

Application for Permit to Distribute Homework

All materials distributed to homeworkers must be owned by you and be distributed by you directly to homeworkers. A State permit does not authorize the holder to give out homework in violation of any Federal law or order relating to industrial homework. For information regarding Federal homework orders, write to the Wage and Hour Division, U.S. Department of Labor, 201 Varick Street, New York, NY 10014-4800.

The legislative purpose of the New York State Homework Law (Article 13) is to protect workers and minors from unreasonable low wages, provide controls for safe working conditions, protect their health and general welfare as well as to protect factory industries which must operate in competition with homework industries and gradually eliminate industrial homework.

Reply to this Address:

1. Name of Firm: _____

2. FEIN: ___ - ___ - ___ - ___ - ___ 3. Telephone number: (____) ____ - _____

4. Address of Main Office: _____

5. Indicate If Application Is: New Renewal

6. If a Renewal, Indicate Articles Presently Made By or Distributed To Homeworkers:

7. Address of Each Factory, Shop, Office or Workroom Which You Maintain:

8. Addresses From Which Homework Will Be Distributed:

FOR OFFICE USE ONLY			
Fee Received By		Date Recd	Amount Recd
Permit No.	Issue Date	Ending Date	Fee Needed
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Determ Date	Home Worker Quota
Determination By		Title	

9. Name of Owner or President of Corporation. (If Partnership, List All Partners):
10. Articles To Be Made By or Distributed To Homeworkers (e.g. envelopes and pamphlets; children's dresses; photograph negatives):
11. Specific Homework Operations or Processes (e.g. addressing envelopes and collating; applique cutting; retouching photo negatives):
12. Other Work Performed or Articles Manufactured But Not Distributed for Homework:
13. Do You Own, By Purchase, All Materials Which You Distribute To Homeworkers? Yes No
14. a. Do You Maintain A Factory With At Least One Full-Time Employee? Yes No
 b. Is Substantially The Same Work As In 10 Above Performed In This Factory? Yes No
 c. How Many Persons Are Regularly Employed Full-Time In Such Work? _____
15. Please explain in detail why your firm has decided to use homeworkers.
16. If you now operate a factory, what efforts have you made to obtain additional factory workers to perform this work and/or to obtain adequate production facilities or to use the services of a factory contractor?
17. If you do not at this time operate a factory, what efforts have you made to establish a factory?
18. Do you now employ homeworkers? Yes No
 If yes, please give details.
- 19 - 22: If your application for a permit to employ homeworkers is granted, what actions will you take:**
19. Ensure that homeworkers, who hold New York State Homeworke Certificate to perform homework for your firm, will be the only persons performing your homework?

20. Ensure that all homeworkers will receive at least the New York State Minimum Wage?
21. Ensure safe and sanitary working conditions for the homeworkers?
22. Ensure that taxes are withheld, social security and unemployment insurance requirements are met and employees receive a proper weekly wage statement?
23. How will you arrange for the delivery of materials and pick-up of finished products without cost to the homeworker?
24. What, if any, equipment is necessary for the homeworkers to perform the work?
25. How will the homeworkers obtain the necessary equipment?
26. How will you ensure that the homeworkers will not bear the costs of equipment needed to perform work (knitting machine, sewing machines, etc.) or any other productions related costs?
27. Do you know of any factories in your area where the same or similar work is being performed? Yes No
If so, what are the average wage rates of piece rates for this work in the area?

Do you intend to pay homeworkers lower rates? Yes No

28. What are the special circumstances which prevent your proposed homeworkers from working in a factory?

(a) Age? _____

(b) Physical or Mental Disability? _____

(c) Care of Invalid? _____

(d) Other? _____

29. Do you do any contract work for jobbers, manufacturers or others? Yes No

If yes, please list names and addresses.

30. Please list the action you intend to take to discontinue the use of industrial homeworkers at the expiration of any permit you may receive as a result of this application

Statement

I understand that the Permit to Distribute Industrial Homework for which I am applying is issued to an employer as defined in Article 13, Section 350.2b of the New York State Labor Law. In addition to the requirements of Article 13, as an employer I am subject to other provisions of the Labor Law requiring payment of at least the applicable New York State minimum wage; timely payment of wages; accurate payroll records showing the number of hours worked daily and weekly, the amount of gross wages, net wages and deductions; wage statements with each payment of wages; that wages shall be subject to no deductions except those authorized or required by law, such as for social security or income tax, that the minimum wage shall not be reduced by expenses incurred by an employee in carrying out duties assigned by the employer.

I know that I must make the required records available to representatives of the Commissioner of Labor at my place of business upon request and that I must cooperate with any investigation to determine compliance with the provisions of the Labor Law.

I hereby certify that the above statements are true and accurate under penalty of perjury. I further certify that the establishment making this application carries:

Workers' Compensation Insurance, Policy No. _____ expiring on: ___ / ___ / ___
Issued by: _____ and
(Name of Insurance Company)

Disability Benefits Insurance, Policy No. _____ expiring on: ___ / ___ / ___
Issued by: _____
(Name of Insurance Company)

Signature

Title

Sworn before me this _____ day of _____, 20__

Notary Public