



# Department of Health

Maggie Brooks  
County Executive

Andrew Doniger, M.D., M.P.H.  
Director

Subject: Fee Waiver exemptions

Dear Food Service Establishment Operator:

Fees for exempt, governmental and charitable non-profit institutions are now 50% of the standard fee, and will be charged to agencies with annual operating expenses **over \$50,000**. If you are **not presently** on our Fee Waiver List, you need to fill out the Fee Waiver Request Form. You must also include a copy of the documentation from the Internal Revenue Service stating your organization is recognized under Section 501C (2) or (3) as being both a charitable and non-profit organization. Please mail these items to us for approval.

Small governmental and charitable non-profit organizations with annual operating expenses of **\$50,000 or less** may qualify for **full exemption status**. If you are **not already** on our Fee Waiver List you must complete a Fee Waiver Request Form. Also, you must include a 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 **and** provide **one of the following** as proof that your annual operating expenses **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 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 Department of Public Health  
111 Westfall Road Room 1020  
P.O. Box 92832  
Rochester, NY 14692

**Services rendered:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Fee required:** \_\_\_\_\_ **Organization Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**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,

Andrew S. Doniger, M.D., M.P.H.  
Director of Health