



Saratoga County
DEPARTMENT OF EMPLOYMENT & TRAINING
Lisa M. Scaccia, Director

152 West High Street, Ballston Spa, NY 12020

TEL: (518) 884-4170 FAX: (518) 884-4262

TO: 2016 Summer Youth Employment Program Worksites
FROM: Katherine Raymond, Employment Counselor
RE: County of Saratoga Insurance requirements

Thank you for agreeing to be a worksite for the Saratoga County Department of Employment & Training, 2016 Summer Youth Employment Program. The County of Saratoga has very specific insurance requirements for our worksites. A Certificate of Liability Insurance naming the county as an additional insured is required to be in effect during the entire Summer Youth Employment program period.

The following specific requirements for the certificate are as follows:

- **GENERAL LIABILITY:** Liability limits must be \$1,000,000 single limit coverage for liability and property damage.
- **DESCRIPTION:** The County of Saratoga must be named as an additional insured for the policy and specified in the DESCRIPTION area on the form.
- **CERTIFICATE HOLDER:** The certificate holder must read exactly as follows: The County of Saratoga, 40 McMaster Street, Ballston Spa, NY 12020 (please **DO NOT** include "Summer Youth Employment Program" or "Employment & Training").
- **CANCELLATION:** In the event any policy furnished or carried pursuant to a Summer Youth Employment Program agreement is scheduled to expire on a date prior to the expiration of the term of the agreement, the Contractor (Worksite) shall deliver to the County a certificate or certificates of insurance evidencing the renewal of such policy or policies not less than 15 days prior to such expiration date, and the Contractor shall promptly pay or cause to be paid all premiums due thereon.

In the event Contractor receives notice of cancellation of said insurance, the Contractor shall immediately provide the County with written notice of such cancellation by no later than the next business day of the County. Such written notice must be either personally delivered to the Saratoga County Attorney's Office at 40 McMaster Street, Ballston Spa, NY during normal business hours or faxed to the Saratoga County Attorney at (518) 884-4720. The Contractor shall provide the County with proof of replacement general liability insurance coverage satisfying the requirements within two (2) County business days of the Contractor's receipt of said notice of cancellation of Contractor's insurance.

Certificates can be faxed to Saratoga County Department of Employment & Training at 518-884-4262. Please contact me if you have any questions at 518-884-4904 or email kraymond@saratogacountyny.gov.