

West Virginia Department of Agriculture

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

The West Virginia Department of Agriculture (WVDA) provides Agricultural Practices reimbursement (GHP/GAP) funds for 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 in BLUE ink.
- In any one calendar year, firms may apply for **one** reimbursement regardless of the number of scopes that your certification covers.
- For audits that only cover the general farm scope, please list the specialty crops you grow for USDA grant reporting.
- One hundred percent of your invoiced audit costs will be available as long as funds are available.
- Reimbursements are on a first-come, first-serve basis so application for reimbursement should be submitted as soon as possible. Reimbursements 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 and/or WVDA audit invoice
- Copy of payment check (please black out routing, account numbers and other personal information)
- W-9 form
- Reimbursement application

Send all reimbursement materials to:

West Virginia Department of Agriculture
Ag Business Development Division
1900 Kanawha Blvd, E.
Charleston, WV 25305

Questions? Contact the WVDA Business Development Division at 304-558-2210.