

USDA
The Emergency Food Assistance Program
(TEFAP)

Policies and Procedures Manual

for
Recipient Agencies

Congregate Meal Site Programs

Provided by:
Child Nutrition Services
Department of Education and Early Development
State of Alaska



801 West 10th Street, Suite 200
PO Box 110500
Juneau, AK 99811-0500
Phone: (907) 465-3629/8710
Fax: (907) 465-8910

**GUIDELINES ON USE AND RECORDKEEPING
OF USDA-TEFAP COMMODITIES**

CONGREGATE MEAL SITE PROGRAMS

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1. INTRODUCTION

The Emergency Food Assistance Program (TEFAP) is a Federal program that helps supplement the diets of low-income Americans, including elderly people, by providing them with emergency food and nutrition assistance at no cost.

Under TEFAP, the U.S. Department of Agriculture makes commodity foods available to State Distributing Agencies. The amount of food that each State receives is based on the number of unemployed persons and the number of people with incomes below the poverty level in the state. States provide the food to local agencies that they have selected which in turn distribute the food to local organizations such as food banks, soup kitchens and food pantries that either directly or indirectly serve the public.

These local organizations distribute the donated commodities to eligible recipients for household consumption, or use them to prepare and serve meals in a congregate setting. Recipients of food for home use must meet income eligibility criteria set by the States.

The Emergency Food Assistance Program (TEFAP) began as the “Presidential Cheese Program” in 1982 to provide low-income households with food for home use. The Hunger Prevention Act of 1988 provided authorization to continue TEFAP for home use and added provisions for distribution of purchased commodities to congregate meal sites serving the homeless. As a mandatory spending program, the appropriation for food purchases is set each year by Congress in the federal budget process. The program has the dual role of providing price supports to select commodities and providing supplies for emergency food distribution agencies.

Congregate Meal Sites (CMS), or “soup kitchens”, are defined by the USDA as “public and charitable institutions that maintain an established feeding operation to provide food to needy homeless persons on a regular basis as an integral part of their normal activities...” “Needy homeless” equates to needy or homeless. Examples of such institutions are dining halls serving free meals, shelters for battered women and children, run-away children, and/or homeless families and individuals.

No income eligibility screening is required for meals served using TEFAP commodities at qualified TEFAP meal sites providing congregate meals. The federal directive states that diners “are presumed to be needy because they seek meals at an approved TEFAP site.” (USDA/TEFAP Guidance Memorandum 10/99)

2. AGENCY QUALIFICATIONS

Programs providing prepared meals must demonstrate, to the satisfaction of the state agency, that they serve predominately needy persons. All organizations participating in the Alaska TEFAP program must have a Permanent Agreement for Distribution of USDA Donated Commodities on file with the state agency.

Proof of non-profit status must be included with the permanent agreement in the form of: 1) a letter from the IRS showing the agency has qualified for 501(c)(3) agency authorizing designation; 2) a letter from a 501(c)(3) agency authorizing the program to operate under their auspices; or 3) a letter authorizing the program to operate under the auspices of a church (*CFR 251(a)(3)*).

All commodities are to be stored at the agency or at a storage facility contracted by the agency. Commodities should not be stored at a private home, as this can result in allegations of improper distribution of commodities. Prior authorization is required from Child Nutrition Services for a waiver of this requirement if necessary.

The agency will designate a representative who will be charged with the responsibility for the proper management and use of commodities received. The name of this representative will be kept on file at Child Nutrition Services.

3. SERVICE REQUIREMENTS

Service must be available to all income-eligible clients with particular emphasis on serving homeless persons. Services cannot be restricted to a particular group (e.g. church members only, seniors, etc.) except to meet the requirements of a particular program (e.g., battered women, AIDS patients).

The USDA nondiscrimination statement for all programs (except Food Stamps) is as follows: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. *USDA Departmental Regulation No. 4300-3, 11/99*

All forms of communication to the public publicizing TEFAP program benefits and eligibility requirements must show the nondiscrimination statement in bold print located in a prominent place: **Rules for acceptance and participation in the program are the same for everyone without regard to race, color, national origin, sex, age, or disability.** (*FNS Instruction 113-3; Section VI; "Civil Rights Compliance and Enforcement 12/82 and USDA:*

Recipient agencies must display the USDA nondiscrimination poster "And Justice for All" in all feeding areas. Copies are available from Child Nutrition Services or downloadable directly from USDA at: <http://www.fns.usda.gov/cr/justice.htm>

All TEFAP commodities for meal site use must be provided to low-income persons free of

charge. There is no charge for TEFAP commodities distributed by Child Nutrition Services to eligible member direct service agencies. Under no circumstances shall recipients be required to make payments in money, materials, or services for, or in connection with, participation in this program, nor shall donations of any kind be solicited from program recipients.

