

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Organic Certification Cost Share Program
1-OCCSP**

Amendment 10

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 1 B has been amended to add the 2024 reimbursement rate.

Subparagraph 1 D has been amended to:

- add the FY 2024 notice of funds availability date of publication
- provide Federal Register citations
- update the statutory authority.

Subparagraph 1 I has been amended to add the FY 2024 OCCSP coverage and application period dates.

Subparagraph 21 A has been amended to clarify that for 2020 and subsequent years, AMA funds will not be used for payments by County Offices.

Subparagraph 21 B has been amended to update the dates in the example.

Subparagraph 23 A has been amended to add FY 2024 eligible expenses coverage dates and to update the example.

Subparagraph 30 A has been amended to update OCCSP application dates.

Subparagraph 30 E has been amended to update the example.

Subparagraph 31 B has been amended to add the revised CCC-884.

Subparagraph 40 A has been amended to add 2024 OCCSP payment calculations.

Subparagraph 40 B has been amended to add 2024 program year certified operation payment limitation.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 45 B has been amended to update the Payment Calculator Worksheet.

Subparagraph 46 A has been amended to update the note.

Subparagraph 46 B has been amended to add the 2024 CCC-884A.

Subparagraph 50 C has been amended to update the manual worksheet example date and program code.

Exhibit 4 has been amended to update the disapproval letter template link.

Exhibit 5 has been amended to update the letter incomplete package letter template link.

Exhibit 6 has been amended to update the returning original documents letter template link.

Page Control Chart		
TC	Text	Exhibit
	1-1 through 1-6 2-1, 2-2 2-3, 2-4 3-1 through 3-4 3-5 through 3-8 4-1, 4-2 4-21, 4-22 4-25 through 4-40 4-43, 4-44	4, page 1 5, page 1 6, page 1

Part 1 General Information

1 Overview

A Handbook Purpose

This handbook provides policy and procedure to State and County Offices for administering OCCSP for 2017 and subsequent years.

B OCCSP Purpose

OCCSP provides cost share assistance to producers and handlers who are obtaining organic certification for the first time or renewing their previous certification. Organic certification is obtained through certifying agents accredited by the USDA NOP.

--For the 2023 and 2024 program years, reimbursement for 75 percent of a certified-- operation's allowable certification costs will be provided by OCCSP, up to a maximum of \$750 for each of the following categories, or "scopes":

- crops
- wild crops
- livestock
- processing/handling
- State organic program fees.

For the 2020 through 2022 program years, the authorized reimbursement amount is 50 percent of a certified operation's allowable certification costs, up to a maximum of \$500 for each scope.

For the 2017 through 2019 program years, the authorized reimbursement amount is 75 percent of a certified operation's allowable certification costs, up to a maximum of \$750 for each scope.

Currently there are no transitional certification programs established under the Organic Food Production Act of 1990, or the NOP regulation in 7 CFR Part 205. Therefore, transitional certification is **not** an eligible scope under OCCSP.

Cost share assistance is provided on a **first come, first served basis**, until all available funds are obligated. Applications received after all funds are obligated will **not** be paid.

1 Overview (Continued)

1 Overview

C Program History and Administration

USDA implemented OCCSP through AMS beginning in FY 2008. In FY's 2008 through 2016, AMS administered the program through grant agreements with State agencies, which allowed State agencies to accept applications from producers and handlers and make cost share payments after receiving funds through AMS.

For FY 2017 and subsequent years, the Secretary has delegated FSA authority to administer OCCSP on behalf of CCC. FSA will provide cost share assistance in the following two ways:

- State agencies may continue to provide cost share payments to producers and handlers by establishing a grant agreement with FSA
- producers and handlers may apply directly to an FSA County Office for cost share payments.

Note: In States where a State agency continues to participate in OCCSP, OCCSP applicants shall **not** apply through both the State agency and FSA County Office for cost share assistance for the same scope in the same program year.

1 Overview (Continued)

D Authority

OCCSP provisions for FY's 2019 through 2023 were announced through Notice of Funds Availability 84 FR 17997 published on April 29, 2019. A notice amending the prior provisions was published on August 10, 2020, to change the cost share amount and *--maximum payment per scope (85 FR 48149). OCCSP provisions for FY 2024 were announced through Notice of Funds Availability 89 FR 39579 published on May 9, 2024:--*

- Section 10606(d) of the Farm Security and Rural Investment Act of 2002 (7 U.S.C. 6523(d)), as amended by Section 10105 of the Agricultural Improvement Act of 2018 *--(2018 Farm Bill, Pub. L. 115-334) and the Further Continuing Appropriations and Other Extensions Act, 2024 (Pub. L. 118-22), providing National funding through 2023--*
- 7 U.S.C. 1524, as amended by section 1609 of the 2014 Farm Bill, providing **AMA OCCSP funding**, limited to producers for crops, wild crops, and livestock scopes in the following 16 States:
 - Connecticut
 - Delaware
 - Hawaii
 - Maryland
 - Massachusetts
 - Maine
 - Nevada
 - New Hampshire
 - New Jersey
 - New York
 - Pennsylvania
 - Rhode Island
 - Utah
 - Vermont
 - West Virginia
 - Wyoming.

Organic certification under the NOP is authorized by the Organic Foods Production Act of 1990 (7 U.S.C. 6501-6524) and is subject to the regulations in 7 CFR Part 205.

