

Central Connecticut Health District Policies and Procedures

Fee Policy

PURPOSE

The purpose of this policy is to set a procedure for the Central Connecticut Health District Board of Health (“the Board”) and its Director of Health (“the Director”) to establish, approve and/or waive, and implement fees charged for services provided by the health district to individuals, businesses, groups and organizations, and the public.

POLICY

The Board will establish fees for licenses, permits, inspections, and certain services that the Central Connecticut Health District (“Health District”) provides or activities that it sponsors. The revenues generated will be used to underwrite the cost to the Health District of providing services that promote and protect the public’s health.

The Board shall annually upon the recommendation of its Director approve a fee schedule for the service it provides including, but not limited to, inspections, licenses, permits, and fees for the following areas:

- Food service
- Grocery
- Motels
- Septic systems
- Private well
- Public swimming pools
- Subsurface sewage disposal systems
- Day care
- Salons and spas

And as appropriate:

- Charges for immunizations (flu, pneumonia)
- Fees charged for health education programs and screenings; and
- Miscellaneous services (such as copying documents for FOI requests)

A proposed schedule of fees for each fiscal year shall be published for public comment along with the Board’s proposed annual budget, and shall be approved by the Board with the annual budget.

Fees should be fair, balanced and affordable for the businesses, groups, organizations, and members of the public they affect. They should be neither burdensome to these groups nor impede the public’s access to public health services or agency information. Fees should reflect the cost of such services for the Health District to provide.

At its discretion or upon recommendation of the Director of Health the Board may authorize the Director of Health to further waive certain fees.

WAIVER ELIGIBILITY

1. The fees listed on the Health District's approved schedule of fees will be waived for the following:
 - a. Member towns in the Health District, their departments and facilities including public schools and school-related activities under local boards of education
 - b. Private, not-for profit schools and school-related activities;
 - c. Facilities owned and operated by the State of Connecticut;
 - d. Not-for-profit day care centers;
 - e. Not-for-profit groups or agencies applying for a permit to run a temporary food event or to obtain a seasonal permit; and
 - f. Farmers who are recognized by and registered with the Connecticut Department of Agriculture (DOA) and who sell only farm products at a given event.

Fees will not be waived for any of the above where the food service or other health district regulated service is contracted out to and provided by a for-profit vendor.

Any application for a permit or license must be received by the Health District, at least two weeks prior to an event or activity, or to commencing service. Only the fee may be waived, not the application and inspection process.

2. Vaccination fees - no person shall be denied influenza or pneumonia or other immunizations provided by the Health District because of inability to pay. The Director of Health shall waive the fee based on the person's verbal self-identifying an inability to pay. No means test is required.
3. Health education programs and screenings - no person shall be denied participation or service because of inability to pay. The Director of Health shall waive any fees based on the person's verbal self-identifying an inability to pay. No means test is required.
4. Fees for copying or scanning public documents requested under Chapter 14 of the Connecticut general statutes (Freedom of Information Act) are waived unless the Director of Health, or appropriate designee, deems that the cost to the agency is excessive. The Director may then charge a fee in accordance with Section 1-212 of the Connecticut General Statutes (FOI Act - fees for copying and scanning of public documents).

RESPONSIBILITIES:

- Director of Health – for an annual review of fees and for recommendations, notifications and postings; assuring that fees for each fiscal year are published annually for public comment with the Board's proposed annual budget; for formally notifying the towns, those affected and the public of the new fee schedule or any changes; and approval of waivers.
- Board of Health—for an annual review and approval of the proposed fee schedule and for review and timely action on exceptions to this policy and fee changes recommended by the Director of Health and on any request to waive a fee that falls outside this policy.

PROCEDURE:

- A. The Health District's fee schedule shall be reviewed by the Board at least annually and revised as needed. The Director of Health shall annually provide a list of proposed fees and fee categories to the Board for its review and approval and a fiscal statement of the impact of fee waivers for the fiscal year.
- B. The Health District's fee schedule shall be posted annually for public comment as part of its proposed annual agency budget. Approved changes shall become effective at the start of its new fiscal year.
- C. During the year the Director shall identify and recommend to the Board any request received to waive a fee that falls outside this policy, or any request for fee changes, and shall include an estimate of its fiscal impact to the health district. The Board shall review and act on these requests in a timely manner.
- D. During the fiscal year whenever fees are approved or modified by the board, the Director of Health shall post the schedule of fees and formally notify the Health District's member towns, those affected by the fee changes and the general public.
- E. Fees and applicable waivers shall appear on all applicable Health District forms and applications, informational materials to the public, health education or screening applications, flu clinic forms and any press or news announcements where fees are listed or referenced.
- F. Individual or groups requesting a waiver shall indicate this on the application or registration form and discuss with the Director of Health or authorized staff.
- G. Each tax-exempt group or organization that requests a reduction in or waiver of fees, shall provide with its application and written request a copy of its determination letter from the Internal Revenue Service or its exemption certificate from the State of Connecticut Department of Revenue Services.
- H. Farmers requesting a fee waiver, or for whom fees are waived, shall provide with their applications a letter or certificate of registration from the Connecticut Department of Agriculture.

RELATED REFERENCES, POLICIES, AND PROCEDURES

1. Section 19a-241 of the Connecticut general statutes (Board authority)
2. Section 19a-243(a) of the Connecticut general statutes (Board powers)
3. Article III -Sections 1 and 2 - of the Bylaws of the Board of the Health District (Board functions)
4. Section 1-212(d) of the Connecticut general statutes (FOI statutes – allowable fees for copying and scanning public documents)
5. Section 12-412 of the Connecticut general statutes (governmental agency exemption)
6. Sec. 19a-231(2)(b) of the Connecticut general statutes (inspection of salons-fees)
7. Sec. 22-6(s) of the Connecticut general statutes (Farmers Markets)
8. Sec. 22-38(a) of the Connecticut general statutes (Connecticut Farm Grown Products)
9. Connecticut DRS publication SN 98(11) SN 98(11) [*Exemption from Sales and Use Taxes of Sales by Nonprofit Organizations at Fundraising or Social Events*]
10. IRS Publication 557 (tax exempt organizations).

Approved by the Central Connecticut Health District Board of Directors: May 16, 2013.

Effective date: May 16, 2013.

Enclosure (1) – 2013-14 CCHD Fee Schedule