

**Communications & Marketing Division**  
**West Virginia Department of**  
1900 Kanawha Blvd. E., Charleston, WV 25305  
304/558-3708 · 304/558-2210



**Agriculture**

**Walt Helmick**  
Commissioner

**Butch Antolini**  
Director

## **Instructions for Completing WVDA GHP/GAP Certification** **Cost Share Program Reimbursement Package**

The 2016-2017 West Virginia Department of Agriculture (WVDA) provides reimbursement funds for successful Good Handling Practices/Good Agricultural Practices (GHP/GAP) audits. Please note the following guidelines:

- This program is a reimbursement process; you must pay for your audit and then submit a reimbursement package in order to receive funds.
- Reimbursement will only be made to successful USDA audits.
- In order for your firm to be reimbursed, you must submit a complete package with original documents signed in BLUE ink.
- In any one calendar year, firms may apply for one reimbursement irregardless of the number of scopes that you are certified.
- For audits that only cover the general farm scope, please list the specialty crops you grow for USDA grant reporting.
- Previous calendar year reimbursements must be submitted before February 1<sup>st</sup>. For example, reimbursement requests for January 1, 2016 to December 31, 2016 must be submitted by February 1, 2017.
- Seventy-five percent of your invoiced audit costs will be available as long as funds are available. Firms are limited to a maximum of \$750 reimbursement.
- Reimbursements are on a first come, first serve basis and will not be processed once grant funds allocated have been utilized.

A complete Reimbursement Package includes:



Copy of successful GHP/GAP audit report



Copy of USDA audit invoice



Copy of payment check (please black out routing, account numbers and other personal information)



Date of GHP/GAP class attended/location, if WVDA sponsored. If alternate training completed\*, provide a copy of training certificate.



W-9 form



Reimbursement application

Send all reimbursement materials to:

West Virginia Department of Agriculture  
Communications & Marketing  
Bldg 2, Room 200  
1900 Kanawha Blvd E  
Charleston, WV 25305

Questions? Call Cindy Martel, Marketing Specialist (304-541-9756 or [cmartel@wvda.us](mailto:cmartel@wvda.us)) or Connie Tolley (304-558-2210 or [ctolley@wvda.us](mailto:ctolley@wvda.us))

\*Approved alternative training courses include online programs at Cornell and Perdue. Please call for approval of additional curriculums to meet the grant education requirement.