

FY 2022 Organic Certification Cost Share Program Application

Under the 2022 USDA program, eligible producers or handlers may receive reimbursement for 50% of their certification costs up to a maximum of \$500 per scope. If you are certified in more than one certification category (e.g. crops, livestock, wild crop or processor/handler), you are eligible for up to \$500 for each category, for a total of \$2,000. Reimbursable certification costs must be incurred during the period October 1, 2021 through September 30, 2022 (Federal Fiscal Year 2022) and can include any certification-related expenses such as inspection fees and user fees. Any invoices paid between the inclusive dates are eligible for reimbursement, regardless of which year's certification they are applied to. **The deadline for the application is November 30, 2022 (EXTENDED).**

Materials required to apply for reimbursement include:

- 1. This form/application (completely filled out, **signed and dated**)
- 2. [W-9 form](#) (Rev. 08/18) (available at www.irs.gov)
- 3. A copy of your current Organic Certificate from your certifier
- 4. A copy of the itemized paid invoice(s) received from your certifier indicating the date of payment
(We cannot accept copies of canceled checks or invoices that do not show proof of payment).

Upon receipt of your documents, the Kansas Department of Agriculture will confirm certification and then provide reimbursement to the mailing address listed on this form. Mailing address must match the address listed on the W-9 form. Please note that incomplete forms may delay your reimbursement.

Based on the receipt of the completed application packet by the Kansas Department of Agriculture, reimbursements will be on a first-come, first-served basis until the limited program funds are exhausted. For mailed applications, the postmark date will be considered receipt date. For email, the date of email receipt will be considered receipt date. Mailed and emailed applications of the same receipt date will be processed at the same time.

Further questions can be directed to Tori Laird at AgEconomist@ks.gov or 785-564-6726.

Once completed, applications may be submitted **electronically or physically**.

Scan and Email Completed Application to:

Tori Laird
Agency Economist
AgEconomist@ks.gov
Subject: 2022 OCCSP Application [Last Name]

Mail Completed Application to:

Kansas Department of Agriculture
c/o Organic Certification Cost-Share Program
1320 Research Park Drive
Manhattan, KS 66502

FY 2022 Organic Certification Cost Share Program Application Form

Print clearly or type the program application.

Contact/Owner Name: _____

Company/Farm Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____ County: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: _____ Fax: _____

E-mail: _____

Certifying Organization: _____

Date of Last Certification: _____

Certification Scopes (please check all that apply):

Maximum reimbursement is \$500 per scope.

Certification Scope	Certification Expense
<input type="checkbox"/> Crops	
<input type="checkbox"/> Livestock	
<input type="checkbox"/> Wild crops	
<input type="checkbox"/> Processing/Handling	
TOTAL	

*If you have more than one certification scope, please divide all base fees (application fees, certification fees, inspection fees, etc.) equally between all scopes. Example: You have an application fee of \$200 and base certification fee of \$500 for your operation that has both organically certified crops and livestock. Please apply \$100 for the application fee to each scope and \$250 to each scope for the base certification fee. All fees that can be directly attributed to a scope should be applied accordingly.

I certify that the above information is accurate and that no part of the certification expense has been reimbursed from other sources.

Contact/Owner Signature: _____ Date: _____

For Office Use Only

Control Number: _____

Date Received: _____

Tax Identification Number: _____

Total Receipts: _____

SMART ID Number: _____

Total Reimbursement: _____

Approved by: _____