

2023 Organic Certification Cost Share Program

Application Instructions

Under the Organic Certification Cost Share Program, eligible producers or handlers may receive reimbursement for 75% of their certification costs up to \$750 per scope. The four organic certification scopes are crops, livestock, wild crop, and processor/handler.

Reimbursable certification costs must be incurred during the period of October 1, 2022, through September 30, 2023, 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. Organic operations may request reimbursement until November 1, 2023.

Materials Required for Reimbursement:

- 2023 OCCSP Application
- A completed W-9
- A copy of your current Organic Certificate from your certifier
- A copy of the itemized paid invoice(s) received from your certifier indicating the date of payment. Please note, we cannot accept copies of canceled checks or invoices that do not show proof of payment.

Upon receipt of your documents, KDA will confirm certification and then provide reimbursement to the mailing address listed on the application. The 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 KDA, reimbursements will be made on a first-come, first-served basis until the program funds are exhausted.

Submission Instructions:

Please submit your application and required documentation via email to Brittney.Grother@ks.gov with the subject "2023 OCCSP Application" or through the mail to:

Kansas Department of Agriculture
Attn: Brittney Grother
1320 Research Park Drive
Manhattan, KS 66502