



PUTNAM COUNTY DEPARTMENT OF HEALTH

1 Geneva Road, Brewster, NY 10509 ■ 845-808-1390

www.putnamcountyny.gov/health

A PHAB-ACCREDITED HEALTH DEPARTMENT

Kevin M. Byrne
COUNTY EXECUTIVE

Michael J. Nesheiwat, MD
INTERIM COMMISSIONER OF HEALTH

Dear Temporary Food Operator,

To qualify for a Temporary Food Permit please submit: a completed application, the required NYS Worker Compensation and Disability documents and the appropriate fee (if applicable).

An incomplete application cannot be processed.

Submit a check, money order or certified check (preferred payment), payable to the “Putnam County Department of Health”, or you may pay by credit card in person at our office or over the telephone. Any returned check will result in an additional \$15 penalty fee. There is no permit fee for a tax-exempt organization (e.g., charitable, philanthropic, religious, municipal); however, the late fee may be applicable.

Permit Fee Schedule:

1 day event.....	\$ 50.00
2 – 14 days.....	\$100.00
* Late Fee	\$ 50.00

(Late fee if application is submitted less than 5 days prior to event)

If you do not have employees:

Obtain and submit the “Certificate of Exemption” (form CE-200). The CE-200 form can be completed by using the internet and printed. Ensure the form is signed and dated. This may take time and effort, so allow extra time for processing. Visit the NYS Workers’ Compensation Board:

<https://www.ny.gov/services/certificates-attestation-exemption-ce-200>

For questions regarding workers compensation and disability call them at (518) 485-5000 extension 5.

If you have employees:

Call your insurance agent and obtain proof of Worker’s Compensation and Disability Benefits (WC/DB) coverage. Inform the agent the “Entity requesting Proof of Coverage” is the Putnam County Department of Health, located at 1 Geneva Road, Brewster, NY 10509. See page 2 of the application for the forms that are required to be submitted. **“Acord” forms are not acceptable”.**

If you have any questions, please call me (845) 808-1390 ext. 43162. Other contacts are Mitchell Lee ext. 43163, Lesliann Piraino ext. 43236 or Andrea DeMarchi at ext. 43254.

Sincerely,

Lisa Seymour
Public Health Sanitarian II

cc: M. Lee B. Stevens L. Piraino A. DeMarchi D. Reis E. Olenius

**Application for Permit(s) to Operate a Temporary Food Service
Putnam County Department of Health**

Section A: Owner / Operator Information

Fee enclosed: \$ _____

Operation Name or Corporation: _____

Person in Charge: _____
First M.I. Last

Mailing Address: _____
 (Operator)

City State Zip

Legal Address: _____
 (If different)

E-mail Address: _____ Fax #: _____

Cell Phone #: _____ Phone #: _____

Other Name to print on permit: _____

Section B: List all events for which permits are needed. Attach a sheet if additional space is needed.

Event Name Event Address Date(s) / Hours of Operation

Rain date if applicable: _____

Section C: List each food served at the event, excluding pre-packaged foods. See pg.3 if need additional space

Name of Food	Supplier of Ingredients	Describe where and how food is: prepared, transported (if applicable), served & kept hot/cold

Will all food preparation be at the concession? Yes No

If not, please describe: _____

**Application for Permit(s) to Operate a Temporary Food Service
Putnam County Department of Health**

Section D: Workers' Compensation & Disability Insurance

Submit copies of the following documentation with the application to document compliance with the Workers' Compensation Law:

A. Workers' Compensation & Disability Insurance Coverage is PROVIDED

Workers' Compensation:

- Form C-105.2 – Certificate of Workers' Compensation Insurance **or**
- Form U-26.3 – Certificate of Workers' Compensation Insurance **or**
- Form SI-12 – Certificate of Workers' Compensation Self Insurance **or**
- GSI-105.2 – Certificate of Participation in Workers' Compensation Group Self Insurance

AND

Disability Benefits

- DB-120.1 – Certificate of Disability Benefits **or**
- Form DB-155 – Certificate of Disability Benefits Self-Insurance

or

B. Workers' Compensation & Disability Insurance Coverage is NOT PROVIDED

Form CE-200 – Certificate of Attestation of Exemption from NYS Worker's Compensation and/ or Disability Benefits coverage.