Note: For FY 2020 and subsequent years, FSA will not use AMA funding to pay producers through County Offices.

1 Overview (Continued)

E Related Handbooks

Handbooks related to OCCSP include the following:

IF the material concerns...	THEN see...
referring possible fraud cases to OIG	9-AO.
appeals	1-APP.
records management	32-AS.
signatures, powers of attorney, names and addresses, controlled substances, deceased individuals, or closed estates	1-CM.
requests for relief and finality rule provisions	7-CP.
payment processing, including OLP	1-FI.
bankruptcy flags, claims, and withholdings	58-FI.
prompt payment interest	61-FI.
establishing direct deposits, assignments, and joint payees	63-FI.
establishing and reporting receipts and receivables	64-FI.
releasing information through FOIA	2-INFO.
outreach activities	22-AO.

F Modifying Provisions

Provisions in this handbook shall **not** be revised without prior approval from the National Office. Revisions include adding, deleting, editing, clarifying, supplementing, or otherwise amending any procedure, form, or exhibit.

A separate State or county handbook shall **not** be created.

G Forms

Forms, worksheets, applications, and other documents other than those provided in this handbook or issued by the National Office shall **not** be used for OCCSP.

Any document that collects data from a producer or handler, regardless of whether their signature is required, is subject to the Privacy Act and information collection procedures, including clearance of these documents by the following offices:

- National Office program area
- MSD, IMB, Forms and Graphics Section
- OMB.

Forms, worksheets, and documents developed by State or County Offices **must** be submitted to the National Office for review and approval.

Important: State and/or County Office-developed forms, worksheets, or other documents shall **not** be used for OCCSP unless approved by the National Office before use.

1 Overview (Continued)

H Basic Rule of Fractions

Fractions will be rounded after completing the entire computation. In rounding, fractional digits of 49 or less will be dropped and digits of 50 or more will be increased by 1 as follows.

Required Decimal	Computation	Result
Whole Numbers	6.49 or less	6
	6.50 or more	7

I Important Dates

Program Year	COVERS expenses paid from...	AND the application period is...
2017	October 1, 2016, through September 30, 2017	March 20, 2017, through Oct. 31, 2017 (late-filed applications will be accepted if funds are available).
2018	October 1, 2017, through September 30, 2018	October 1, 2017, through Oct. 31, 2018 (late-filed applications will be accepted if funds are available).
2019	October 1, 2018, through September 30, 2019	October 1, 2018, through October 31, 2019 (late-filed applications will be accepted if funds are available).
2020	October 1, 2019, through September 30, 2020	October 1, 2019, through October 31, 2020 (late-filed applications will be accepted if funds are available).
2021	October 1, 2020, through September 30, 2021	October 1, 2020, through October 31, 2021 (late-filed applications will be accepted if funds are available).
2022	October 1, 2021, through September 30, 2022	October 1, 2021, through October 31, 2022 (late-filed applications will be accepted if funds are available).
2023	October 1, 2022, through September 30, 2023	October 1, 2022, through November 1, 2023 (late-filed applications will be accepted if funds are available).
--2024	October 1, 2023, through September 30, 2024	October 1, 2023, through October 31, 2024 (late-filed applications will be accepted if funds are available).--

2 Responsibilities

A DAFP Responsibilities

DAFP will:

- develop all OCCSP policies
- ensure that OCCSP is administered according to law and the provisions announced in the NOFA
- provide guidance and instruction on AMA and national OCCSP funding availability
- establish grant agreements with State agencies
- approve reimbursements to State agencies
- ensure that applicants do not receive OCCSP benefits from both a State agency and FSA for the same program year and scope.

B STC Responsibilities

STC's will:

- direct the administration of OCCSP
- ensure that State and County Offices follow OCCSP provisions
- thoroughly document all actions taken in STC meeting minutes
- *--review and take action on all CCC-884's executed by State Office employees, COC members, CED's, County Office employees, and their spouses

Note: For employees or COC members other than SED, STC has authority to delegate authority to a STC representative to review and approve.--*

- provide DD with a copy of STC or DAFP determinations for appeal or misaction and misinformation cases
- handle appeals according to 1-APP and 7 CFR Parts 11 and 780
- require reviews be conducted by STC representative according to subparagraph 33 C to ensure that OCCSP is being implemented according to OCCSP provisions

Note: STC's may establish additional reviews to ensure that OCCSP is administered according to OCCSP provisions.

- handle suspected fraud cases according to applicable procedure.

Part 2 Eligibility

21 Eligible Applicants

A Producers and Handlers

To be eligible for OCCSP payments, a producer or handler **must** have both of the following:

- a valid organic certification for their operation at the time of application

Notes: The applicant **must** be the certified operation shown on the organic certificate. Certified operations may be individuals or entities.

Operations with DBA on their organic certificate are eligible for OCCSP. Record DBA on the information line for the address in Business Partner to connect the operator of record to the name on the organic certificate.

--If an applicant paid certification expenses during the applicable program year but did not receive their certification until after the application deadline, their application can be approved as a late-filed request if that request is submitted by December 31 of the following applicable program year.--

Operations with suspended, revoked, or withdrawn certifications at the time of application are ineligible for cost share reimbursement.

- paid fees or expenses related to its initial certification or renewal of its certification from a certifying agent.

Note: If a third party paid fees or expenses, contact the National Office for guidance.

