



STATE OF MISSOURI  
 DEPARTMENT OF AGRICULTURE  
 AG BUSINESS DEVELOPMENT DIVISION  
**Organic Certification Cost Share Program  
 2019 - 2020 Reimbursement Application**

OPERATION/BUSINESS NAME			LAST 4 SSN OR LAST 4 FEIN	
CONTACT PERSON				
MAILING ADDRESS				
CITY		STATE	ZIP CODE	COUNTY
PHONE		EMAIL ADDRESS		
TYPE OF OPERATION (fruit, vegetable, livestock, crop, etc.):				
CERTIFICATION AGENT NAME		CERTIFICATION NUMBER	EFFECTIVE DATE	
CLASSIFICATIONS (CHECK ALL THAT APPLY)				
<input type="checkbox"/> Crops <input type="checkbox"/> Wild Crops <input type="checkbox"/> Livestock <input type="checkbox"/> Processing/Handling				
<b>Total Certification Costs being submitted:</b>				
<b>Did you apply for funding for 2019 – 2020 through a USDA-FSA county office?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <small>Cost share funding is available through MDA or USDA-FSA, not both. Certifications are reimbursed one time only.</small>				
_____		_____		
Authorized Signature		Date		
<small>The person signing and receiving payment should correspond with individual's SSN number or business's EIN number submitted on the Vendor Input Form with OA.</small>				
<b>PROGRAM SPECIFICATIONS:</b>				
<ul style="list-style-type: none"> <li>• Only costs for reimbursement issued during the Organic Cost Share Reimbursement time period of <b>October 1, 2019 – September 30, 2020</b> are eligible.</li> <li>• Separate applications and receipts/invoices are required for each certification classification.</li> <li>• <b>To meet USDA National Organic Program guidelines, requests for cost share funding must include:</b> <ol style="list-style-type: none"> <li>1. Completed cost share application;</li> <li>2. Copy of paid itemized receipts/invoices showing fees related to each individual certification. The receipts/invoice must be marked paid by the certification company.</li> <li>3. Copy of the Organic Certification</li> <li>4. <b>VENDOR INPUT FORM – must be completed and submitted to the Office of Administration (OA) either through OA's secured web portal <a href="https://missouribuys.mo.gov/vendors/index.html">https://missouribuys.mo.gov/vendors/index.html</a> (preferred) or submitted per the form instructions. <a href="https://oa.mo.gov/sites/default/files/vendor_input_ach_eftd.pdf">https://oa.mo.gov/sites/default/files/vendor_input_ach_eftd.pdf</a></b></li> </ol> </li> <li>• Include all necessary documentation when applying for the cost share. Incomplete applications cannot be processed and will be returned. Application packets should be mailed to:           <ul style="list-style-type: none"> <li>Missouri Department of Agriculture</li> <li>Organic Certification Cost Share Program</li> <li>PO Box 630</li> <li>Jefferson City, MO 65102-0630</li> </ul>           Alternately, applications can be faxed to 573-751-2868 with a cover sheet addressed:            Attn: Organic Certification Cost Share Program         </li> </ul> <p>Please direct questions to Christi Miller toll-free at (866) 466-8283 or (573) 522-4170 or <a href="mailto:Christi.Miller@mda.mo.gov">Christi.Miller@mda.mo.gov</a></p>				
<b>FOR OFFICE USE ONLY</b>				
<b>RECEIVED</b>				
<input type="checkbox"/> Completed <input type="checkbox"/> Paid Receipts/Invoices <input type="checkbox"/> Visual evidence of logo use <input type="checkbox"/> Vendor Input Form received by OA				
			APPROVED COST SHARE AMOUNT: \$	