Please return completed application to: **Putnam County Department of Health
1 Geneva Road
Brewster, NY 10509
(845) 808-1390 Fax # (845) 278-7921**

Section E: Signature of Individual Operator or Authorized Office

Failure to completely fill out and sign this form may delay issuance of your permit to operate. Operation without a valid permit is a violation of the State Sanitary Code. False statements made on this application are punishable under the penal law.

Signature: _____

Print Name: _____ Title: _____ Date: _____

For Office Use Only:

Conditions / Stipulations:

- * Food service limited to the items listed on permit application and pre-packaged foods.
- * Water from a Health Department approved source or purchase bottled water/package ice.
- * Hand washing facilities w/soap, water and paper towels to be present and in use during operation.
- * Thermometers to measure hot (i.e., "stem-type") & cold temperatures of foods to be present and in use during operation.
- * Sanitizing solution of bleach & water to be present and in use during operation.
- * Gloves & utensils to create a barrier between hand contact and foods served to be present and in use during operation.
- * Permit to be posted in public view.
- * Other:

Permit Issuance Recommended? Yes No Permit Effective Date: _____ Expiration Date: _____

Signature: _____ Title: _____ Date: _____

Optional Form for Additional Space

Foods to be served (complete for each food item at the event, excluding pre-packaged foods)

Name of Food	Supplier of Ingredients (purchased from)	Describe location of food preparation and how food will be: prepared, transported (if applicable), served & kept hot or cold.

Operation Name: _____

Person in Charge: _____

Event Name & Address: _____

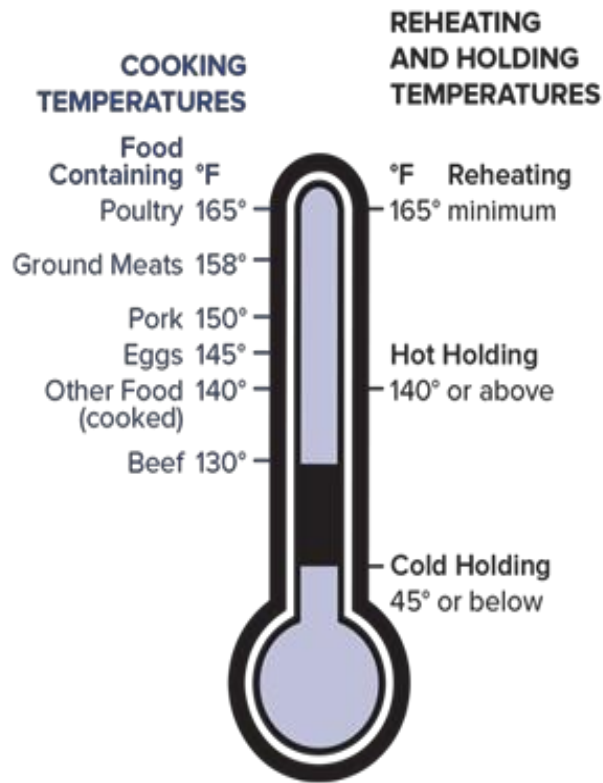
Cell Phone #: _____

Phone #: _____

Food Service Vendors: Guidance for Temporary Food Service Establishments at Events

Below is information about New York State requirements for Temporary Food Service Operators at events. The complete regulatory requirements for Temporary Food Service Establishments can be found in [Subpart 14-2](#) of the New York State Sanitary Code.

Requirements for Food Preparation and Storage



- Food must be prepared on site or in a health department-approved kitchen.
- Home prepared foods are not allowed.
- On-site food preparation should be limited to seasoning and cooking.
- All food must be kept covered while in holding or on display.
- During any transport, proper hot/cold holding temperatures must be maintained.

