



Department of Public Health

Monroe County, New York

Maggie Brooks
County Executive

Byron S. Kennedy, MD, PhD, MPH
Director

Subject: Environmental Health Service Fees

Dear Food Service Establishment Operator:

As you may be aware, the 2003 Monroe County budget included some major changes. One of the items in the approved budget immediately impacts facilities that were previously totally exempt from Environmental Health Service fees. In addition to the increase in the Environmental Health Fees for 2003, changes include the assessment of fees for previously exempt governmental and charitable non-profit institutions. Fees are now 50% of the standard fee, and will be charged to agencies with annual operating expenses over \$50,000.

Small governmental and charitable non-profit organizations with annual operating expenses of \$50,000 or less need to qualify for **full exemption status**. You must complete a Fee Waiver Request Form. Also, you must include copy of documentation from the Internal Revenue Service stating your organization is under Section 501C (2) or (3) showing that you are both a charitable and non-profit organization. Or that you are a governmental agency receiving more than 50% of operating funds from general tax revenues (if we currently do not have an application on file) **and** provide **one of the following** as proof that your annual operating budget **does not exceed \$50,000**:

- (1) a copy of your organization's financial statement; **or**
- (2) a copy of your corporate tax return.

If you do not provide the financial documents required for full fee waiver, but have an approved Fee Waiver Request Form on file with the Department of Health, you will, automatically, be assessed 50% of the standard Environmental Health Service Fee.

A Fee Waiver Request Form is enclosed. Please complete the form and return to the Monroe County Department of Health along with the listed required documents if you are requesting a full fee waiver.

If you have any questions regarding this matter, feel free to contact me at 753-5047.

Sincerely,

Robert E. Mauro
Senior Public Health Sanitarian

*Note: Food Worker Training fees are not eligible for exemption.



FEE WAIVER REQUEST FORM

Date _____

I hereby request a waiver of ____ (50%) ____ (100%) of the Environmental Health Fee in the amount of \$_____ for environmental services received. I request this Waiver in view of the fact that our organization is:

_____ Charitable non-profit

_____ Governmental receiving more than 50% of operating funds from general tax revenues

FOR CHARITABLE NON-PROFIT PLEASE ATTACH THE FOLLOWING ITEM(S):

_____ A copy of your INTERNAL REVENUE EXEMPTION DOCUMENT 501 (C) 2 OR 3

For those entities requesting 100% waiver of Environmental Health Fees, you must provide documentation that your organization's annual expenses are \$50,000 or less. In these cases, please also include:

_____ A copy of a completed Internal Revenue Service Form 990, 990-EZ, or 990-PF

OR

_____ A copy of your organization's financial statement.

(Please print)

Please return forms to:

Monroe County Dept. of
Public Health
111 Westfall Rd. Room 1020
Rochester, NY 14620

Services rendered: _____

Location: _____

Fee required: _____ **Organization Name:** _____

Mailing Address: _____

Signature & Title: _____

Print Name: _____

DO NOT WRITE BELOW THIS LINE

FOR OFFICE USE ONLY:

☐ Recommend _____

☐ Deny _____

DATE: _____

This Department has found your request for Waiver to be in order and hereby issues a Waiver for 50% 100% of the payment of this and future Environmental fees under the condition that your organization is and remains:

_____ Charitable non-profit

_____ Governmental receiving more than 50% of operating funds from general tax revenues.

_____ Operating with annual expenses of \$50,000 or less – proof provided.

Sincerely,

Byron S. Kennedy, MD, PhD, MPH
Director of Health