OCCSP cost share assistance is available for certified producers and handlers located in:

- all 50 States
- District of Columbia
- Commonwealth of Puerto Rico
- Guam
- American Samoa
- United States Virgin Islands
- Commonwealth of the Northern Mariana Islands.

OCCSP funds are provided through two separate authorizations: **National OCCSP funds** and **AMA OCCSP funds**. National OCCSP funds are available for producers and handlers in all eligible States and territories and for all scopes. AMA OCCSP funds are **only** available for producers in 16 States and are limited to payments for the scopes of crops, wild crops, and livestock. See subparagraph 1 D.

21 Eligible Applicants (Continued)

A Producers and Handlers (Continued)

Notes: The payment calculation workbook will automatically determine whether national OCCSP or AMA OCCSP funds should be used based on a producer's location and scopes, the location of the County Office processing the application, and available funds.

--For the 2020 and subsequent program years, AMA funds will not be used for-- payments by County Offices.

Foreign persons and universities are eligible for OCCSP.

B Verifying Certification Status

To be eligible for OCCSP, applicants must have a valid organic certificate when their application is submitted.

*--**Example:** An operation pays organic certification expenses on April 1, 2023, submits a complete OCCSP application on June 1, 2023, and surrenders its organic certificate on June 15, 2023. The operation is eligible for 2023 OCCSP--* because it had a valid organic certification on the date it applied for OCCSP.

Before approving an OCCSP application, the County Office must verify an applicant's organic certification status by:

- confirming that the operation is listed in the Organic Integrity Database at <https://organic.ams.usda.gov/Integrity/>
- contacting the certifying agent listed on the applicant's organic certificate if the operation is **not** listed in the Organic Integrity Database.

Note: County Office shall document their findings in the COC minutes.

Note: FSA does **not** make determinations about whether a certified operation meets the requirements of the NOP or is following the Organic System Plan.

22 Eligible Scopes (Continued)

B USDA Organic Certification Scopes

Organic operations may be certified for any combination of the following scopes identified in the NOP regulations:

- crops
- wild crops
- livestock
- handling/processing.

To be eligible for cost share assistance for any of these 4 scopes, the scopes **must** be listed on the operation's organic certificate.

FSA shall **not** review or make determinations about whether the organic certifier has included the correct scopes on an applicant's organic certificate. If an applicant believes they should be eligible for additional USDA organic certification scopes **not** listed on their organic certificate, it is the applicant's responsibility to contact their organic certifier and request that the additional scopes be added. FSA **cannot** provide cost-share assistance for scopes not listed on the organic certificate.

Notes: Some organic certificates may use “**categories**” or a similar term instead of “**scopes**.” Use of a different term for “**scopes**” does not affect the certified operation's eligibility.

Industrial hemp may be certified as organic if produced according to applicable
 *--statutes and USDA regulations. See NOP guidance at
<https://www.ams.usda.gov/sites/default/files/media/NOP%202040%20Hemp%20Instruction.pdf>. Producers of certified organic industrial hemp are eligible for--*
 OCCSP.

C State Organic Program Fees

State Organic Programs may be approved by the Secretary according to the requirements of the NOP. At this time, **only** California has an approved State Organic Program. Producers and handlers located outside of California do **not** incur State Organic Program fees and are **not** eligible to receive OCCSP assistance for this scope.

Some States are accredited by the NOP to act as organic certifying agents; however, this role is different than administering an approved State Organic Program. Amounts paid to a State agency for USDA organic certification services should be reported according to the appropriate scopes in subparagraph B.

23 Eligible Expenses

A Payment in Program Year

OCCSP eligibility is based on the date expenses are **paid** by the certified operation, rather than on the date the organic certification is effective.

Eligible expenses include **only** expenses that are **paid** from:

- October 1, 2016, through September 30, 2017, for the 2017 program year
- October 1, 2017, through September 30, 2018, for the 2018 program year
- October 1, 2018, through September 30, 2019, for the 2019 program year
- October 1, 2019, through September 30, 2020, for the 2020 program year
- October 1, 2020, through September 30, 2021, for the 2021 program year
- October 1, 2021, through September 30, 2022, for the 2022 program year
- October 1, 2022, through September 30, 2023, for the 2023 program year
- *--October 1, 2023, through September 30, 2024, for the 2024 program year.--*

Note: Expenses that have been **incurred** during the program year but **not paid** by the applicant are **not eligible** for cost share assistance.

Example: A certified organic producer is inspected by their certifying agent on *--September 1, 2022, and receives a bill from the certifier on September 15, 2022, indicating the amount due for certification services. The producer pays all expenses related to their certification on October 5, 2022. The producer may apply for cost share assistance for these expenses for the 2023 program year.--*

B Allowable and Unallowable Costs

Following are the **only** allowable costs accepted:

- application fees and administrative fees
- inspection fees, including travel costs and per diem for organic inspectors
- USDA organic certification costs, including fees necessary to access international markets with which AMS has equivalency agreements or arrangements
- State Organic Program fees (applicable **only** in California)
- user fees or sale assessments
- postage.