- All food must be stored at least 6 inches off the ground and placed in food safe containers.

Food Cooking/Holding Temperatures

A food thermometer (accurate to $\pm 2^{\circ}\text{F}$) must be on site and used to check cooking temperatures and hot/cold holding temperatures. Typical thermometers read from 0°F - 220°F .

Food Cold Storage

Cold holding must be 45°F or below.

- Cold storage food must be kept in refrigerators and coolers.
- Accurate thermometers ($\pm 2^{\circ}\text{F}$) must be in all refrigerators and coolers.
- Ice being used to chill foods cannot be used in beverages.

Drinking Water

All water used for drinking, preparing food, and making ice (potable/consumable) must be from these sources:

- a municipal public water supply,
- a NYS or county approved water supply, such as from a restaurant, or
- certified bottled water.

All physical connections to a water supply must maintain adequate backflow prevention, such as a vacuum breaker.

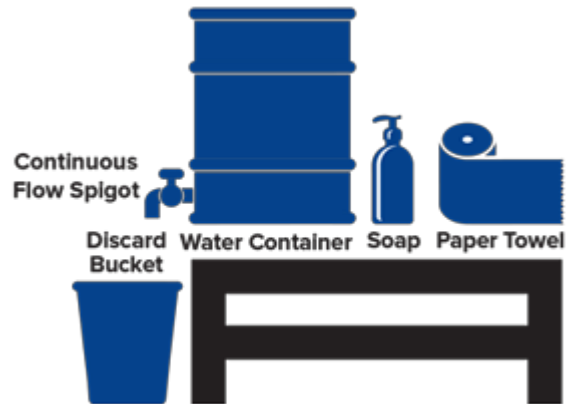
Waste Water

All waste water must be disposed of in a sanitary sewer, an approved septic system, or in a holding tank.

Keep Area Clean

- The ground within the food preparation and food storage areas must be kept clean, and measures should be taken to prevent build-up of dust or mud.
- Place all garbage into trash containers with plastic bag liners.

Hand Washing



- All food handlers must be free of illness, infections, open cuts, or sores.
- Hand washing facilities must be available, conveniently located on site, and include warm water, soap, and disposable paper towels as shown.

Wash Hands

- Before starting work
- Before putting on single service gloves
- After touching raw, fresh, or frozen beef, poultry, fish, or meat
- After using the bathroom
- After smoking, eating, sneezing, or drinking
- After mopping, sweeping, removing garbage, or using the telephone
- After touching anything that might result in contamination of hands

Proper Hand Washing Procedure



Glove Use

Use gloves, utensils, deli paper, waxed paper, or napkins to prevent bare hand contact with all foods ready to be served to the public.

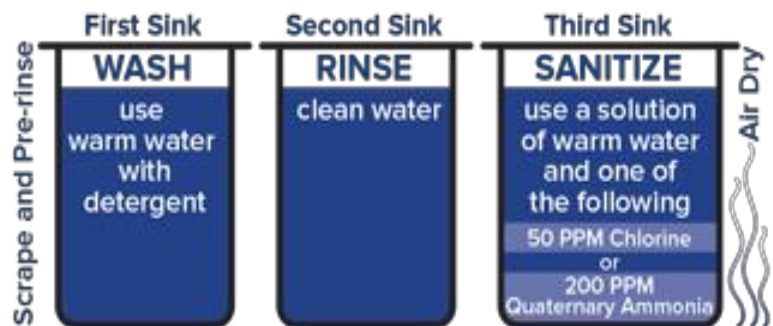
Always change gloves if they get ripped, torn, or contaminated. Contamination can occur after using the bathroom, smoking, coughing, sneezing, and in between preparing raw and cooked foods. Food workers' hands must be washed thoroughly and be cleaned before wearing new gloves.

