

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

<b>Organic Certification Cost Share Program 1-OCCSP</b>	<b>Amendment 12</b>
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**Approved by:** Acting Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reason for Amendment**

Subparagraph 45 A has been amended to remove unnecessary provisions about AMA funding and payments.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	4-21, 4-22	1, page 1, 2



## 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.

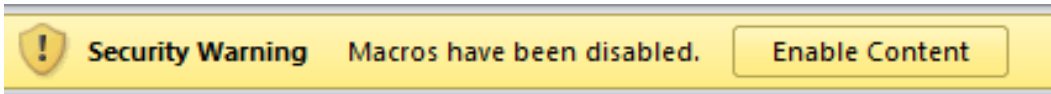

**Note:** The workbook will determine the proper accounting code to use in the online payment software. \* \* \*

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.

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Step	Action
1	Access the DAFP Organic Certification Cost Share Program page at <a href="https://usdagcc.sharepoint.com/sites/FPAC-FSA-OCCSP/SitePages/Home.aspx">https://usdagcc.sharepoint.com/sites/FPAC-FSA-OCCSP/SitePages/Home.aspx</a> .
2	Click “Payment Calculator”.
3	Click the applicable program year.  <b>Example:</b> 2024 Program Year.
4	Open the calculator.  <b>Example:</b> “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 “ <b>Open</b> ” 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 “<b>Enable Content</b>”.</p> <p><b>Note:</b> This step needs to be performed <b>every time</b> the worksheet is opened.</p> <p><b>Warning:</b> Do <b>not</b> 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"> <li>• CLICK “”, scroll down and CLICK “<b>Save As</b>”</li> <li>• CLICK “<b>Excel Macro Enabled Workbook</b>”</li> <li>• navigate to user’s desktop</li> <li>• CLICK “<b>Save</b>”.</li> </ul> <p>By following these steps, the document will be placed on the user’s desktop with an icon. The document will be named “<b>CCC-884A.xlsm</b>”.</p>

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

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-2047	Customer Data Worksheet Request for Business Partner Record Change		30, 31, 33
CCC-884	Organic Certification Cost Share Program (OCCSP)	31	Text
CCC-884A	Organic Certification Cost Share Program Manual Payment Calculation Worksheet	46	2, 33, 45, 50
CCC-901	Member’s Information Agricultural Act of 2014		30, 33
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		41
SF-3881	ACH Vendor/Miscellaneous Payment Enrollment Form		30, 31, 33

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AMA	Agricultural Management Assistance	1, 2, 21, 41, 50
DBA	Doing Business As	21
NOFA	Notice of Funds Availability	2, 3
NOP	National Organic Program	1, 21, 22, 34, Ex. 2
OCCSP	Organic Certification Cost Share Program	Text
OLP	Online Payments	1, 50, 55
OTIS	Outreach Tracking Information System	3

Reports, Forms, Abbreviations, and Delegations of Authority

Delegations of Authority

This table lists the delegations of authority in this handbook.

Delegation	Reference
* * *	* * *
SED is delegated authority to approve late-filed CCC-884's if filed by December 31 of the following program year.	Subparagraph 30 E
*--CED may redelegate responsibility to PT for approving timely-filed--* CCC-884's.	Subparagraph 33 B