

August 10, 2020

RE: NOTICE OF INTENT TO INVOICE FOR 2020-21 FOOD SERVICE ESTABLISHMENT PERMIT

Dear Food Establishment Operator,

Thank you for the hard work you have been doing to support Kitsap's response to the COVID-19 pandemic. This has been a challenging time as businesses adapt to the "new normal" and navigate through constantly changing requirements; the Kitsap Public Health District (Health District) is no different.

As you know, Food Service Establishment Permits expire on June 30th of each year. In May, the Health District chose to defer payments for 2020-21 Food Service Establishment Permit renewals through September 30, 2020 to provide financial relief to Kitsap food business owners. In addition to deferring payments, the Health District has decided to waive the July 1st – September 30th portion of the permit fee; therefore, the permit fees that will be invoiced will be 75% of the regular fee. Invoices for permit renewals will be sent in October.

The Health District will not send an invoice to food establishments that are temporarily closed and not operating due to the COVID-19 pandemic. You must complete and send in the attached attestation page to put a hold on the invoice. The attestation must be received no later than August 31, 2020 to qualify. If an attestation is not received, an invoice for the permit renewal will be issued. Prior to reopening, you will need to contact our office at least 5 business days in advance to pay for the permit.

Additionally, the attestation page can be used to update the contact information we have on file for you. If your address, phone number, or email address has changed, please let us know. You are responsible for keeping the information current with our office.

If I can be of any further assistance, please do not hesitate to contact me at (360) 728-2301, or by email at dayna.katula@kitsappublichealth.org.

Respectfully,



Dayna Katula, RS
Program Manager, Food Safety & Living Environment Program

Food Service Establishment Attestation

The attestation must be received via mail or email no later than August 31, 2020 to qualify for delayed 2020-21 Food Service Establishment Permit invoicing. Only food establishments that are not operating due to COVID-19 qualify. Complete and submit one attestation per establishment.

Mail: Kitsap Public Health District
ATTN: Dayna Katula
345 6th St., Ste. 300
Bremerton, WA 98337

Email: dayna.katula@kitsappublichealth.org

- I am only attesting that my food establishment is temporarily closed due to the COVID-19 pandemic (complete sections 1-3 below).
- I am only updating my contact information only (complete sections 1-2 only).
- I am both attesting that my food establishment is closed and updating my contact information (complete sections 1-3 below).

1. FOOD SERVICE ESTABLISHMENT INFORMATION		
Food establishment name		
Customer Identification Number (e.g. KC0000, BR0000)		
Establishment street address		
City	State	Zip code

2. OWNER INFORMATION		
First and last name	Contact phone	
Mailing street address	<input type="checkbox"/> Same as establishment address	
City	State	Zip code
Email address		

3. CERTIFICATION AND ACKNOWLEDGMENT		
<p><i>By signing this document, I certify that the above information is provided as true and accurate to the best of my knowledge. I understand that:</i></p> <ul style="list-style-type: none"> ✓ I am attesting that my food service establishment is temporarily closed and not operating due to the COVID-19 pandemic. ✓ I will contact the Kitsap Public Health District to pay for my Food Service Establishment Permit at least 5 business days <u>before</u> I resume operations. ✓ Resuming operations without contacting the Kitsap Public Health District to pay for my Food Service Establishment Permit may result closure of my establishment for operating without a valid permit. 		
Owner name printed	Owner signature	Date