Dishwashing

A dishwashing station should be set up using the three sink method and sanitizing solution as shown.

Sanitizing solution for dishwashing

1 teaspoon of household bleach per 1 gallon of water. Use chlorine test strips to ensure the concentration is 50 - 100 parts per million (ppm).



- First sink- warm water with detergent
- Second sink- clean water
- Third sink- warm water and either 50 PPM chlorine or 200 PPM quaternary ammonia

Tips to Remember

- Check with the Putnam County Department of Health early in your event planning to review all requirements.
- Follow all food handling, preparation, and storage requirements.
- Make sure food is cooked to code specified cooking temperature requirements
- Follow proper procedures to keep food hot or cold.

- Use food thermometers to check cooking and holding temperatures.
- Be sure to use an approved water supply source when preparing food.
- Hand hygiene is important! Wash your hands often, wear your gloves, and change gloves when needed.
- Follow dishwashing procedures.
- Keep garbage in lined containers.
- Keep floors, food preparation, and storage areas clean.

Additional Event Guidelines

Designate a contact person to work with the Health Department who will be responsible for proper food handling at the event. This contact person is responsible for reading the attached guidance, train and oversee staff on proper food handling procedures and temperature requirements. Ensure that food temperatures are taken frequently during the event to ensure that minimum requirements are met.

Pre-Event

- Ensure water is from a Health Department approved source or purchase bottled water and/or packaged ice. Keep receipts for purchased bottled water or packaged ice and have available for inspection.
- Food is required to be limited only to items listed on your application. All food must be from an “approved source”; homemade foods are not permitted.
- All persons handling food are to be free from infections, contagious or other communicable disease. Also, free of any symptomatic signs of illness such as: diarrhea, vomiting, fever, sore throat, and abdominal pain.
- Provide a calibrated metal-stem thermometer that has a range of 0°F to 212°F.
- Transport and store all perishable foods at or below 45°F. Cold holding units (e.g., coolers and ice)
- Hand washing facilities are to be available in the food preparation area. Use potable warm water, soap, and paper towels. A large container (jug or coffee urn) with a spigot and filled with warm water can be used if sinks are not present. Catch wastewater in a container that can be properly disposed in the septic/sewer system.
- Single service articles to be provided to the public if utensils and dishes cannot be washed, rinsed, and sanitized.
- Adequate sanitizing solution to be available for sanitizing surfaces and utensils. Label sanitizing container and all cleaners- store away from food.
- Facility is to be clean, insect and rodent free.
- An adequate number of garbage bags and covered garbage cans.
- Have an adequate supply of **latex gloves, deli paper, or utensils to avoid bare hand contact with cooked and ready to eat food.**

During Event

- **Provide and use a stem thermometer to monitor food temperatures.**
- Cooking food temperatures: pork = 150° F; ground beef = 158°F; eggs and foods that contain it = 145° F poultry =165° F; fish = 140° F; other potentially hazardous food requiring cooking = 140° F
Reheating =165° F; Hot Hold = 140°F.
- **Maintain hot food at 140° F.**
- **Reheat food to 165° F anytime food falls below 140° F.**
- **Store all potentially hazardous food either below 45° F or above 140° F.**
- Protect food from contamination. If outside, use tents and canopies. Cover food with plastic wrap or food covers. Store food off the ground.
- Store raw meat, fish, and eggs away from ready to eat foods (foods that are not going to be cooked).
- Store all cleaners, medicine, and chemicals away from food, utensils, dishes, and food containers.
- Thoroughly wash hands for 20 seconds before preparing or serving food. Wash hands before putting on latex gloves. Wash hands and change gloves whenever the potential for contamination occurs- touching face, hair, coughing, sneezing, or handling raw food.
- **Use latex gloves or utensils to avoid bare hand contact with cooked and ready to eat food.**
- Provide an accurate thermometer in all cold holding units/ coolers.
- Sanitize food contact surfaces with a solution of bleach and water (one tablespoon of unscented bleach into one gallon of water). Sanitize thermometer after each use.
- Empty and remove trash frequently.

