



NOTICE

Please read carefully, this notice contains important information regarding the 2018-19 cost share program

1. If you have been assigned a vendor identification number, you must ensure your business information is accurate and up to date with the Office of the New York State Comptroller. To view your vendor file, visit - http://www.osc.state.ny.us/vendor_management/index.htm. If you need to make either of the following changes, complete the appropriate form and return to the Vendor Management Unit at the address on the form or contact them by phone at (855) 233-8363; email helpdesk@sfs.ny.gov.
 - **Address change** - Change Vendor Address form (AC3263-S) www.osc.state.ny.us/vendors/forms/ac3263s_fe.pdf
 - **Name Change** associated with vendor identification number - Update Vendor Name form (AC3274-S) http://osc.state.ny.us/vendors/forms/ac3274s_fe.pdf
2. If you are a **first-time applicant**, a completed substitute W-9 form (AC3237-S) must be submitted with this application. AC 3237-S can be found at www.osc.state.ny.us/vendors/forms/ac3237s_fe.pdf or by calling 518.485.9974.
3. Operations must possess USDA organic certification to be considered for reimbursement. To be eligible, the organic operation must have **paid** fees related to initial or renewal certification and obtained certification from a USDA-accredited certifying agent, between October 1, 2018 and September 30, 2019. Operations with suspended, revoked, or withdrawn certifications are ineligible for reimbursement. There are no partial reimbursements.
4. Failure to provide any of the following information with the application form will delay issuance of your reimbursement check:
 - Itemized invoice and proof of payment for certification-related expenses.
 - **If a newly certified operation**, a copy of your organic certificate valid during the program period of 10/1/2018 and 09/30/2019. **If you are renewing, a copy of your certificate is not required.**
 - If you do not have a NYS Vendor Identification Number, a W9 or substitute W9 form http://www.osc.state.ny.us/vendors/forms/ac3237s_fe.pdf.
5. **Checks will be issued to eligible applicants before December 31, 2019. If you do not receive a check by January 10, 2020, call 518.485.9974.**

**NEW YORK STATE
DEPARTMENT OF AGRICULTURE AND MARKETS**

2018-19 Application for Organic Certification Cost Reimbursement

Fill out this form completely (see guidelines on reverse side) and attach proof of paid expenses (cancelled check, "paid" invoice, etc.). If this is your first year of certification, you must also include a copy of your certificate issued by a USDA-accredited certifying agent. Please call Anne St. Cyr at 518.485.9974 with questions.

APPLICATION DEADLINE - OCTOBER 31, 2019

<p>Anyone receiving payment from New York State must be registered in the New York State vendor system. If you do not already have a New York State Vendor Identification Number, you must submit a W9 form or substitute W9 form with this application so one can be issued.</p>			
<p>NEW YORK STATE VENDOR IDENTIFICATION NUMBER: _____</p>			
OWNER NAME		BUSINESS NAME	
CONTACT NAME			
STREET ADDRESS		CITY	STATE
			ZIP
PHONE	EMAIL	COUNTY	
<p>Have you applied for reimbursement through USDA's Farm Service Agency? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>			
<p>Scope of Certification - Check all that apply and indicate fee paid for each category. If you do not know the amount paid for each category, enter the total amount of certification fees on the "Total fees paid" line.</p>			
<input type="checkbox"/> CROPS/fee paid \$ _____		<input type="checkbox"/> LIVESTOCK/fee paid \$ _____	
<input type="checkbox"/> WILD CROPS/fee paid \$ _____		<input type="checkbox"/> PROCESSING-HANDLING/fee paid \$ _____	
Certifier: _____		Total fees paid: \$ _____	
<p><i>(Membership, transitional and late fees are not reimbursable)</i></p>			

Signature _____ Date _____

<p>Submit Application by October 31, 2019 to: NYS Department of Agriculture and Markets Organic Reimbursement Program 10B Airline Drive Albany, NY 12235 Email: anne.st.cyr@agriculture.ny.gov Fax: 518.457.2716</p>	FOR OFFICE USE ONLY	
	Reimbursement Amount	
	\$750	\$1500
	\$2250	\$3000
	Other _____	
Initials _____ Date _____ <input type="checkbox"/> - Renewal <input type="checkbox"/> - New _____ Handler <input type="checkbox"/> Producer <input type="checkbox"/>		



Agriculture and Markets

ANDREW M. CUOMO
Governor

RICHARD A. BALL
Commissioner

July 2019

The New York State Department of Agriculture and Markets is now accepting applications to participate in the 2018-19 Organic Certification Cost Reimbursement Program. Payment to eligible applicants will be 75% of an individual's annual certification costs up to a maximum \$750 reimbursement per category of certification. To qualify for reimbursement, your initial certification or renewal certification **must be effective between October 1, 2018 and September 30, 2019.**

Reimbursements are issued on a first-come, first-served basis until all funds are exhausted so it benefits you to submit your application as soon as possible--but **not later than October 31, 2019.** A postcard or email (if an email address has been provided) will be sent to you acknowledging receipt of your application. **Please note that the time between submission of this form and receipt of payment may be several months. If you do not receive a check by January 10, 2020, call 518.485.9974.**

APPLICATION GUIDELINES

NEW YORK STATE VENDOR IDENTIFICATION NUMBER: Any vendor receiving payment from New York State must be registered in the New York State vendor system. If you do not already have a New York State Vendor Identification Number, you must submit a W9 form or substitute W9 form with this application so that one may be issued to you. The substitute W9 form can be found at http://www.osc.state.ny.us/vendors/forms/ac3237s_fe.pdf. The information provided by you on the W9 form will be used to set up your profile in the vendor system.

OWNER NAME: Business owner.

CONTACT NAME: Individual who should be contacted if there are any questions with the application.

MAILING ADDRESS: If you have been assigned a vendor identification number and your address has changed, you must update your address with the NYS Vendor Management Unit (VMU) by submitting an Update Vendor Default Address form. The form can be found at <http://www.osc.state.ny.us/vendors/forms/ac3326s.pdf> or contact the VMU by phone at (855) 233-8363, email HelpDesk@sfs.ny.gov.

SCOPE OF CERTIFICATION: Category(ies) of certification and fee paid.

CERTIFIER: Name of organic certifying agency.

TOTAL FEES PAID: Total amount of fees paid for this year's certification.

FAILURE TO PROVIDE ANY OF THE FOLLOWING INFORMATION WILL RESULT IN A DELAY OF REIMBURSEMENT

1. Itemized invoice and proof of payment for certification-related expenses. Proof of payment can be a cancelled check, invoice marked "paid in full", etc.
2. **If a newly certified operation**, a copy of your organic certificate valid during the program period of 10/1/2018 and 09/30/2019. **If you are renewing, a copy of your certificate is not required.**
3. W9 or substitute W9 form, if you do not have a NYS Vendor Identification Number.

If you have any questions concerning the Organic Certification Cost Reimbursement Program or need assistance completing this application, contact Anne St. Cyr at 518.485.9974 or anne.st.cyr@agriculture.ny.gov. Thank you.