



2016 Tennessee Organic Certification Cost Share Program

The Organic Certification Cost Share Program seeks to defray the cost of USDA Organic Certification for producers, processors, and handlers of organic products in Tennessee. The Tennessee Department of Agriculture will reimburse each eligible producer, processor, or handler for up to **75%** of organic certification costs, not to exceed **\$750**. Eligible costs for reimbursement include certification, inspection, and sales assessment costs. Costs incurred from **October 1, 2015 to September 30, 2016** are currently eligible for reimbursement.

Basic Certification Procedure:

1. Producer or agribusiness obtains "Certification Application Packet" from accredited certifying agent of their choice.
2. Producer or agribusiness pays applicable fees and submits completed application.
3. Certifying agent reviews application for certification eligibility.
4. Inspector, assigned by certifying agent, conducts on-site inspection of the applicant's operation.
5. Certifying agent reviews the information submitted by the applicant and the inspector's report. If review and inspection show compliance with the requirements, the agent will issue a certificate.
6. Certified operations must submit updated organic plan, pay fees, and be re-inspected each year to maintain their certification.

Cost Share Procedure:

1. Producers must complete the attached application form and substitute W-9 form.
2. Producers should keep any invoices/receipts from their certifying agency and proof of payment as well as their certificate on file to submit copies of them with their reimbursement.
3. Producers may submit **one** cost share reimbursement application for costs incurred during the current federal fiscal year. The current federal fiscal year runs from **October 1, 2015 to September 30, 2016**.
4. The program deadline to submit an application and materials for cost share reimbursement is **November 1, 2016**.

Documents Needed for Cost Share Reimbursement:

- Organic Certification Cost Share Application
- Up to date Copy of Certification from Certifying Agency
- Invoices or Statement from Certifying Agency and/or Inspector
- Proof of payment: canceled check or credit card statement
- W-9 Form

Need Additional Assistance?

Contact: Amy Tavalin
Organic Marketing Specialist
Tennessee Department of Agriculture
Phone: (615) 837-5163
Email: Amy.Tavalin@tn.gov

Tennessee Organic Certification Cost Share Application 2016

Date:		Office Use Only – Date Received			
APPLICANT INFORMATION					
Last Name:	First Name:	Middle Initial:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Miss	SSN or Federal Tax ID:
			<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	
Name of Operation:			Location of Operation (County):		
Mailing address (street, town, zip):			Home Phone #:		
			Cell Phone #:		
Address of operation (street, town, zip), if different than above:			E-mail address:		
			Website:		
Total Amount of Certification Cost: \$ _____			What organic products do you currently produce?		
<ul style="list-style-type: none"> I certify that all the information on this application is complete, true, and factual to the best of my knowledge and belief. I understand that providing any false, fraudulent, or misleading information may result in penalties and/or make this farm/tract or business ineligible to participate in present and/or future Tennessee Department of Agriculture programs. 					
Producer or Business Representative Signature				Date	
Mail to:	TN Dept. of Agriculture Attn: Marketing – Amy Tavalin P.O. Box 40627 Nashville, TN 37204			To Be Included In Mailing: <ul style="list-style-type: none"> Application Copy of Certification and Invoices/Receipts Proof of payment (canceled check or statement) W-9 Form 	
Contact:	Amy Tavalin Organic Marketing Specialist (615) 837-5163 Amy.Tavalin@tn.gov			Eligible costs are those incurred from October 1, 2014– September 30, 2015 Deadline to submit: November 1, 2015	
OFFICE USE ONLY					
Date of Approval:		Amount Approved:			
Notes:					