Part 3 Application Process

30 Applying for Payment

A Application Periods

OCCSP program years will be on an FY basis. Producers and handlers may apply for OCCSP from:

- March 20, 2017, through October 31, 2017, or until funds for 2017 are no longer available, for the 2017 program year
- October 1, 2017, through October 31, 2018, or until funds for 2018 are no longer available, for the 2018 program year
- October 1, 2018, through October 31, 2019, or until funds are no longer available for the 2019 program year
- October 1, 2019, through October 31, 2020, or until funds are no longer available for the 2020 program year
- October 1, 2020, through October 31, 2021, or until funds are no longer available for the 2021 program year
- October 1, 2021, through October 31, 2022, or until funds are no longer available for the 2022 program year
- October 1, 2022, through November 1, 2023, or until funds are no longer available for--* the 2023 program year
- *--October 1, 2023, through October 31, 2024, or until funds are no longer available for the 2024 program year.--*

Note: Participating State agencies will establish their own application process and deadlines for producers and handlers.

Cost share assistance is provided on a **first come, first served basis**, until all available funds are obligated. Applications received after all funds are obligated will **not** be paid. The National Office will provide guidance to State Offices if funds are expected to become unavailable before the end of the application period.

30 Applying for Payment (Continued)

B Application Package

A complete application includes the following:

- a completed CCC-884
- USDA organic certificate

Notes: The format of certificates may vary by certifier.

Certificates do **not** expire.

- itemized invoice showing expenses **paid** to a certifying agent for certification services

Note: Records showing an amount due that do **not** indicate that payment has been made by the producer or handler will **not** be accepted.

- AD-2047, if not previously filed
- SF-3881, if not previously filed

Note: The policy allowing hardship waivers of the EFT requirement applies to OCCSP. See 63-FI.

- CCC-901, Part A, if not previously filed and the applicant is an entity.

Notes: CCC-901 is required for legal entities to identify individuals with signature authority according to 1-CM. If the entity chooses not to provide a completed CCC-901, Part A, the legal entity must provide sufficient documentation to support the authority of the individual signing on behalf of the entity.

Apply the maximum payment per organic certificate and consider entities with separate certificates to be separate producers/handlers. For stores that have separate certificates for different locations, each location is considered a separate *--handler and may obtain up to \$750 per scope for program year 2023.--*

Additional documentation may be required by FSA if necessary to verify eligibility or issue the payment.

Notes: OCCSP applicants are **not** required to file an acreage report; however, County Offices may encourage producers who apply for OCCSP to file an acreage report to facilitate participation in other FSA programs and for use in their Organic System Plans.

Participating State agencies may develop their own application forms for OCCSP. FSA will **not** accept a State agency's OCCSP application form in lieu of CCC-884.

30 Applying for Payment (Continued)

C Submitting Applications

Applicants may submit OCCSP application packages to any County Office:

- in person
- by mail
- e-mail or FAX.

Notes: Questions from producers and handlers who have submitted an application will be referred to the office that is processing that application.

If a County Office receives an OCCSP application from an applicant that is **not** located in their county, the office receiving the application must send the application to the County Office where the operation is located to be processed.

D Incomplete Applications

CCC representative **cannot** act on CCC-884 until the applicant has completed the application and signed Part C.

Note: Incomplete applications or applications that are **not** signed do **not** require action by FSA. Applicants will receive decisions by FSA **only** on complete applications.

County Offices will notify an applicant that their application package is incomplete and give ~~the~~ applicant 30 days from the date of notification to submit any additional required ~~documentation~~ documentation before disapproving CCC-884. An example notification letter is provided in Exhibit 5.

E Late-Filed Applications

County Offices will accept late-filed application packages after the application deadlines in subparagraph A if the application is filed by December 31 of the following program year.

CCC-884's, and any required information and documentation for CCC-884, submitted after December 31 of the following program year will be received by the County Office and placed in the producer's file.

COC will immediately notify the producer in writing that:

- the application was not filed timely
- assistance cannot be paid.

Note: The letter advising any producer that CCC-884 **cannot** be paid **must** include the basis for the determination and a right of reconsideration according to 1-APP. The right of reconsideration is limited to providing facts and evidence that CCC-884 was not timely filed.

30 Applying for Payment (Continued)

E Late-Filed Applications (Continued)

***--Examples:** An applicant paid certification fees on September 29, 2023, during the 2023 program year, and filed CCC-884 on December 31, 2023. Although the application is filed after the 2023 program year deadline, SED will act on the late-filed application.

An applicant paid certification fees on September 29, 2023, during the 2023 program year, and filed CCC-884 on January 15, 2024. The application is filed after the 2023 program year deadline, and after the December 31, 2023, ***--*** late-filed- deadline, and cannot be processed.

Applicants who timely paid all certification expenses during the applicable program year but did not receive their certification until after the application deadline can be approved as a late-filed request if that request is submitted by December 31 of the following applicable program year.

Funding is available on a **first come, first served basis**. Applications approved after all available funding has been obligated will **not** be paid.

F Amending or Withdrawing CCC-884

Applications may be amended or withdrawn at any time until the end of the application period; however, copies of all submitted CCC-884's **must** be kept in the file.

Applicants may, at any time during the application period, amend CCC-884 to:

- add additional scopes and/or certification costs
- remove scopes and/or certification costs from OCCSP.

Note: Applicants must repay all OCCSP payments received for any scope or certification costs if CCC-884 is withdrawn or amended to remove a scope or certification costs.

