

# NYS Good Agricultural Practices/Good Handling Practices Certification Assistance Program

New York State Department of Agriculture and Markets

Division of Food Safety and Inspection

(Farm Products Unit)

## APPLICATION INSTRUCTIONS

- The Good Agricultural Practices (GAP)/Good Handling Practices (GHP) Certification Assistance Program is a cost-share/reimbursement program designed to assist the New York State's specialty crop industry with the cost of a GAP/GHP food safety audit.
- Funding for this program is provided by United States Department of Agriculture (USDA) Specialty Crop Block Grant Program.
- The New York State Department of Agriculture and Markets (NYSDAM) will reimburse up to \$2,000 to first- and second-time applicants and up to \$1,000 to applicants after second time, of the cost of having NYSDAM/USDA, or a qualified private auditing company, conduct third party audit(s), including water tests, food safety trainings and consultancy to prepare food safety plan.
- Participating growers/packers/handlers will be responsible for paying any balance due above the reimbursement amounts allowed.
- Applicants seeking reimbursements for a non-USDA audit performed by a private company will be required to provide documentation showing that the audit was passed and paid.
- Requests for non-USDA audits performed by a private company are subject to the approval of NYSDAM Division of Food Safety and Inspection.
- Applicant must provide required documentation and/or receipts to be eligible for reimbursement.
- Applications must be approved by NY State Department of Agriculture and Markets.
- Funds are available on a **first-come, first-served basis** until the funds are depleted or expiration of grant.



**Agriculture  
and Markets**

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## APPLICATION FORM

Applying for Reimbursement for (check):

- Audit
- Water Test
- Food Safety Training
- Consultancy to prepare food safety plan

**To be completed by the establishment audited / to be audited / seeking reimbursement:**

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Type of Operation (check all that apply): grower      packer      handler

Establishment Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ County \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**GAP/GHP audit(s), water test(s), food safety training and consultancy performed / will be performed by:**  
NYSDAM/USDA

OR

For audits performed either by NYSDAM/USDA or by qualified private companies, applicants are responsible for payment in full. NYSDAM will then reimburse applicants up to \$2,000 to 1<sup>st</sup> and 2<sup>nd</sup> time applicants and up to \$1,000 to applicants after 2<sup>nd</sup> time, pending approval by NYSDAM

Private Company

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Certification:**

*I certify that I am a New York State fruit and/or vegetable grower/packer/handler. I understand that New York State will provide funding for GAP/GHP audit(s), water tests, food safety training and consultancy to prepare food safety plan for up to \$2,000 of the cost to 1<sup>st</sup> and 2<sup>nd</sup> time applicants and up to \$1,000 of the cost to applicants after 2<sup>nd</sup> time on first-come first-serve basis, until the funds are depleted or expiration of grant and I will be responsible for any balance due above the reimbursement amount allowed.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZATION FOR PAYMENT**

Establishment Name: \_\_\_\_\_

**REIMBURSEMENT/COST SHARE CALCULATION:**

\$\_\_\_\_\_ Total cost of audit(s), water tests, food safety training & consultancy.

\*\*Paid receipts must accompany this application.

Name the check should be made out to: _____  Federal ID or Social Security # (Required to receive payment) _____
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Signature of NYSDAM Official: \_\_\_\_\_ Date \_\_\_\_\_

**Mail / Fax / Email to:** New York State Department of Agriculture & Markets  
 Division of Food Safety & Inspection (Farm Products Unit)  
 GAP & GHP Certification Assistance Program  
 10B Airline Drive  
 Albany, New York 12235  
 FAX: 518-485-8986  
 Email: [nysgapinfo@agriculture.ny.gov](mailto:nysgapinfo@agriculture.ny.gov)

**Questions?** Call 518-457-2090 or 800-554-4501

<b><u>For Office Use Only</u></b>	
Food Safety Div. _____ Date _____	Fiscal Div. _____ Voucher# _____ Date Paid _____
Reimbursement Amt.\$ _____	

