



## **Voluntary Scrapie Flock Certification Program** **Application for Advancement Requirements**

### **Administrative Fees:**

An annual enrollment fee of \$50/ hour plus HST or GST (depending upon province of residence) will be charged to each participating producer (up to a maximum of \$250 plus HST or GST). This fee will cover the time spent on processing producer files. Producers applying to the program for the first time will be required to include a payment of \$50 plus HST or GST (depending upon province of residence) with their initial package. Producers submitting their annual application of advancement will also be required to include a payment of \$50 plus HST or GST (depending upon province of residence) with their advancement package. Cheques should be made out to the **Canadian Sheep Federation** and files will not be processed if payment is not included. If your file takes longer than one hour to process, you will be invoiced \$50/ hour plus HST or GST (depending upon province of residence) for each additional hour spent on your file. This amount will be broken down by 30 minute segments (up to a maximum of \$250 plus HST or GST depending upon province of residence).

The number one goal is to ensure that the program is available to all producers, something the industry is striving to achieve. However, given the fact that federal funding is no longer available; a user-pay system needs to be implemented in order for the program to continue. A rate of \$50/ hour plus HST or GST is considered reasonably priced for this type of service and is on par with other programs in the agriculture industry.

Producers are still required to submit a signed paper copy of their inventories, however, to reduce the amount of time spent on processing your file, and therefore reduce your processing fee, submitting your inventory in Microsoft Excel is highly encouraged<sup>1</sup>.

### **Reimbursements:**

Producers enrolled on the program will receive the following reimbursements until December 17, 2012.

- \$100 per year towards the cost of the annual veterinarian inventory visit.
- Scrapie brain testing (at designated laboratories) will be paid for by the program. See information below.
- \$110 towards the cost of hiring a veterinarian to come to the farm to remove a brain sample meant for scrapie brain testing.

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<sup>1</sup> A paper copy of your inventory must still be submitted with your annual Application of Advancement package. Each page of the paper copy inventory must be initialed by the accredited veterinarian.

- \$20 per shipment to send scrapie brain samples to designated laboratories.

Producers must submit copies of all receipts to **Scrapie Canada at 130 Malcolm Road, Guelph, ON, N1K 1B1**. Producers who completed their annual inventory or shipped brain samples to a laboratory for testing between April 1<sup>st</sup> and October 31<sup>st</sup>, 2010 are permitted to send in their receipts for reimbursement.

As of November 1<sup>st</sup>, 2010 receipts must be submitted with producer's application or application of advancement.

The Canadian Sheep Federation, who administers the financial aspect of the program, will be responsible for mailing out reimbursement cheques to producers.

### **Processing Applications for Advancement:**

While it is difficult to say exactly how much time each producer file takes to process, on average, annual applications of advancement are taking about three hours, which means producers would be paying on average about \$150 plus HST or GST (depending upon province of residence) per year.

In order to serve producers better and ensure an efficient turn around time, processing applications will now be handled in the following manner.

Each file will be reviewed on a first come, first served basis. If information or supporting documentation is missing, producers will:

- (a) Be contacted and asked to submit the missing information/ documents or;
- (b) Will have their file returned back to them.

This decision is dependent upon how much information or documentation is missing from the file. If your file is returned, you will be required to add the missing information/ documents and return the file back to Scrapie Canada. Once Scrapie Canada receives your updated file, it will again be processed on a first come, first served basis.

**Files that take the least amount of time to process are ones that are well organized, with complete information and include an Excel spreadsheet of the inventory.**

Certain actions can be taken to reduce your processing time and therefore reduce your annual fee.

