

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Organic Certification Cost Share Program 1-OCCSP	Amendment 11
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Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraphs 46 B and 50 C have been amended to add the 2024 CCC-884 A (5-21-24).

Page Control Chart		
TC	Text	Exhibit
	4-25 through 4-40 4-43, 4-44	

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.

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CCC-884A (05-21-24)				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%)	
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.

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CCC-884A (05-21-24)				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%)
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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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.