

# 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 CYS Family Child Care for information on how to provide childcare services at 785-239-9892.



# HOME BASED BUSINESS

## 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



# HOME BASED BUSINESS

## 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.



# HOME BASED BUSINESS

## 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).



### 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](mailto:FortRileyNFEs@army.mil)

BLDG 500, Huebner Road, Fort Riley

### Department of Public Health

785-239-7323 or 785-239-9787

Irwin Army Community Hospital

### Corvias Community Manager

785-717-2246

785-717-2260

785-717-2243

