Dear food business owner,

The Environmental Health Services Division’s Safe Starts for Taverns and Restaurants (SSTAR) Program has a small fund to provide financial assistance to approximately 130 locally owned small businesses (up to $3000 per business). We are now accepting requests on a rolling basis through December 20, 2020 or until funds run out.

Who is eligible?

If your food establishment meets all the criteria below, you are eligible to submit the SSTAR Financial Assistance Referral Form:

✓ Has an active Public Health-Seattle & King County Food Permit
✓ Has 10 or less full-time employees at the establishment right now (including self-employed or family-run business with no hired employees; or locally owned individual franchise)
✓ Does not exceed $500,000 in gross annual revenue in sales in 2019
✓ Has a permitted seating capacity (both indoor and outdoor) of 50 chairs or less (see your Food Permit; this limit is different from the Fire Code occupancy)
✓ Has not received other financial support to pay for the same expenses requested here
✓ Operates in a high priority zip code based on King County’s equity and COVID-19 data (see map of eligible zip codes for SSTAR Financial Assistance at https://batchgeo.com/map/396f3425fc2459747200801bfeddb43c1)

This financial assistance is not for corporate-owned chain food businesses and not for gambling or cannabis businesses.

What can we reimburse for?

Financial assistance will cover reimbursements for PPE, supplies, equipment, services, and fees related to implementing COVID-19 preventative measures at food businesses (up to $3000). See the Referral Form for the list of allowable expenses. The expenses must first be paid for by the business and used or implemented between March 1 to Dec 30, 2020. You must have proof of payment for the expenses. If approved, reimbursement is usually made within 30 days.

What can we not reimburse for?

We cannot reimburse for: facility system upgrade or other permanent building upgrades and improvements; permit fees; commission fees on delivery platforms; rent or utilities; and payroll or employee expenses.

Steps to request SSTAR financial assistance referral:
1. **Download Referral Form and complete Section 1** (available in [English](#), [Amharic](#), [Chinese (Traditional)](#), [Chinese (Simplified)](#), [Khmer](#), [Korean](#), [Russian](#), [Somali](#), [Spanish](#), [Tigrinya](#), and [Vietnamese](#)).

   - Email the form with your signature to [SSTARFund@kingcounty.gov](mailto:SSTARFund@kingcounty.gov) or mail it to:
     
     SSTAR Fund  
     Public Health – Seattle & King County  
     Environmental Health Services Division, Suite 1100  
     401 5th Avenue, Seattle, WA 98104  

   - If you have questions or need assistance filling out the Referral Form, please contact [SSTARFund@kingcounty.gov](mailto:SSTARFund@kingcounty.gov).

   - If you need assistance in another language, please send a message to [SSTARFund@kingcounty.gov](mailto:SSTARFund@kingcounty.gov) with the name of the language and your phone number. We will respond within a few days, with an interpreter on the line.

2. **After we have received your Referral Form, we will review it. If you are approved, we will follow up with you and let you know:**

   - If we need to schedule a short site visit with an Environmental Health field staff.

   - After we notify you, we will give you a deadline (1-2 weeks) for when to submit the other required documents:
     
     - proof of payment for all expenses
     - King County-substitute W-9 form
     - Grant Agreement with Federal Terms (you will sign the English version, but this document will be available in other languages for your reference)

   - If you send us the required documents after your deadline, we cannot process your reimbursement.

   - We will contact you if your proof of payment or other required documents are incomplete.

3. **We will process your reimbursement after all forms and documents are complete.**  
   Payment is usually made by check within 30 days. Please note that this payment will be considered taxable income.

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<thead>
<tr>
<th>SSTAR Financial Assistance Referral Program</th>
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<td><strong><a href="mailto:SSTARFund@kingcounty.gov">SSTARFund@kingcounty.gov</a></strong></td>
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   | Public Health – Seattle & King County  
   | Environmental Health Services Division  
   | Suite 1100  
   | 401 5th Avenue, Seattle, WA 98104          |
Links to the Referral Form, KC W-9 Form, Grant Agreement & Federal Terms

Instructions

[Links in multiple languages]

Referral Form

[Links in multiple languages]

King County-Substitute W-9 Form

W-9 Form (English only)

Instructions for W-9 Form (English only)

Grant Agreement

[Links in multiple languages]

Federal Terms

[Links in multiple languages]