



ULSTER COUNTY DEPARTMENT OF HEALTH

239 Golden Hill Lane, Kingston, NY 12401 (845) 340-3150. Fax (845) 334-8337

MICHAEL P. HEIN
County Executive

CAROL M. SMITH, MD, MPH
Commissioner of Health

Dear Food Service Vendor:

Enclosed is an application to operate a Temporary Food Establishment. **The application and the appropriate fee(s) must be submitted at least 5 days prior to your operation start date or a \$25.00 administrative late fee will be assessed.**

The following **must** be completed and returned in order for your application to be processed. The application **cannot be processed** if **any** of the information below is missing or incomplete. If you have any questions regarding the enclosed application, please call Cory Kassler at (845)340-3036.

- Completed application in its entirety
- Review items needed for operation (see reverse side of this letter for list of items).
- Enclose appropriate payment of fee(s) by check or money order payable to:
Ulster County Commissioner of Finance
- If not-for-profit, please provide proof of not-for-profit status such as a copy of the NYS official Letter of Acceptance

Temporary Food Service Establishments fees:

For profit.....	\$50.00
*Not-for-Profit.....	\$ 0.00
<u>Returned check fee</u>	\$20.00
<u>**Administrative Late fee</u>	\$25.00

** If your organization is not-for-profit please record this in the proper space provided on the application, submit proof of your not-for-profit status such as a copy of the NYS official Letter of Acceptance and the \$50.00 fee will be waived. However, if application is not received five (5) days prior to opening date, the administrative late fee will still be applied.*

*** An administrative late fee of \$25.00 will be assessed if your application is not received 5 days prior to your operation start date.*

ALL PERMIT APPLICATION FEES ARE NON-REFUNDABLE

- Return all of the above to:

**Ulster County Department of Health
Environmental Health Services Division
239 Golden Hill Lane
Kingston, NY 12401**

IMPORTANT INFORMATION
NYS Workers' Compensation/Disability Insurance & CE-200 Exemption Form

ALL INSURANCE DOCUMENTS (WORKER'S COMP, DISABILITY AND/OR CE-200 EXEMPTION) MUST SHOW THE CORRECT CERTIFICATE HOLDER AND ADDRESS AS FOLLOWS: COUNTY OF ULSTER

PO BOX 1800
KINGSTON, NY 12402

YOUR INSURANCE DOCUMENTS MUST BE SUBMITTED WITH YOUR APPLICATION AND PAYMENT TO: ULSTER COUNTY DEPT. OF HEALTH
ENVIRONMENTAL HEALTH SERVICES
239 GOLDEN HILL LANE
KINGSTON, NY 12401-6441

The NYS Workers' Compensation Law requires every application for a permit to operate to include one or more of the following forms concerning workers' compensation and disability coverage. Please provide this office with the appropriate information as described below. If you have any questions about your Workers' Compensation/Disability insurance coverage requirements, please contact the NYS Workers' Compensation Board by email at www.wcb.ny.gov or by calling (877)632-4996.

When Workers' Compensation /Disability Insurance is Required:

A. For Workers' Compensation you must submit **one** of the following forms with the permit application:

- Form C-105.2 – Certificate of Workers' Compensation Insurance (issued by the applicant's insurance carrier); **OR**
 - Form U-26.3 – Certificate of Workers' Compensation Self-Insurance (issued by the State Insurance Fund); **OR**
 - Form SI-12 – Certificate of Workers' Compensation Self-Insurance; **OR**
 - Form GWI-105.2 – Certificate of Participation in Workers' Compensation Group Self-Insurance;
- AND**

B. For Disability Benefits, you must submit **one** of the following forms:

- DB-120.1 – Certificate of Disability Benefits (issued by the applicant's insurance carrier); **OR**
- Form DB-155 – Certificate of Disability Benefits Self-Insurance.

When Workers' Compensation /Disability Insurance is *Not* Required:

You must submit Form CE-200 – Certificate of Attestation of Exemption. This form can be obtained in the following ways:

(a) (Quick Option) – Access the online application at www.wcb.ny.gov. Click the "WC/DB Exemption" button and then click "Request for WC/DB Exemption (Form CE-200)". Complete the on-line application, then print, sign and submit the certificate with your application. Internet access may be obtained at your local library if you do not have Internet access at your business or home.