31 CCC-884 (Continued)

A Completing CCC-884 (Continued)

Item	Instructions
11	<p>Check the appropriate box(es) for the scope(s) of activity and enter the associated costs for each scope selected.</p> <p>For costs that apply to more than 1 scope, divide the amount by the number of all scopes for which the cost was incurred.</p> <p>Note: Only certified organic operations in California are eligible for cost share assistance for State Organic Program fees. Although some State programs operate as organic certifiers and charge certification fees, only California operates a unique State Organic Program that imposes fees in addition to *--certification expenses.--*</p>
12	<p>Check “yes” or “no” to indicate whether the applicant has applied for cost share assistance through a participating State agency for the program year in item 10 and scopes in item 11.</p> <p>Note: Applicants cannot receive duplicate OCCSP payments for the same scope in the same program year through both FSA and a State agency.</p>
Part C – Applicant Certification Statement	
13	Applicant signature.
14	<p>Enter applicant’s representative title/relationship to the entity or individual.</p> <p>Note: If applicant is not signing in a representative capacity, this field should be left blank.</p>
15	Enter the date the form is signed.
Part D – CCC Representative Approval or Disapproval	
16	CCC representative signature.
17	Check action taken on the application (approve or disapprove).
18	Date the CCC representative took action on the application.

B Example of CCC-884

Following is an example of CCC-884.

*__

Form Approved - OMB No. 0560-0289 Expiration Date: 03/31/2026		
CCC-884 (05-13-24)	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation ORGANIC CERTIFICATION COST SHARE PROGRAM (OCCSP) (For 2020 and Subsequent Years)	
1. County FSA Name and Address (Including Zip Code)		
INSTRUCTIONS: Return this completed form to your County FSA Office.		
NOTE: <i>Privacy Act Statement: The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. 552a - as amended). The authority for requesting the information identified on this form is the National Organic Program (7 C.F.R. Part 205), the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Federal Crop Insurance Act (7 U.S.C. 1501 et seq. - as amended), the Organic Foods Production Act of 1990 (7 U.S.C. 6901 et seq. - as amended), the Farm Security and Rural Investment Act of 2002 (Pub. L. 107-171), the Agriculture Improvement Act of 2018 (Pub. L. 115-334), and the Further Continuing Appropriations and Other Extensions Act, 2024 (Pub. L. 118-22). The information will be used to determine the applicant's ability to participate in and receive benefits under the Organic Certification Cost Share Program. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination that the applicant is unable to participate in and receive benefits under the Organic Certification Cost Share Program.</i>		
Public Burden Statement (Paperwork Reduction Act): According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0289. The time required to complete this information collection is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.		
PART A – APPLICANT INFORMATION		
2. Applicant Name	3. Applicant's Address (Including Zip Code)	
4. Have you recently participated in FSA programs? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If "NO", please fill out an AD-2047 and SF-3881)</i>		5. Applicant's Phone Number (Including Area code)
		6. Email Address
PART B – CERTIFICATION INFORMATION		
7. Name of Organic Certifier		8. Certification Number/Certifier Client ID
		9. Current Date of Certification/Certificate Issued
10. Enter the program year (OCCSP program years are based on the fiscal year in which expenses are paid). See instructions for the specific dates covered by each program year.		
11. Scope of Activity (Check all that apply) and Associated Costs:		
<input type="checkbox"/> Crops \$ _____ <input type="checkbox"/> Livestock \$ _____ <input type="checkbox"/> State Organic Program Fees (CA Only) \$ _____ <input type="checkbox"/> Wild Crops \$ _____ <input type="checkbox"/> Processing/Handling \$ _____		
12. Have you applied for cost share funds with your State for the program year in Item 10 and for the Scopes selected in Item 11? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If "YES", you will be ineligible for cost share benefits with FSA.)</i>		
Non-Discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.		
Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.		
To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov . USDA is an equal opportunity provider, employer, and lender.		

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B Example of CCC-884 (Continued)

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CCC-884 (05-13-24)		Page 2 of 2	
PART C – APPLICANT CERTIFICATION STATEMENT			
<p><i>Each applicant must submit a complete application to an FSA county office to be eligible to receive program benefits. A complete application includes form CCC-884, a copy of the applicant's organic certificate, itemized documentation of certification expenses paid by the applicant, and forms AD-2047 and SF-3881 if not previously filed with FSA. By signing this application, applicant:</i></p>			
<ol style="list-style-type: none"> 1. Agrees to provide FSA any documentation required to determine eligibility and to verify and support all information provided, including applicant's organic certificate; 2. Understands the application may be disapproved if the applicant fails to provide a complete application or any information requested by FSA; 3. Agrees to comply with, and acknowledges the applicant is subject to, all provisions of OCCSP as published in the Notice of Funds Availability published in the Federal Register, and all applicable rules and regulations; 4. Understands that OCCSP payments are provided on a first come, first served basis until all available funds are obligated, and applications received after all funds are obligated will not be paid; 5. Acknowledges that if determined eligible and funding is available, the applicant's certification cost may be adjusted from the amount entered in Item 11 to reflect eligible allowable costs indicated by the documentation submitted to support the application. 			
I certify that:			
<ol style="list-style-type: none"> 1. The above information provided by me or my legal representative is true and correct. 2. I understand that failure to provide true and correct information may result in the invalidation of this application, a determination of noncompliance or ineligibility, or other remedies or sanctions. 3. I understand that I may not receive duplicate benefits for the same scope of activity and program year from both a State Agency and FSA. If it is determined that I have received duplicate benefits, I have no right to retain those payments. 			
13. Applicant's Signature (By)	14. Title/Relationship of the Individual Signing in the Representative Capacity	15. Date (MM/DD/YYYY)	
PART D – CCC REPRESENTATIVE APPROVAL OR DISAPPROVAL			
16A. CCC Representative's Signature (or Designee)	16B. Title of Representative or Designee	17. Action: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	18. Date (MM/DD/YYYY)

--*

32 Required Documentation

A Applicant Responsibilities

Application packages are **not** complete and CCC-884 **cannot** be approved unless applicants have provided documentation to support the scopes and associated costs entered on CCC-884. The applicant is responsible for providing documentation for the associated costs for each selected scope in a manner that can be understood by the CCC representative.

