

1320 Research Park Drive  
Manhattan, KS 66502  
785-564-6700  
www. agriculture.ks.gov



900 SW Jackson, Room 456  
Topeka, KS 66612  
785-296-3556

Mike Beam, Secretary

Laura Kelly, Governor

## FY 2019 Organic Certification Cost Share Program Application Form for certified producers and handlers

Under the 2019 program, eligible producers or handlers may receive reimbursement for 75% of their certification costs up to a maximum of \$750 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 \$750 for each category, for a total of \$3,000. Reimbursable certification costs must be incurred during the period October 1, 2018 through September 30, 2019 (the federal fiscal year), 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 December 15, 2019.

Details required to apply for reimbursement include:

1. This form/application (completely filled out, signed and dated)
2. [W-9 form](#) (Rev. 08/13) (Available at [www.irs.gov](http://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. Print clearly or type the FY 19 Organic Certification Cost Share Program Application. Further questions can be directed to Peter Oppelt, 785-564-6726.

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: \_\_\_\_\_

\*Application continued on next page

Certification scopes (please circle/check all that apply). Maximum reimbursement is \$750 per scope.

Crops

Livestock

Wild crops

Handling

Total Certification expense: \$ \_\_\_\_\_

Certification Scope	Certification Expense
Crops	
Livestock	
Wild crops	
Processing Handling	
<b>TOTAL</b>	

\*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: \_\_\_\_\_

Once completed, please return application to:

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

For office use only

Control Number: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

SMART ID Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Total Receipts: \_\_\_\_\_

Total Reimbursement: \_\_\_\_\_

Approved by: \_\_\_\_\_