For More Information call the Putnam County Department of Health at (845) 808-1390 or visit the NYS Dept. of Health website at: www.health.ny.gov/tempfood

New York State
Workers Compensation / Disability Benefits Insurance Coverage Requirements

Certificate of Attestation of Exemption Application Instructions for Form CE-200

Starting December 1, 2008, ONLY applicants eligible for exemption must file a new CE-200 for each and every new or renewed permit, license or contract issued by a government agency. Each CE-200 will specifically list the issuing government agency and the specific type of permit, license, or contract requested by the applicant.

Form CE-200 is the Certificate of Attestation of Exemption from New York State Worker's Compensation and/or Disability Benefits Insurance Coverage. This certificate must be completed by entities with no employees and/or out-of-state entities obtaining contracts, licenses, or permits from government (Employers or corporations must file Form C-105.2 and U-26.3, which can be retrieved from the WCB web site).

Business owners can use the new electronic process on-line. The applicant requesting a permit, license or contract from a government entity must complete the form on-line by answering a series of questions. Upon successful completion of the questions, the applicant will be instructed to print the CE-200 "Certificate of Attestation of Exemption". Once the certificate is printed, the applicant submits the computer generated CE-200 Certificate form to the government entity (Putnam County). **The certificate MUST say "Permit or Contract with Government Agency – County of Putnam."

Filling out the electronic Form CE-200 on the internet is very easy. The applicant will create a pin and password so that they can access their information. Once an applicant enters his/her basic information on the Board's website, it can be retrieved by that applicant in the future by using that pin number and password when the applicant is applying for another permit, license, or contract.

To apply on line for the CE-200 "Certificate of Attestation of Exemption" log on to:
https://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp

Follow the instructions, complete the questionnaire, and print your certificate.

If you do not have internet access, please contact the Worker's Compensation / Disability Board at (518) 485-5000 for them to send you the application. Using the paper application and mailing it for review and approval will take approx. 4 weeks for completion.

Certificate of Attestation of Exemption



Workers' Compensation Board

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

Follow these steps:

1. Go to businessexpress.ny.gov.
2. Select **Log in/Register** in the top right-hand corner. A NY.gov Business account is required.
3. If you **do not have** a NY.gov business account, go to [step 4](#) to set up your account. If you **have** a NY.gov log-in and password, go to [step 16](#).
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
 - First and Last Name
 - Email
 - Confirm Email
 - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
 - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
 - If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
 - Do one of the following:
 - If the account(s) shown is a NY.gov Individual account, select **Continue**.
 - If the account(s) shown is a NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
 - Select **Continue**.
10. An activation email will be sent.
 - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
 - Specify three security questions.
 - Select **Continue**.
12. Create a password (must contain at least eight characters).
13. Select **Set Password**. You have successfully activated your NY.gov ID.
14. Select **Go to MyNy**.
 - At the top of the screen select **Services**.
 - Select **Business**.
 - Select **New York Business Express**.
 - Select **Log in/Register**.
15. On the New York Business Express home page, do one of the following:
 - Scroll down to Top Requests and select **Certificate of Attestation of Exemption, or**
 - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
 - Select **Apply as a Business, or**
 - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and submit.

You will receive an email when your certificate has been issued.

To view your certificate:

- Select **Access Recent Activity** from your email, **or**
- Access businessexpress.ny.gov, and then access your **Dashboard** (under your login name on right).

Print and **sign** the **Certificate of Attestation of Exemption**.

Submit your **CE-200** for your license, permit or contract to the issuing Agency.



Certificate of Attestation of Exemption (CE-200)



Workers' Compensation Board

Not-for-profit organizations can use New York Business Express (NYBE) to obtain and file a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200).