B County Office Responsibilities

County Offices shall follow this table when receiving and reviewing documentation.

Step	Action
1	Date stamp original hard copy documentation. Ensure receiving county name is identified.
2	Photocopy original date-stamped documentation submitted by the applicant.
3	Place photocopied data-stamped documentation in the applicant's file.
4	Return original date-stamped documentation to the producer. Note: The original date-stamped documentation can only be returned to the applicant if the photocopies have been made and placed in the applicant's file.
5	Review the applicant's file for previously submitted documentation. Ensure that documentation has not been duplicated.
6	Review all documentation provided by the applicant and determine whether the documentation is acceptable.

Note: State and County Offices shall **not** use unapproved forms, worksheets, applications, or other documents to obtain or collect the data required from applicants to complete CCC-884.

Part 4 Payment**Section 1 Payment Provisions****40 Payment Amount****A Overview**

OCCSP payments **must** be calculated separately by scope and will be equal to the lesser of:

- for 2019 and prior years:
 - the total allowable certification costs times 75 percent
 - \$750 per scope
- for 2020 through 2022 program years:
 - the total allowable certification costs times 50 percent
 - \$500 per scope
- *--for program year 2023 and 2024:--*
 - the total allowable certification costs times 75 percent
 - \$750 per scope.

Before calculating the payment amount, County Offices must review documentation and verify the total allowable costs. Any costs that are included by the applicant on CCC-884 that are ineligible for cost share must be excluded from the total allowable costs used to calculate the payment.

Each eligible expense must be assigned to 1 of the 5 scopes. If a single expense is incurred for more than 1 scope, the amount will be divided by the number of applicable scopes and the result will be applied to each applicable scope when calculating a payment.

40 Payment Amount (Continued)**B Limitations**

A certified operation is limited to a maximum payment of:

- \$750 per scope for the 2019 and prior program years
- \$500 per scope for the 2020 through 2022 program years
- *--\$750 per scope for the 2023 and 2024 program years.--*

Persons or entities with more than one certified operation (such as more than one organic certificate) may receive an OCCSP payment of up to maximum payment per scope for each operation.

Certified operations+ **cannot** receive a cost share payment for the same scope in the same year from both FSA and a State agency. State agencies will report applicant information to the National Office, and the National Office will determine whether duplicate payments have been made. OCCSP applicants who have received duplicate payments will be required to return the amount of any duplicate payment to FSA.

Note: If records indicate an applicant has received a duplicate payment for the same scope from FSA and their applicable State agency, the applicant must be notified in writing that any duplicate payment must be returned to FSA. Exhibit 7 provides an example letter that may be used as guidance and modified to fit individual situations.

C Sequestration

Sequestration will be applied to the total amount of funding available for OCCSP if required by law. It will **not** be applied after individual payment amounts are calculated.

Section 2 Calculating Payments**45 OCCSP Payment Calculator Worksheet****A Interim Payment Process**

Automated OCCSP payment software is not currently available; therefore, an interim payment process has been developed so that OCCSP payments may be issued. When an automated OCCSP payment process is available, the OCCSP interim payment process will be disabled.

A payment calculator worksheet based on CCC-884A has been developed by the National Office and **must** be used by County Offices to manually calculate OCCSP payments. The payment amounts determined using the payment calculator worksheet will be issued using the OCCSP interim payment process.

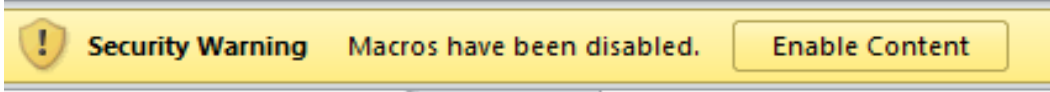
Note: The workbook will determine the proper accounting code to use in the online payment software. Once AMA OCCSP funds are depleted, the National Office will provide a revised worksheet with updated accounting codes. It is imperative the 16 states identified in subparagraph 1 D ensure the most recent version of the worksheet is being used when calculating and processing AMA OCCSP payments.

45 OCCSP Payment Calculator Worksheet (Continued)

B Accessing and Saving the Payment Calculator Worksheet

The following table provides instructions for accessing and saving the OCCSP payment calculator worksheet.

