Distributor or Last Handler license. Both licenses can be found under the <a href="#">Food Safety, Egg, and Lodging Application Forms</a> section. Contact <a href="#">Food Safety and Lodging</a> at 785-564-6767 or <a href="mailto:KDA.FSL@ks.gov">KDA.FSL@ks.gov</a> for more information.	Prior to opening, April 1
	Department of Agriculture — Meat and Poultry Inspection <a href="http://agriculture.ks.gov">http://agriculture.ks.gov</a>	Complete the <a href="#">Meat and Poultry Inspection Registration</a> application and the Wholesale Supplement. Also, review the Wholesale guidelines. Consult the <a href="#">Meat and Poultry Inspection</a> website, or call 785-564-6776.	Prior to opening, Annually
	Department of Agriculture — Weights and Measures <a href="http://agriculture.ks.gov">http://agriculture.ks.gov</a>	No license is needed from Weights and Measures, but food wholesale and distribution facility with scales or other weighing or measuring devices must hire a <a href="#">licensed service company</a> to place the devices into service and test once annually if the weighing or measuring devices are utilized for any commercial transaction. Visit the <a href="#">Weights and Measures</a> website for more information, or call 785-564-6681.	Annual service
	U.S. Food and Drug Administration (FDA) <a href="http://www.fda.org">www.fda.org</a>	Owners, operators or agents in charge of domestic or foreign facilities that distribute, manufacture, process, pack or hold food for consumption, including alcoholic beverages, in the United States are required to register the facility with the FDA. Log in and create an account to <a href="#">register a food facility</a> .	

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*This guide is for informational purposes only. It is not intended to be an exhaustive list of requirements for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your business.*  
\* Indicates that the information listed is merely a useful resource and not a requirement for operating the business



# Helpful Business Development Resources

The following listed resources are provided as a service to Kansas businesses. These resources will assist business owners in obtaining useful tools for starting a Kansas business, marketing agricultural products, and developing a skilled workforce, among others.

## Kansas Department of Agriculture

<p>Agribusiness Development, Domestic &amp; International</p> <p><a href="http://agriculture.ks.gov">http://agriculture.ks.gov</a></p>	<p>The agribusiness development team works to grow the Kansas agriculture industry and economy by connecting people, working through regulatory requirements, as well as navigating support and incentive options for Kansas agribusinesses. The team handles both domestic and international business-related activities. For domestic questions, contact Lynne Hinrichsen, Agribusiness Development Director, at <a href="mailto:Lynne.Hinrichsen@ks.gov">Lynne.Hinrichsen@ks.gov</a> or 785-250-6429. If your business has questions on importing/exporting, contact Suzanne Ryan-Numrich, International Trade Director, at <a href="mailto:Suzanne.Numrich@ks.gov">Suzanne.Numrich@ks.gov</a> or 785-564-6704.</p>
<p>From the Land of Kansas Program</p> <p><a href="http://www.fromthelandofkansas.com">www.fromthelandofkansas.com</a></p>	<p><i>From the Land of Kansas</i> is a voluntary trademark program that helps promote and identify Kansas agricultural products to consumers. <a href="#">Register</a> the business for membership with <i>From the Land of Kansas</i>. For more information contact Janelle Dobbins, From the Land of Kansas Specialist, at <a href="mailto:Janelle.Dobbins@ks.gov">Janelle.Dobbins@ks.gov</a> or call 785-564-6759.</p>
<p>Agricultural Workforce Development</p> <p><a href="http://agriculture.ks.gov">http://agriculture.ks.gov</a></p>	<p>KDA's Workforce Development can connect you with secondary and post secondary resources to find skilled employees and/or assist in developing a training program to fit your needs. For more information, contact Russell Plaschka, Ag Career &amp; Workforce Development Specialist, at <a href="mailto:Russell.Plaschka@ks.gov">Russell.Plaschka@ks.gov</a> or (785) 564-7466.</p>

## Kansas Department of Commerce

<p>KANSASWORKS</p> <p><a href="http://www.kansasworks.com">www.kansasworks.com</a></p>	<p>KANSASWORKS is a free, web-based resource connecting employers with skilled employees and training providers. Call 877-509-6757 for more information on how to utilize the KANSASWORKS services for filling your employment needs.</p>
<p>Rural Opportunity Zones</p> <p><a href="http://kansascommerce.gov">http://kansascommerce.gov</a></p>	<p>The <a href="#">Rural Opportunity Zone</a> program is a state program authorizing financial incentives to new full-time residents in Kansas. The two types of assistance include Kansas income tax waivers for up to five years, and/or student loan repayments up to \$15,000. For more information, please contact the Kansas Department of Commerce at 785-296-3481.</p>

## Other Resources

<p>Network Kansas</p> <p><a href="http://www.networkkansas.com/">http://www.networkkansas.com/</a></p>	<p>Network Kansas provides a central portal that connects entrepreneurs and small business owners with the appropriate resources when they are needed most. Network Kansas works with both new and existing businesses. Call 877-521-8600 for more details.</p>
<p>Kansas Small Business Development Center (KSBDK)</p> <p><a href="http://www.kansasbdc.net/">http://www.kansasbdc.net/</a></p>	<p>The KSBDK is a network of service centers located throughout Kansas offering business consulting to small businesses. Call 800-452-6727 for more information.</p>
<p>Kansas Business Center</p> <p><a href="http://www.kansas.gov/businesscenter/">http://www.kansas.gov/businesscenter/</a></p>	<p>The Kansas Business Center is a resource for information, filings and personal assistance to start or maintain a Kansas business. Call 877-521-8600 for more details.</p>

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# Helpful Business Development Resources

## Other Resources Continued

<p>K-State Research and Extension</p> <p><a href="http://www.ksre.ks.edu">www.ksre.ks.edu</a></p>	<p>K-State Research and Extension is a statewide network of educators sharing unbiased, research-based information and expertise on issues important to Kansas. It has established local, state, regional, national and international partnerships. It is dedicated to a safe, sustainable, competitive food and fiber system and to strong, healthy communities, families, and youth through integrated research, analysis and education. For more information, please call 785-532-5820.</p>
<p>K-State Research and Extension, Kansas Value Added Foods Lab and K-State Food Science Institute, Meat Science Facility</p>	<p>The <a href="#">Kansas Value Added Foods Lab</a> offers food-related businesses, processors and entrepreneurs technical assistance and product development expertise. For the full list of services and pricing refer to the <a href="#">Fees and Information</a> (Kansas only). Call 785-532-1668 for more information, or email <a href="mailto:kvaf1@ksu.edu">kvaf1@ksu.edu</a>.</p> <p>The <a href="#">Meat Science Facility</a> provides meat processors and entrepreneurs an opportunity to use a state-of-the-art meat science research and teaching complex. Laboratories include the Meat Lab, the Sensory Lab, the Color Lab, the Meat Chemistry Lab, and the Post-Processing Pasteurization Lab. For more information, call 85-532-1279.</p>
<p>USDA Rural Development</p> <p><a href="http://www.rd.usda.gov">www.rd.usda.gov</a></p>	<p>USDA's Rural Development program offers loans, grants and loan guarantees to support services such as housing, economic development, health care, first responder services and equipment, water, electric and communications infrastructure.</p>
<p>USDA New Farmers</p> <p><a href="http://newfarmers.usda.gov">newfarmers.usda.gov</a></p>	<p>USDA's New Farmers program assists farmers in finding resources customized to their specific type of farm. Subcategories are focused on young and beginning farmers, women in agriculture, youth and veterans.</p>

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