Follow these steps:

1. Go to businessexpress.ny.gov.
2. Select **Log in/Register** in the top right-hand corner. A NY.gov Business account is required.
3. If you do not have a NY.gov business account, go to [step 4](#) to set up your account.
If you have a NY.gov log-in and password, go to [step 14](#).
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
 - First and Last name
 - Email
 - Confirm email
 - Preferred username (check if username is available)
7. Select **I'm not a robot**.
 - You may have to complete a Captcha verification before proceeding.
8. Select **Create Account**.
 - If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
8. **(Continued)**
 - Do one of the following:
 - If the account(s) shown is a NY.gov Individual account, select **Continue**.
 - If the account(s) shown is a NY.gov Business account, select **Email Me the Username(s)**.
 - 9. Verify that the account information is correct.
 - Select **Continue**.
 - 10. An activation email will be sent.
 - If you do not receive an email, see the **No Email Received During Account Creation** page.
 - 11. Open your activation email and select **Click Here**.
 - Specify three security questions.
 - Select **Continue**.
 - 12. Create a password (must contain at least eight characters).
 - 13. Select **Set Password**. You have successfully activated your NY.gov ID.
 - 14. Select **Go to MyNy**:
 - At the top of the screen, select **Services**.
 - Select **Business**.
 - Select **New York Business Express**.
 - Select **Log in/Register**.

Continued on page 2

15. On the New York Business Express home page, do one of the following:
 - Scroll down to Top Requests and select **Certificate of Attestation of Exemption** or
 - Search Index A-Z for **CE-200**.
 16. Under **How to Apply**:
 - Select **Apply as a Business**.
 17. At the **Entity Type** screen:
 - Select **Corporation** — not-for-profits are formed under corporation law.
 - Select **C or S Corp**. All corporations are a C Corp unless otherwise filed with the Department of State.
 - Select **Save & Continue**.
 18. At the **Business Identification** screen:
 - Enter the legal name.
 - Enter the federal Employer Identification Number.
 - Select **Save & Continue**.
 19. At the **Business Physical Location** screen:
 - Enter the business physical address.
 - Select the **This is Also my Mailing Address** button, if applicable.
 20. At the **Additional Physical Locations** screen:
 - Select **Save & Continue**.
 21. At the **Mailing Address(es)** screen:
 - Enter the mailing address.
 - Select **Save & Continue**.
 22. At the **Business Industry Classification** screen:
 - Search for appropriate principal NAICS code. No secondary NAICS code is necessary.
 - Select **Save & Continue**.
 23. At the **Officer/Shareholder** screen:
 - Enter the corresponding information.
 - Select **Save & Continue**.
 24. At the **Workers' Compensation and Disability and Paid Family Leave** screen, answer these questions:
 - Do you have New York Workers' Compensation Insurance?
 - Do you have New York Disability and Paid Family Leave Benefits Insurance?
 - Select **Save & Continue**.
 25. At the **License, Permit, or Contract Information** screen:
 - Select the appropriate license, permit, or contract, or select **Other** and enter the information.
 - Enter the issuing agency.
 - Select **Save & Continue**.
 26. At the **Workers' Compensation Exemption Reason** screen:
 - Select the appropriate exemption reason.
 - Select **Save & Continue**.
 27. At the **Disability and Paid Family Leave Exemption Reason** screen:
 - Select the appropriate exemption reason.
 - Select **Save & Continue**.
 28. At the **Applicant** screen:
 - Select a previously entered individual from the drop-down, or select **Other** and enter a new applicant.
 - Select **Save & Continue**.
 29. Review the **Application Summary**.
 30. **Attest & Submit**.
- You will receive an email when your certificate has been issued. To view your certificate:**
- Select **Access Recent Activity** from your email, or access businessexpress.ny.gov and then access your **Dashboard** (under your login name on right).
 - Print and sign the **Certificate of Attestation of Exemption**.
 - Submit your **CE-200** for your license, permit or contract to the issuing Agency.

Questions? Call the NYBE Contact Center: (518) 485-5000.