



February 16, 2018

TO: ALL COUNTY AGRICULTURAL COMMISSIONERS
ACCREDITED CERTIFYING AGENTS OPERATING IN CALIFORNIA
ALL CALIFORNIA ORGANIC REGISTRANTS

**RE: NATIONAL ORGANIC CERTIFICATION COST SHARE PROGRAM
APPLICATION PACKET FOR THE PERIOD 2017/2018**

The Farm Service Agency (FSA), on behalf of the Commodity Credit Corporation (CCC) has announced the availability of funding for the fiscal year (FY) 2018 for the Organic Certification Cost Share Program (OCCSP) for eligible certified organic producers and handlers to assist with the cost of organic certification under the National Organic Certification Cost Share Program.

The California Department of Food and Agriculture (CDFA) will be distributing reimbursement to operations that have been certified by a USDA accredited certifying agent, and for registration fees paid to the CDFA State Organic Program (SOP), and/or the California Department of Public Health (CDPH) for Organic Processed Product Registration. In addition, applicants may now apply in person at any California office of the Farm Service Agency. More information is available at <https://www.fsa.usda.gov/programs-and-services/occsp/index>.

The National Organic Program (NOP) currently recognizes four scopes of certification: crops, wild crops, livestock, and processing/handling. **In addition to these four scopes, applications will be accepted for reimbursement of SOP/CDPH Organic registration fees.** Eligible entities will be reimbursed up to 75 percent of their organic certification costs, and SOP/CDPH fees; not to exceed \$750 per scope. Any organic operation in California that has received or renewed organic certification and SOP/CDPH registration on or between **October 1, 2017 and September 30, 2018** may apply for reimbursement. **Applications must be postmarked no later than October 31, 2018. There will be no exceptions.**

PLEASE NOTE: There are 2 separate applications. See instructions below for each application.

1. Federal Certification Application

In order to receive certification reimbursement, applicants must submit a **completed Federal Organic Certification Cost Share Application (ORG-106)**, a copy of your certificate, copies of associated paid expense invoices required to obtain and/or maintain certification, and a completed Payee Data Record Form (STD 204).

2. State Organic Registration Application/State Organic Processed Product Application

In order to receive State Organic Registration/Department of Health Services Organic Processed Product Registration (OPPR) reimbursement, **applicants must submit a completed State Organic Program/Department of Public Health Cost Share Application (ORG-106a)**, a copy of your current registration certificate, proof of payment of registration fees/copy of OPPR renewal application, and a completed Payee Data Record Form (STD 204).

See reverse side for Payee Data Record instructions, mailing instructions, on-line link, and contact information.



Payee Data Record instructions, mailing instructions, on-line link, and contact information

Information provided on the Payee Data Record must match IRS records. If a change was made to the business name, entity type or FEIN number from the prior year, a letter is required, preferably on company letterhead, stating that this information has changed. Please include the DBA (Doing Business As), if applicable. If you are a sole proprietor YOU must sign the form. No one else may sign for you.

DO NOT cross off or white out any information or your Payee Data Record will not be accepted.

Applications will be processed on a first come, first serve basis. Incomplete or inaccurate applications will be returned and must be resubmitted.

To ensure receipt of your application(s) it is recommended that you send them certified mail.

Submit completed applications to:

Department of Food and Agriculture
Organic Cost Share Program
ATTN: Sharon Parsons
1220 N Street
Sacramento, CA 95814
sparsons@cdfa.ca.gov

Electronic copies of this letter and supporting material can be found at the following Internet address: http://www.cdfa.ca.gov/is/i_&_c/organic.html under Cost Share Application.

For additional information, please contact Sharon Parsons at (916) 900-5202 or by e-mail at sparsons@cdfa.ca.gov.

Sincerely,

Sharon Parsons

Sharon Parsons
Program Coordinator
California Organic Cost Share Program

Enclosures