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# ORLEANS COUNTY HEALTH DEPARTMENT

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Licensed Home Care Services Agency



David G. Whitcroft  
Deputy Director

## MEMO

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DATE: December 14, 2015  
TO: Orleans County Churches/Organizations with Lettered Kitchen Facilities  
FROM: Environmental  
RE: **\*NEW\* TEMPORARY FOOD PERMIT AND FEE EXEMPTION**

Temporary Food permit and fee exemption/waiver for religious organizations operating under a Two-Year Letter of Permission is reinstated beginning January 1, 2016. Your organization may no longer need to pay temporary food fees if all of the following conditions are met:

- Organization must qualify for / currently hold a Two-Year Letter of Permission to Operate; AND
- Food events open to the public are once weekly or less, AND
- Food is prepared and served within/on the premises owned/operated by the lettered organization only, AND
- Food is prepared and served by members of the lettered organization only, AND
- All public food events are reported to the Health Department by submission of Temporary Food Service Application / Report Form, AND**
- Food Handler trained individual(s) must be present for all public food events

An updated Temporary Food Service: Application for Permit / Report Form (Version 1/2016) is attached for your convenience. This document will also be accessible online after 1/1/2016 at:

<http://www.orleansny.com/Departments/Health/PublicHealth/EnvironmentalHealth.aspx>

Please discard previous versions of the application. **No payment is required when filing the Application / Report Form unless the food event does NOT meet the criteria listed, above.** Please ensure that the 'Report Event' box is checked at the top.

Questions may be directed to Shannyn Sanger, Sr. Public Health Sanitarian at 589-2855 from 8 AM – 4 PM, Monday - Friday.