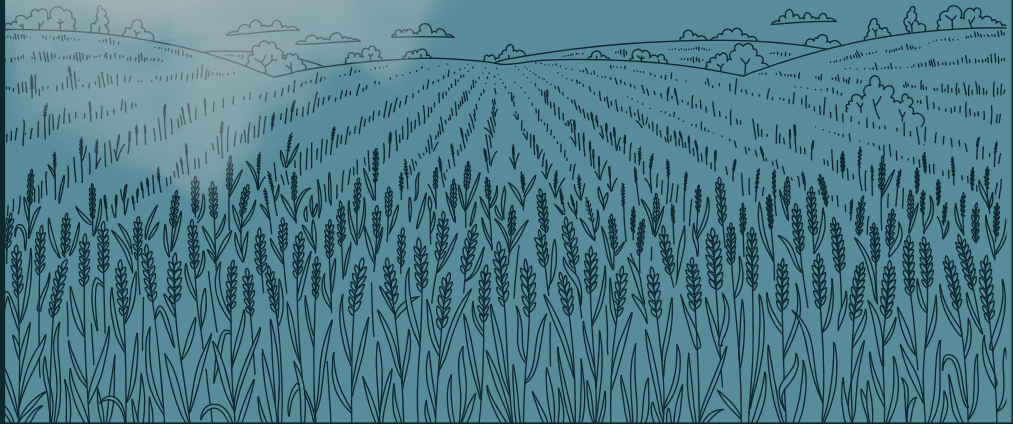


# Idaho State Department Of Agriculture

## GRASSHOPPER & MORMON CRICKET CONTROL



### INSECTICIDE REIMBURSEMENT HANDBOOK



# GETTING STARTED WITH TREATMENTS



**BEFORE PURCHASING ANY INSECTICIDES READ THIS HANDBOOK!**



## **ISDA APPROVED ME FOR AN INSECTICIDE REIMBURSEMENT, NOW WHAT?**

Now that you have been approved, you can contact a crop advisor of your choice to help determine what type of treatment will work best for your situation.

Next, you will need to submit a chemical quote to ISDA for the cost per acre of the chosen insecticide and adjuvants to be purchased. The crop advisor should be able to provide this for you.

To be eligible for reimbursement, the chosen insecticide **MUST** include the crop(s) that will be treated on the label.



**\*\*This quote MUST be approved by ISDA BEFORE purchasing or applying any chemicals\*\***

**Email or fax the quote to:**

[sam.kennedy@isda.idaho.gov](mailto:sam.kennedy@isda.idaho.gov)

Fax: 208.334.2283

Phone: 208.332.8592

# GETTING STARTED WITH TREATMENTS

## ISDA APPROVED THE INSECTICIDE QUOTE, NOW WHAT?

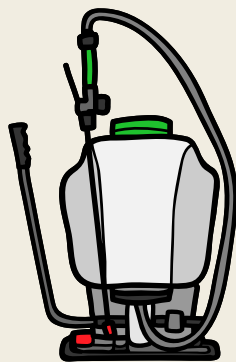
Once ISDA has approved the estimate for the chosen insecticides and adjuvants, they can be purchased and applied per the label directions.



**Please keep in mind that this is a REIMBURSEMENT, meaning that you are required to pay for the insecticide in full and submit proof of payment, along with all other required documents listed in this handbook, to ISDA within 45 days of when the pesticide was applied.**

## CAN I APPLY THE INSECTICIDE MYSELF?

If you have a valid applicators license (or choose a chemical that is not a restricted use chemical), you are still required to submit a chemical quote to ISDA and obtain approval prior to purchasing or applying the chemical.



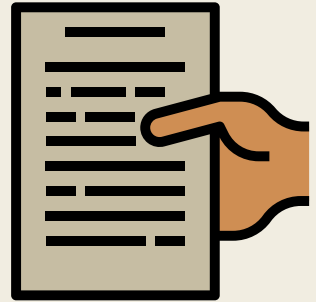
**If you fail to follow the requirements listed in this handbook, you may become ineligible to receive reimbursement.**

# INSECTICIDE REIMBURSEMENTS

## THE TREATMENT HAS BEEN COMPLETED, HOW DO I RECEIVE MY REIMBURSEMENT?

In order to receive your reimbursement, you must first pay for the chemicals that are being requested for reimbursement in FULL. This may require you to contact the chemical company before you have received the invoice.