*--

Step	Action
1	Access the DAFP Organic Certification Cost Share Program page at https://usdagcc.sharepoint.com/sites/FPAC-FSA-OCCSP/SitePages/Home.aspx .
2	Click “Payment Calculator”.
3	Click the applicable program year. Example: 2024 Program Year.
4	Open the calculator. Example: “2024 884a occsp payment calculator revised 01222024”.
5	Select “File”, then “Save As”, and “Download a Copy”. A “Downloads” dialog box will be displayed.
6	CLICK “ Open ” in the “File Download” dialog box.
7	<p>At the top of the screen, between the toolbar and the window, the following security warning will be displayed.</p>  <p>CLICK “Enable Content”.</p> <p>Note: This step needs to be performed every time the worksheet is opened.</p> <p>Warning: Do not attempt to permanently enable macros because this will make the calculator unusable and could potentially create a security breach.</p>
8	<p>Save the document by doing the following:</p> <ul style="list-style-type: none"> • CLICK “File”, scroll down and CLICK “Save As” • CLICK “Excel Macro Enabled Workbook” • navigate to user’s desktop • CLICK “Save”. <p>By following these steps, the document will be placed on the user’s desktop with an icon. The document will be named “CCC-884A.xlsm”.</p>

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Note: The payment calculator worksheet is for FSA internal use **only** and will **not** be distributed.

46 Completing CCC-884A

A CCC-884A Instructions

Complete CCC-884A according to the following table.

Note: Items in these instructions for CCC-884A correspond to the item numbers in the *--OCCSP payment calculator worksheet for the 2024 program year.--*

Item	Action
1A	Enter the county FSA name.
1B	Enter the State.
2	Enter the program year entered in CCC-884, Item 10.
3	Enter the applicant's name as entered on CCC-884, Item 2.
4	Enter the applicant's State.
5	Select the scopes that were selected on CCC-884, Item 11.
6	Enter the total associated costs for each scope as entered on CCC-884, Item 11. Note: The associated costs must be supported by documentation.
7	Enter the sum of any ineligible costs that were included in the associated costs from CCC-884, Item 11, as determined by the CCC representative based on the documentation.
8	Enter the total allowable costs, determined by subtracting Item 7, Ineligible Costs, from Item 6, Total Associated Costs. Note: This will be automatically calculated by the Excel payment calculator worksheet.
9	Multiply Item 8, Total Allowable Costs, by 75 percent. Note: This will be automatically calculated by the Excel payment calculator worksheet.
10	The maximum payment amount of \$750 is pre-filled.
11	Enter the lesser of the Item 9 or Item 10. Note: This will be automatically calculated by the Excel payment calculator worksheet.
12	Enter the applicable program code. Note: This will be automatically completed by the Excel payment calculator worksheet.
13A	Enter the signature of the preparer.
13B	Enter the title of the preparer.
13C	Enter the date the preparer signed CCC-884A.
14A	Enter the signature of the 2 nd party reviewer.
14B	Enter the title of the 2 nd party reviewer.
14C	Enter the date the 2 nd party reviewer completed the review.

46 Completing CCC-884A (Continued)

B Example CCC-884A

The following is an example of the manual CCC-884A, Excel Worksheet.

*--

CCC-884A (05-16-22)				U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation				1a. County FSA Name Alachua	1b. State FL	2. Program Year (from CCC-884, Item 10) 2024
ORGANIC CERTIFICATION COST SHARE PROGRAM MANUAL PAYMENT WORKSHEET FOR 2020 AND SUBSEQUENT PROGRAM YEARS								3. Applicant Name (from CCC-884, Item 2) Albert the Alligator		4. Applicant's State FL
5. Scope (Check all that apply) (From CCC-884, Item 11)	6. Total Associated Costs	7. Ineligible Costs	8. Total Allowable Costs (Item 6 - Item 7)	9. Allowable Costs x 75% (Item 8 x 75%)	10. Maximum Payment Amount	11. Calculated OCCSP Payment: Lesser of 75% of Allowable Costs or Maximum Payment Amount (Item 9 or Item 10)	12. Program Code			
Crops	\$750.00		\$750.00	\$562.50	\$750.00	\$562.50	24NATCROP			
Wild Crops					\$750.00					
Livestock	\$1,300.00		\$1,300.00	\$975.00	\$750.00	\$750.00	24NATLIVE			
Processing/Handling					\$750.00					
State Organic Program Fees (CA only)					\$750.00					
13A. Signature of Preparer			13B. Title of Preparer			13C. Date Signed (MM-DD-YYYY)				
14A. Signature of 2 nd Party Reviewer			14B. Title of 2 nd Party Reviewer			14C. Date Signed (MM-DD-YYYY)				

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47-49 (Reserved)

50 Entering OCCSP Payments (Continued)

C Example of Determining OCCSP Payment Information

The following is an example of a worksheet for a county in Florida that includes the scopes of crops and processing/handling.

*--

CCC-884A (05-16-22)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1a. County FSA Name Alachua	1b. State FL	2. Program Year (from CCC-884, Item 10) 2024	
ORGANIC CERTIFICATION COST SHARE PROGRAM MANUAL PAYMENT WORKSHEET FOR 2020 AND SUBSEQUENT PROGRAM YEARS				3. Applicant Name (from CCC-884, Item 2) Albert the Alligator		4. Applicant's State FL	
				5. Scope (Check all that apply) (From CCC-884, Item 11)	6. Total Associated Costs	7. Ineligible Costs	8. Total Allowable Costs (Item 6 - Item 7)
Crops	\$750.00		\$750.00	\$562.50	\$750.00	\$562.50	24NATCROP
Wild Crops					\$750.00		
Livestock	\$1,300.00		\$1,300.00	\$975.00	\$750.00	\$750.00	24NATLIVE
Processing/Handling					\$750.00		
State Organic Program Fees (CA only)					\$750.00		
13A. Signature of Preparer			13B. Title of Preparer		13C. Date Signed (MM-DD-YYYY)		
14A. Signature of 2 nd Party Reviewer			14B. Title of 2 nd Party Reviewer		14C. Date Signed (MM-DD-YYYY)		

--*

The following table provides the steps that would be followed in OLP for the scope of “Crops” based on the example above.