**When submitting your annual application for advancement, please ensure that the following information is included in your package:**

1. Producer Information Sheet (signed and dated by you).
2. Veterinary Information Sheet (signed and dated by your veterinarian).
3. A new farm map **ONLY** if changes have been made to the property.
4. A completed **inventory** listing all sheep and goats on the property, the whereabouts of all animals having left the property and the source information for all animals having entered the property with each page dated and signed by your veterinarian. *Sending in an Excel spreadsheet of your inventory is suggested and a template is available upon request.*
5. Any **brain test results** for all animals over 12 months of age that died or were killed on the farm over the course of the year. All identification (ID) numbers listed on the brain test results match the ID numbers listed on your inventory.
6. If no animal over the age of 12 months dies within the one year period, you are required to submit a 24 month old cull for brain testing. A copy of this test result must be included in your package. Once again, please ensure that all ID numbers listed on the brain test results match the ID numbers listed on your inventory.
7. All **sales receipts/ shipping slips** for any animal removed from the flock/ herd over the course of the year. The sales receipts/ shipping slips must be dated and signed. ID numbers must be listed on these sales receipts/ shipping slips and must match the ID numbers listed on your inventory.
8. All purchase receipts/loan agreements for any animals entering the flock/herd over the course of the year, including contact information of source farms.
9. Please title all paperwork included in your application of advancement.
10. Ensure that you make a copy of all paper work to keep for yourself. Scrapie Canada is not responsible for paper work that is lost in the mail.

**In order to avoid a suspension on your file, your annual application for advancement and payment must be submitted to Scrapie Canada no later than 30 days following the completion of your anniversary quarter. For example, if your anniversary quarter is January 1- March 31, your paper work and payment are to be received by Scrapie Canada no later than April 30.**

Voluntary Scrapie Flock Certification Program  
Payment Information

Hourly Fee	\$50.00 + HST for HST provinces \$50.00 + GST for GST provinces <i>**See chart on page two for provincial tax rate.</i>
Is there a minimum annual fee when I submit my file?	Yes, one hour.
Is there a maximum annual fee?	Yes. Producers will be charged \$50 per hour + HST or GST with a maximum of \$250 + HST or GST. After the first hour, producers will be charged in 30 minute segments.
Payment is due when?	Please submit an initial payment of \$50.00 plus HST or GST with your paper work. <i>Files will not be processed unless a payment is included.</i> All additional time spent on your file will be invoiced to you. <i>Files will not be advanced until full payment is made.</i>
Who do I make my cheque payable to?	<b>The Canadian Sheep Federation</b>
Where do I mail my file?  <i>*Be sure to keep a back-up in case your file is lost in transit.</i>	The Canadian Sheep Federation c/o Corlena Patterson 130 Malcolm Road Guelph, Ontario N1K 1B1
Who is my contact person?	Corlena Patterson Phone: 1-866-534-1302 Fax: 613-652-1599 E-mail: <a href="mailto:admin@scrapiecanada.ca">admin@scrapiecanada.ca</a>
What happens to my file when the CSF receives it?	The Project Coordinator will review your file for accuracy and completeness.
What happens when the Project Coordinator thinks everything is in order and complete?	If your file only took one hour to complete, the Project Coordinator will mail out your advancement letter and certificate.  If your file took more than one hour to complete, the Project Coordinator will send you an invoice for the additional time. After payment is received, your advancement letter and certificate will be sent to you by mail.
What if the Project Coordinator thinks my file is incomplete?	The Project Coordinator will contact you and request the missing information/ files; or your file will be returned back to you. <i>This is dependent upon how much information/ documentation is missing.</i>
What if my file is returned to me?	You will be required to add the missing information and mail it back to Scrapie Canada.
How are files processed?	On a first come, first served basis. If your file is returned to you, you will lose your place in line. Once Scrapie Canada receives your updated file back from you, it will again be processed on a first come, first served basis.

For more information please visit [www.scrapiecanada.ca](http://www.scrapiecanada.ca)

Tax Information by Province

Province	Tax	%	Hourly Rate Including Tax
Alberta	GST	5	\$52.50
British Columbia	HST	12	\$56.00
Manitoba	GST	5	\$52.50
New Brunswick	HST	13	\$56.50
Newfoundland	HST	13	\$56.50
North West Territories	GST	5	\$52.50
Nova Scotia	HST	15	\$57.50
Nunavut	GST	5	\$52.50
Ontario	HST	13	\$56.50
Prince Edward Island	GST	5	\$52.50
Quebec	GST	5	\$52.50
Saskatchewan	GST	5	\$52.50
Yukon	GST	5	\$52.50