Then, you must submit the required documents to ISDA within 45 days from the day the application was conducted.



## The required documents include:

### 1 Written (typed is OK) request for reimbursement which includes:

- Exact dollar amount being requested for insecticide reimbursement
- Name of all insecticides/adjuvants used for control of grasshoppers/Mormon crickets
- Crop in which insecticide was applied to
- Total acreage treated (Must match the acreage ISDA approved)

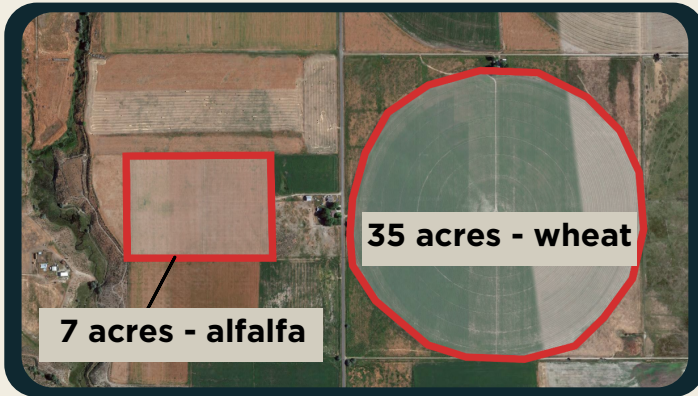
# INSECTICIDE REIMBURSEMENTS

- 2 Invoice showing the quantity and cost of insecticide and adjuvants purchased AND that the amount has been paid in full**

\*If the invoice amount is different than the amount requested, an explanation is required

- 3 Map of the area treated**

(Crop type must be denoted)



- 4 Completed and signed W-9**  
(<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

\*\*Failing to submit the required documentation within 45 days of the insecticide application may result in ineligibility of reimbursement.

## Questions?

Contact Sam Kennedy  
208.332.8592

# INSECTICIDE REIMBURSEMENTS

## WHEN SHOULD I EXPECT TO RECEIVE MY REIMBURSEMENT?

Reimbursements are processed on a first-come, first-served basis once all required documents are received.

Incomplete or missing documents will delay the reimbursement process.

Once all documents have been received and reviewed for accuracy, reimbursements will be issued within 30 days.

## WHO DO I CONTACT WITH QUESTIONS?

Sam Kennedy is the statewide program specialist and can answer any questions you may have regarding the program or the reimbursement process.

**208.332.8592**

**[sam.kennedy@isda.idaho.gov](mailto:sam.kennedy@isda.idaho.gov)**



# REIMBURSEMENT CHECKLIST



**Use this checklist as a guide to ensure proper steps have been taken to receive insecticide reimbursement.**

- Contacted crop advisor to receive chemical quote
- Emailed or faxed the quote to ISDA
- Received approval from ISDA to purchase the chemicals listed in the quote
- Confirmed the crops to be treated are listed on the chemical label
- Paid for the chemical cost in full
- Submitted invoice with proof of payment to ISDA
- Submitted map of area treated to ISDA
- Submitted completed & signed W-9 to ISDA
- Submitted written request for reimbursement to ISDA

## NOTES:

Date of treatment: \_\_\_\_\_

Submit documents by: \_\_\_\_\_

## For additional information contact:

**Idaho State Department Of Agriculture**

Grasshopper & Mormon Cricket

Control Program

P.O. Box 7249 Boise, ID 83707

208-332-8592

[sam.kennedy@isda.idaho.gov](mailto:sam.kennedy@isda.idaho.gov)

[www.invasivespecies.idaho.gov/grasshoppers](http://www.invasivespecies.idaho.gov/grasshoppers)

