

HOME BASED BUSINESS

Build & Enhance

YOUR CAREER

Registration, Requirements, and
Useful Information



U.S. ARMY



HOME BASED BUSINESS

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Scan the QR code to learn more & access the application documents.

What are HBBs?

Definition:

Per IMCOM OPORD 22-061

- ▶ HBB is defined as a business whose primary office and operation is located inside the home on the installation. HBB business owners need to obtain approval from the Senior Commander/Garrison Commander.
- ▶ Individuals who work remotely from their home or who operate their own business exclusively through online means are **not** considered an HBB and do not require approval to operate. There are some types of businesses that do not require approval – please see next slide.
- ▶ Childcare providers are not considered as HBB – instead, contact CY5 Family Child Care for information on how to provide childcare services at 785-239-9892.



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What are HBBs? *continued...*

Examples of HBB include but are not limited to:

- Car repair/service
- Hair salon services
- Pet grooming and pet sitting
- Massage therapy
- Home baking and food preparation (cottage foods only)

Examples of businesses that do not require approval:

- Bookkeeping and tax preparation
- Personal training conducted outside the home
- Photography, graphic design, and advertising services
- Tutoring and music instruction
- Entertainment or travel planning
- Housecleaning and lawn care
- Selling items from multi-level marketing (MLM) companies
- Businesses that operate exclusively through online means (eBay, Etsy, or similar)

PROHIBITED BUSINESSES

Tattoo or body art businesses involving tattooing, application of permanent makeup, body piercing (except for ear piercing), Henna, and other invasive treatments.

Regulations & SOPs for HBBs

- ▶ Army Regulation (AR) 210-22
- ▶ Fort Riley Regulation (FR Reg) 210-7
- ▶ Installation Management Command (IMCOM) OPI 2023-07 Home Based Business Program
- ▶ Fort Riley Standard Operating Procedure (SOP) for Home Based Business (HBB) Application



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Registration Process

1

Print & fill out application

2

Obtain Corvias Community Manager's approval signature.

(Continue to step 4 if your business does not include food or cosmetology)

3

Food: Complete ServSafe Manager Certification & home inspection. **Cosmetology:** Complete home inspection.

4

Bring application to DFMWR, HBB Coordinator.

5

HBB Coordinator will submit for Legal Review.

6

Receive approval and permit, valid for 1 year.

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Requirements

- HBB owner is **required to comply with and is subject to inspection** by the appropriate City, County, State, Federal Agency, Status of Forces Agreements (SOFA), or Host Nation for compliance with applicable laws, codes, regulations, and requirements. These standards must be met before a HBB can be approved at a new or transferred to location.
- HBB owners are required to have liability insurance.
- Food Based Businesses are required to comply with Public Health requirements.
- All HBBs are required to comply with the advertising restrictions outlines in AR 210-7, as well as any installation policy letters and community guidelines addressing the same.

Food Based Businesses

ONLY Cottage Foods allowed, NO High Risk Foods are allowed for sale through HBBs. All inspections will be conducted in accordance with TB MED 530 Tri-Service Food Code.

On Fort Riley - Inspected by Preventive Med and requires SERV-Safe Managers Certification (which can be taken through K-State or Serv-Safe.com, also Ft. Riley Preventative Med may also provide training and certification based on availability of space,* military has priority for training and certification) and Liability Insurance. More information can be obtained by contacting Preventative Medicine at (785)239-9787.



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Food Based Businesses *continued...*

- Pre-Operational Inspection is required of kitchen, food storage holding areas, hand/dish washing areas and dish/utensil storage areas, food preparation areas and inspection of personnel sanitation practices. After Pre-Operational inspection has been conducted an annual inspection will be performed by Preventive Med. (*Please ensure that you have proper temperature measuring devises available at time of inspection for food, oven, refrigerator and freezer areas, also ensure that you have serv-safe managers certification and business paperwork available for review.)
- **All food ingredients must be purchased from approved sources.** (The commissary is considered an approved source / vendor.) Any other approved sources/vendors can be found with the help of Fort Riley Veterinary Services Team at (785) 239-3886.

Low Risk Foods

TB MED 530

Low-Risk Foods (a.k.a. *Cottage Foods*) An ambient-stable FOOD that is less-likely to cause a foodborne illness because it has a high acid content (pH 4.5 or lower), or low water content. “Low-risk foods” spoil due to their chemical composition (not microbiological activity).

Examples of “low-risk foods” include:

1. Bread, biscuits, cereals, crisps and cakes (not cream cakes);
2. FOODS that have been preserved, for example; smoked or salted fish;
3. Dry goods (that is, FOODS that contain minimal amounts of moisture) such as bread, flour, biscuits;
4. Acidic FOODS such as pickled foods, vinegar, fruit;
5. Fermented products such as salami, pepperoni;
6. FOODS with high sugar/fat content such as jam and chocolate; and
7. Canned FOODS (that remain sealed).



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Food Based Businesses *continued...*

High Risk Foods

High-Risk Foods: Any Ready To Eat (RTE) FOOD that will easily support the growth of pathogenic bacteria. “High-risk foods” are more likely to be implicated as vehicles of infectious or toxigenic organisms consumed in foodborne illness incidents.

Examples of “high-risk foods” include:

1. Foods that are usually high in protein, require strict temperature control and protection from contamination and include:
2. Cooked meat and poultry and cooked meat/poultry products such as meat pies and pastries, pate, meat stock and gravy;
3. Dairy products such as milk, cream, artificial cream, custards, products containing unpasteurized milk, ripened soft and molded cheeses;
4. Egg products such as cooked EGGS, quiche and products containing uncooked or lightly cooked EGGS (for example, mayonnaise, mousse, home-made ice cream);
5. Shellfish and other seafoods;
6. Farinaceous dishes including cooked rice, pasta, couscous.

Some COTTAGE FOODS can present a “high-risk” for supporting the growth of pathogenic bacteria if not properly prepared/processed by the home producer.

Examples include:

1. Home-preserved low-acid FOODS such as “canned” (for example, in jars) vegetables and meats (or meat products);
2. Fruit and vegetable juices;
3. Jams and jellies;
4. Unpasteurized honey

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Cosmetology Businesses

Cosmetology Businesses Require:

1. A valid cosmetology license
 1. Information about licensing can be found on <https://www.kansas.gov/kboc/index.html>
2. An inspection by Public Health

Examples of cosmetology businesses include but are not limited to:

1. Hair cutting and styling salon;
2. Barber Shop;
3. Nail Salon;
4. Hair Removal Services;
5. Eyelash Extensions.

BODY ART BUSINESSES (TATTOOS, PIERCINGS, ETC) ARE NOT PERMITTED!

Points of Contact

DFMWR HBB Coordinator

FortRileyNFEs@army.mil

Kaci.L.Wilhoit.naf@army.mil

BLDG 500, Huebner Road, Fort Riley

Corvias Community Manager

785-717-2246

785-717-2260

785-717-2243

Department of Public Health

785-239-7323 or 785-239-9787

Robert.J.Omann.civ@health.mil

Irwin Army Community Hospital

