



NOTICE

Please read carefully, this notice contains important information regarding the 2021-22 Organic Certification Cost Share Program

1. Payment to eligible applicants will be 50% of an individual's annual certification costs up to a maximum \$500 reimbursement per category of certification.
2. 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 - <https://www.osc.state.ny.us/state-vendors>. 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)
 - https://www.osc.state.ny.us/sites/default/files/state-agencies/documents/pdf/2019-02/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
3. 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 518-457-7076 Ext 2
4. 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, 2021 and September 30, 2022. Operations with suspended, revoked, or withdrawn certifications are ineligible for reimbursement. There are no partial reimbursements.
5. 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 10/1/2021 and 09/30/2022. **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.
6. **Checks will be issued to eligible applicants before December 31, 2022. If you do not receive a check by January 10, 2023, call (518) 457-7076 EXT 2 or email agr.sm.organic@agriculture.ny.gov.**
7. **THIS YEAR ONLY:** Certified organic growers may be eligible to receive additional reimbursement to offset the cost of organic certification under the Organic and Transitional Education and Certification Program (OTECP). The OTECP, administered by local county FSA offices reimburses eligible producers up to an additional \$500 of certification costs not covered by the traditional cost-share program. If interested,

growers will need to reach out to their [County Offices](#) to apply or request additional information about eligible expenses. For more information: <https://www.farmers.gov/pandemic-assistance/otecp>