



Post-Farm

FOOD SAFETY PROGRAM

APPLICATION PROCESS

Below is a summary of the application process of the Post-Farm Food Safety (PFFS) Program.

1. Read the program overview document to ensure you are an eligible applicant.
2. Fill out the self-assessment form located on the PFFS website and send it to info@postfarmfoodsafety.ca or 604 371-3421 by fax. Please contact Christine Bricknell at 604 504-4409 or info@postfarmfoodsafety.ca with any questions on completing the form.
3. Approved applicants will be assigned a Food Safety Advisor (FSA) to guide and support them throughout the program, including:
 - Reviewing the self-assessment results.
 - Providing recommendations and advice in implementing a food safety management system, including if any activities or equipment may be eligible for funding.
 - A certification audit with an on-site visit, food safety assessment, GAP analysis and help preparing a work plan. The FSA will also offer help in completing funding applications for eligible activities or equipment identified in the work plan. Please submit funding request application forms to info@postfarmfoodsafety.ca.
4. Successful applicants will be informed when they have been approved for funding and can begin activities identified in their work plans. Please note:
 - Expenses incurred prior to the applicant receiving funding approval are NOT eligible for reimbursement.
 - Keep all receipts and proof of payments.
 - There is a \$20,000 maximum for reimbursements under the program (to February 29, 2016).
5. Upon completion of the identified work plan activities your FSA will provide assistance in submitting a program expense claim form. Please send the form and all necessary support documents (copies of invoices, proof of payment) to:

Post-Farm Food Safety Program
BC Food Processors Association
202B - 8047 199th Street
Langley, B.C.
V2Y 0E2