Step	Action	Result
1	Access “Online Payment Home Page” according to 1-FI, Part 3.	The Online Payment page will be displayed.
2	CLICK “Create Payment” on the Online Payment page.	The Create Payment – Customer Search Screen will be displayed.
3	On the Create Payment – Customer Search Screen: <ul style="list-style-type: none"> • select the State and county •*--ENTER program code – 24NATCROP--* • CLICK “SCIMS”, enter TIN and select TIN type • CLICK “Next” • CLICK “Select”. 	The SCIMS Customer Search page will be displayed.

50 Entering OCCSP Payments (Continued)

C Example of Determining OCCSP Payment Information (Continued)

Step	Action	Result
4	Select the applicable producer on the SCIMS Customer Search page.	The CREATE Payment – Payment Entry Screen will be displayed.
5	On the Create Payment – Payment Entry Screen ENTER the following data: <ul style="list-style-type: none"> • payment amount – \$562.50 • confirm amount – \$562.50 • issue date - enter date payment is to be issued • prompt payment due date – enter date • application number – ENTER “0001” • CLICK “Add”. 	The Create Payment – Payment Detail Screen will be displayed.
6	PRESS “OK” on the Create Payment – Payment Detail Screen.	The Create payment – Customer Search Screen will be displayed.

The following table provides the steps that would be followed in OLP for the scope of “Processing/Handling” based on the example above.

Step	Action	Result
1	Access “Online Payment Home Page” according to 1-FI, Part 3.	The Online Payment page will be displayed.
2	CLICK “Create Payment” on the Online Payment page.	The Create Payment – Customer Search Screen will be displayed.
3	On the Create Payment – Customer Search Screen: <ul style="list-style-type: none"> • select the State and county • *--ENTER program code – 24NATFEEHAND--* <ul style="list-style-type: none"> • CLICK “SCIMS”, enter TIN and select TIN type • CLICK “Next” • CLICK “Select”. 	The SCIMS Customer Search page will be displayed.

Letter Notifying Applicant of Disapproval

The following is an example of a letter to an applicant notifying them that their application has been disapproved and providing appeal rights. An MS Word version of this letter is available as a *--template at <https://usdagcc.sharepoint.com/sites/FPAC-FSA-OCCSP/SitePages/Home.aspx>.--*

[Date]

Mr. Organic Farmer
1400 Independence Avenue
Anytown, USA 12345-9876

Dear Mr. Farmer:

This letter is in response to your Organic Certification Cost Share Program (OCCSP) application for the [insert year] program year.

FSA has processed your application; however, we have determined you are not eligible for a payment because [insert description of basis for disapproval].

If you believe we have not properly reviewed your application, you may appeal this determination to the county committee by filing a written request no later than 30 days after you receive this notice in accordance with the FSA appeal procedures found at 7 CFR Part 780. If you appeal to the county committee, you have the right to an informal hearing which you or your representative may attend either personally or by telephone. If you appeal this determination to the county committee, you may later appeal any adverse determination of the county committee to the FSA State committee or the National Appeals Division. To appeal, write to the county committee at the following address and explain why you believe this determination is erroneous.

Somewhere County FSA Committee
55 Main St.
Somewhereville, USA 12345-6789

If you do not timely file an appeal of this determination, this shall be the final administrative determination with respect to this matter in accordance with regulations at 7 CFR 780.

Sincerely,

Sharina Farmer
County Executive Director

Letter Notifying Applicant of Incomplete Application Package

The following is an example of a letter to an applicant notifying them that their application package was incomplete and additional information is needed to process their application. An MS Word *--version of this letter is available as a template at <https://usdagcc.sharepoint.com/sites/FPAC-FSA-OCCSP/SitePages/Home.aspx>.--*

[Date]

Mr. Organic Farmer
1400 Independence Avenue
Anytown, USA 12345-9876

Dear Mr. Farmer:

This letter is in response to your application for the Organic Certification Cost Share Program (OCCSP) for the [insert year] program year.

FSA has received form CCC-884; however, we have determined that your application package is incomplete. Please submit the following information and/or documentation to FSA so that we may process your application:

- [List additional documentation needed]

Please submit the requested information by [insert program year deadline]. If the requested information is not received by [insert program year deadline], your application will be disapproved. Please contact us at your earliest convenience if you have any questions.

Sincerely,

Sharina Farmer
County Executive Director

Letter Notifying Applicant Original Documents Are Being Returned

The following is an example of a letter to an applicant notifying them that their original documents are being returned in the mail. This letter is available in MS Word and can be found at [*--https://usdagcc.sharepoint.com/sites/FPAC-FSA-OCCSP/SitePages/Home.aspx.--*](https://usdagcc.sharepoint.com/sites/FPAC-FSA-OCCSP/SitePages/Home.aspx)

[Date]

Mr. Organic Farmer
1400 Independence Avenue
Anytown, USA 12345-9876

Dear Mr. Farmer:

This letter is in response to your Organic Certification Cost Share Program (OCCSP) application for the [insert year] program year.

We have received your application and will begin the review process. We have made copies of the enclosed documentation for our records and are returning your original documents at this time.

Sincerely,

Sharina Farmer
County Executive Director

