



ORGANIC CERTIFICATION COST-SHARE PROGRAM FOR OHIO PRODUCERS AND HANDLERS

Instructions for Requesting Reimbursement For Certifications Issued between Oct. 1, 2009 – Sept. 30, 2011

*Administered by OEFFA
on behalf of all of Ohio's Certified
Producers and Handlers.*

The USDA provides funding to assist with the costs of organic certification. Ohio producers or handlers who receive certification or incur annual costs to renew their certification from a USDA accredited certifier during the period October 1, 2009 to September 30, 2011 are eligible to receive reimbursement for 75% of eligible certification fees, up to a maximum of \$750 per annual certification period.

Eligible expenses include certification application fee, inspection costs, any user fees or sales assessments, and postage. **You may not request** reimbursement for late fees, inspections due to violations of NOP regulations, materials and supplies, or equipment.

To apply for reimbursement, complete this application form and submit an itemized invoice of certification related expenses. You must also attach a copy of your certificate. Completed applications and all necessary documents must be submitted by October 31, 2011. Reimbursements will be made on a first-come first-served basis until all available funds have been disbursed. Please allow approximately 10 weeks to receive your reimbursement.

For producers or handlers who are being certified for the first time: you must wait until your certificate has been issued to request this reimbursement. Once you have your certificate, all of the following items must be submitted by you and received by OEFFA Certification by Oct. 31, 2011:

1. Completed Organic Certification Cost Share Reimbursement Application Form
2. Copy of your Certification of Organic Operation (must be dated no later than Sept. 30, 2011)
3. Copy of invoice(s) showing costs for certification eligible for reimbursement (see above)

For renewing producers and handlers: you may submit your request for reimbursement before you receive this year's certificate. Once you have your paid invoice, all of the following items must be submitted by you to OEFFA Certification:

1. Completed Organic Certification Cost Share Reimbursement Application Form
2. Copy of your most recent Certification of Organic Operation
3. Copy of invoice(s) dated October 1, 2010 or later, showing costs for certification eligible for reimbursement (see above)

If you wish to request reimbursement for certification fees incurred before October 1, 2010 please submit the following:

1. Completed Organic Certification Cost Share Reimbursement Application Form
2. Copy of your paid invoice(s) showing costs for certification eligible for reimbursement (see above) for 2010 and/or 2009
3. Copy of the corresponding Certification(s) of Organic Operation

Reimbursements will be on a first-come, first-served basis until program funds are exhausted. If you have questions, please call OEFFA Certification at (614) 262-2022.

PLEASE NOTE THAT INCOMPLETE FORMS WILL DELAY YOUR REIMBURSEMENT.

OHIO ORGANIC CERTIFICATION COST-SHARE REIMBURSEMENT APPLICATION

STEP 1: Contact Details

First Name		Middle Initial		Last Name			
Farm or Business Name							
Mailing Address							
City				State	OH	Zip	
Telephone				Fax			
Email				Soc. Security or Tax I.D.			

STEP 2: Name of Certifying Organization

<input type="checkbox"/> OEFFA <input type="checkbox"/> GOA <input type="checkbox"/> Other: _____	
Certificate #: _____	Date of Certification (new or renewal): _____

STEP 3: Documentation

Indicate the certification year you are applying for: 2009 2010 2011 **Complete a separate application for each year.**

<input type="checkbox"/> cost share application form <input type="checkbox"/> copy of certificate (corresponding certificate for 2009 or 2010. For 2011 applications, attach your most recent certificate)
<input type="checkbox"/> itemized fee invoice(s)

STEP 4: Calculate your Reimbursement – You will be reimbursed the greater of 75% of your expenses or \$750

You must include paid invoices to document all expenses claimed Eligible Certification Expenses: \$ _____ See reverse for eligible expenses	<i>Multiply by 0.75</i> X 75% (0.75) =	(Maximum \$750) \$ _____
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STEP 5: Make Check Payable To

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STEP 6: Authorized Signature

I certify that the above information is true and correct and the operation stated above received or renewed organic certification during the period October 1, 2009 to September 30, 2011 and that no part of the certification expense has been reimbursed from other sources.

Signature	Date
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Mail Application and Supporting Documents to: OEFFA Certification ATTN: Organic Cost-Share Reimbursement 41 Crosswell Rd. Columbus, OH 43214	For Official Use only: Application Approved by: _____ (initial) Date: _____ Amount approved: _____
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