

# NOW I'M READY TO APPLY

When you are ready to apply for reimbursement from the Agricultural Chemical Cleanup Program (ACCP), download a package from the Department of Agriculture, Trade and Consumer Protection (DATCP) website, or contact the Department at (608) 224-4522 to request an application packet to be sent by mail. We recommend that you read **ATCP 35, Wis. Adm. Code**, prior to completing the application. ATCP 35 provides the information necessary to file a complete application and sets forth the guidelines for reimbursement.

All costs must be submitted within 3 years to retain eligibility for reimbursement. The reimbursement application must include all invoices and proof of payments for costs you have **paid** (based upon the date of the check) prior to the cut-off date specified on each application. Only costs paid after that date will be eligible for reimbursement on subsequent applications.

You must include a copy of the cost allocation formula when submitting costs for use of your own equipment.

If you will be applying for reimbursement for labor performed by your employees, you will be required to submit proof for the labor charges. Since employee wages may not generate invoices, you must submit timesheets for the weeks in which the work was performed, a log of hours worked with the corresponding services provided, hourly wage and fringe benefit information, and attach copies of cancelled paychecks.

Corrective action costs that are covered by insurance are not eligible for reimbursement through this fund. If insurance was held at any time during the period of the discharge and coverage was denied, you must submit documentation indicating denial of coverage from each insurance provider. If your cleanup costs were partially covered by insurance, you must submit documentation indicating the specific invoices or costs that were covered by insurance and the specific invoices and costs that were not covered by insurance.

A summary of the accepted and rejected bids for each contract service that exceeds \$3,000 must be included with your application. The summary should include the name of each bidder and the price that was bid. Alternatively, you may submit a copy of all of the bids and not be required to prepare a summary of the bids.

Although you may hire an attorney or consultant to review your consultant's contract or work plan, or to assist you with the preparation of your reimbursement application, legal fees are not reimbursable through the ACCP fund.

Your social security number or your taxpayer identification number must be on file with the DATCP before a reimbursement payment can be made. Please complete the Substitute W-9 form included with the application.

A responsible person may not submit more than one application within any 12 month period for the same discharge site.