



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: 2013 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, 2013 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 this 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 use the Employment & Training or Summer Youth Employment Program address or information here. It must be the County name and address.

In the event any policy furnished or carried pursuant to an agreement is scheduled to expire on a date prior to the expiration of the term of an agreement, CONTRACTOR 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, CONTRACTOR shall immediately provide 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 Department of Employment & Training office at 152 West High Street, Ballston Spa, New York 12020 during normal business hours or faxed to the office at (518) 884-4262. CONTRACTOR shall provide the County with proof of replacement general liability insurance coverage satisfying the requirements set forth herein 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](mailto:kraymond@saratogacountyny.gov).