(b) Allow 6-8 Weeks) – Contact the customer service center at (866) 750-5157 for a paper copy of the application. Mail this to the WCB. When you receive your Exemption Certificate from WCB, submit a copy with your application.



Workers' Comp and Disability Insurance Requirements for Obtaining a Temporary Food Establishment Permit

Before a NYS Temporary Food Establishment permit can be issued, you must prove compliance with NYS Workers' Compensation AND Disability Insurance requirements.

If you maintain Worker's Compensation and Disability Insurance coverage, the following forms must be submitted with each permit application. (If you do not maintain this coverage, you need to provide the CE-200 Attestation of Exemption Certificate on reverse side).

1. Workers' Compensation Submit one from this list:	2. Disability Insurance Submit one from this list:
<ul style="list-style-type: none"> • Form C-105.2 (issued by your insurance carrier) • Form U-26.3 (issued by the State Insurance Fund) • Form SI-12 • Form GSI-105.2 	<ul style="list-style-type: none"> • Form DB-120.1 (issued by your insurance carrier) • Form DB-155

Where do I get these forms?

Contact your insurance carrier for these forms.

Do I have to submit new forms each time I apply?

Yes, please submit NEW forms with each permit application. We are unable to substitute insurance forms submitted with recent permit applications.

The legal entity named on the insurance forms must match the Legal Operator listed on the permit application.

If you do not maintain this coverage, please see the instructions on the reverse side to obtain a CE-200 Attestation of Exemption.

If you are exempt from Workers' Compensation and/or Disability coverage, a CE-200 Attestation of Exemption Certificate must be submitted.

You can apply for this certificate online at www.wcb.ny.gov/content/main/Employers/Employers.jsp

Instructions:

1. Select "WC/DB Exemptions" at the bottom of the page, and then select "Request for WC/DB Exemption (Form CE-200)". To save time in the future, remember your PIN number!
2. Complete, print and sign the Exemption Certificate. Submit your original CE-200 (not a copy)* with your Temporary Food Service Establishment permit application.

You can also request an Exemption Certificate by calling the NYS Workers' Compensation Board at 866-298-7830. Please note, it can take up to 8 weeks to process this request.

*A CE-200 is required for each Temporary Food Service Establishment permit application. Copies cannot be accepted.

More about temporary food service at events:

www.health.ny.gov/TempFood

Questions about health department permit requirements:

Contact your health department
www.health.ny.gov/EnvironmentalContacts

Questions about Workers' Compensation and Disability forms:

Workers' Compensation Board Office
518-462-8880 or 877-632-4996

Anyone preparing food, other than on-site, must prepare their food at an establishment that has a valid Department of Health or Department of Agriculture and Markets permit and are also required to comply with the Ulster County Sanitary Code, Article VI.

ITEMS NEEDED FOR OPERATION

- Single service articles (paper plates, paper napkins, plastic utensils, etc.).
- Proper utensils, plastic gloves, and/or deli paper must be used to eliminate unnecessary hand-food contact.
- Equipment must be present to cook or reheat foods to 165 degrees Fahrenheit or above and to maintain food temperature at 140 degrees Fahrenheit during hot holding.
- Equipment must be present to maintain refrigerated food temperatures at 45 degrees Fahrenheit or below.
- Potentially hazardous foods must be transported at temperatures of above 140 degrees Fahrenheit or below 45 degrees Fahrenheit.
- Equipment used for refrigeration must have thermometers. A stab thermometer (0-220 degrees Fahrenheit) is required for checking hot and cold food temperatures.
- Water and ice must be obtained from an approved source. Home sources are not approved.
- Three containers (minimum 5 gallons each) to wash, rinse, and sanitize kitchenware.
- A container for sanitizing wiping cloths (100 ppm bleach).
- A covered container (minimum 5 gallons) with a spout for fresh water storage.
- Liquid soap dispenser and paper towels for hand washing.
- Food should not be stored in undrained ice.
- Garbage cans with liners and covers.
- Bathroom facilities must be provided at the temporary food service site.

* must have fire extinguisher on site *