



# Georgia Department of Agriculture

1109 Experiment Street • Redding Building • Griffin, Georgia 30223 • 404-586-1140

Gary W. Black  
Commissioner

## ORGANIC CERTIFICATION COST SHARE REIMBURSEMENT APPLICATION

Funding has been provided to assist with the costs of organic certification under the National Organic Certification Cost Share Program. Reimbursement is available to production and handling operations that have been certified by USDA accredited certifiers or are receiving continuation of certification. Only certification costs incurred between October 1, 2015 and September 30, 2016 are eligible. Applications must be submitted no later than **October 31, 2016**. Payments to eligible producers and handlers will be limited to 75% of their certification cost (maximum reimbursement is \$750).

To apply for reimbursement, complete this application and provide a copy of the paid bill from the certifier that shows what certification costs were incurred.

<b>Name of Applicant:</b>			
<b>Social Security Number or Federal Employment Identification Number (Required for payment processing):</b>			
<b>Farm or Facility Name:</b>			
<b>Mailing Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip code:</b>	<b>County:</b>
<b>Physical Address of Farm: (if different from Mailing):</b>			
<b>Georgia Department of Agriculture Organic Registration Number:</b>			
<b>Primary Phone Number:</b>		<b>Secondary Phone Number:</b>	
<b>Fax:</b>		<b>e-mail:</b>	
<b>Type of Business (Please Circle):</b>			
Producer		Handler (includes Processor)	
<b>Name of Certifying Organization:</b>			
<b>Date of Certification:</b>		<b>Certification Fee Paid ( enclose a copy of the paid bill ):</b>	

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Title

**PLEASE RETURN TO:**

1109 Experiment Street  
Redding Building  
Griffin, GA30223

**FOR MORE INFORMATION, PLEASE CONTACT**

404-586-1140  
Email: Mike.Evans@agr.georgia.gov

Department use only

Date Received.	Date Approved.	Date Denied	Amount Reimbursed



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## **Before submitting your Organic Certification Cost Share Reimbursement Application, be sure that you have included the following documentation:**

1. A copy of your organic certificate with a date, certification number and name of the certifier
  - Required by USDA-Agriculture Marketing Service. See <http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5107908>, page 14
2. An itemized invoice detailing allowable certification costs
  - Required by USDA-Agriculture Marketing Service. See <http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5107908>, page 14
  - Allowable cost share expenses include:
    - Application fees
    - Inspection costs
    - First-time USDA National Organic Program certification fees
    - Inspector travel costs
    - User fees
    - Sale assessments
    - Postage
  - Non-Allowable costs include:
    - Late fees
    - Inspections due to NOP violations
    - Charges unrelated to USDA organic certification
    - Transitional certifications
    - Materials, supplies and equipment
3. Proof of fee payment
  - Acceptable proof of fee payment include:
    - Receipts
    - Invoices showing the fees have been paid
    - Copies of a letter from the certifying agent reflecting the fees have been paid
    - Copies the checks (front and back),
  - Documents that are not acceptable proof of fee payment include:
    - Invoices showing the amount due
    - Invoices stamped “paid”
    - Check stubs
4. A completed W-9 Tax Form