4. ENTITLEMENT, ALLOCATIONS, AND ORDERING FOOD

Each recipient agency is awarded an entitlement for USDA commodities based on the average daily participation from the previous year.

Ordering Food – Entitlement Commodities

Recipient agencies participating in the TEFAP program will be sent Order Forms for commodity food items throughout the year. The order form will have a deadline which must be adhered to. We cannot accept late orders. See Appendix A for sample Order Form.

Recipient agencies should request and accept commodities in quantities that may be fully utilized without waste. Any loss of commodities resulting from overstocking is the responsibility of the recipient agency. The recipient agency may be required to compensate Child Nutrition Services for the value of the commodity loss.

Ordering Food – Bonus Commodities

Occasionally throughout the year Alaska may be offered bonus commodities. These are USDA commodities which are regarded as an “extra” and not counted against the recipient agency’s entitlement. Recipient agencies must still conform to ordering standards to prevent overstocking. See Appendix B for sample Bonus Order Form.

Calendar of Commodities

Throughout the year recipient agencies will receive a calendar of commodities. This calendar will assist recipient agencies to plan for receipt of orders. See Appendix C for sample Calendar of Commodities.

Delivery Receipt

Prior to delivery of USDA commodities, Child Nutrition Services will send out Delivery Receipts to recipient agencies. When shipments are received, the recipient agency must submit a completed delivery receipt by mail or fax. See Appendix D for sample Delivery Receipt.

Recipient Ledger Report

Throughout the year, recipient agencies will receive a Recipient Ledger Report from Child Nutrition Services. This ledger summarizes all commodities allocated to recipient agencies, commodities received, and date received. This report also summarizes the complete entitlement for the recipient agency, as well as that portion of the entitlement that has been allocated to commodity foods and the balance remaining for the year. It is important that

recipient agencies check the Recipient Ledger Reports for items not received, items received but not on the list, or other errors such as incorrect case counts. See Appendix E for sample Recipient Ledger Report.

5. COMMODITY SHIPPING

There is no charge for TEFAP commodities distributed by Child Nutrition Services to eligible member direct service agencies, however a recipient agency may be liable for shipping expenses. Commodities will be shipped at no charge to the recipient agencies to the following locations: Anchorage, Bethel, Dillingham, Fairbanks, Juneau, Ketchikan, Kodiak, Kotzebue, Mt. Village, Sitka, Soldotna, Unalakleet, and Wasilla. Recipient agencies located outside of these distribution points must make shipping arrangements for commodities products. If commodities are not picked up within 48 hours, they will be delivered to the recipient agency and an additional charge may be imposed.

6. RECORD KEEPING REQUIREMENTS

USDA Inventory Report

All agencies are required to keep track of the receipt, use, and inventory of all USDA commodities. To account for receipt of USDA commodities, all order receipts, which itemize USDA commodities received, must be kept for a minimum of three (3) years after the current year.

To account for the use and inventory of USDA commodities, a “USDA Inventory Report” form must be completed twice a year; January through June is due July 31, and July through December is due January 31 of each year. Child Nutrition Services will send this form out to all recipient agencies. Failure to complete the Inventory Report may result in temporary suspension from ordering commodities.

The report must include agency name, recipient ID number, and the name and phone number for the person responsible for release of the USDA commodities for use. Amounts may be reported either all in units or in full cases with loose units listed separately.

The report is to be completed as follows (by commodity):

Amount on Hand as of Jan 1 – The count at the beginning of the year (or mid-year). This number should always agree with the count at the end of report submitted (the numbers should simply be forwarded).

Amount Received – Fill in the number of cases of each commodity received in the 6 month time period from USDA/Child Nutrition Services.

Transfer In – Add any authorized transfers received from another agency and note agency name at the bottom of the page.

Transfer Out Line 3 – Deduct any authorized transfers sent to another agency and note agency name at the bottom of the page. Child Nutrition Services must

pre-authorize any transfer. This column may also be used for spoilage/loss but a note must be made at the bottom of the page and a Loss Report must have been submitted at the time that the loss was noted (see Appendix H).

Amount Used – Enter the amount of each commodity removed from inventory for meal preparation. Note: A system needs to be in place to record units removed from inventory as they are taken for use in meal preparation.

Amount on Hand as of July 1 (or January 1) – Adding the first 3 lines and reducing by the last two lines. This number should be confirmed by a physical inventory.

See Appendix F for a sample of the USDA Inventory Report form.

Annual TEFAP Participation Data

By June 30 of each year, each Recipient Agency must complete and annual Participation Data form. The purpose of this form enables Child Nutrition Services to provide each recipient agency with their fair share of the overall entitlement from USDA for TEFAP commodities. The information that Child Nutrition Services is gathering from this form is:

- Number of Meals Served Daily (this may be no greater than 3 meals)
- Number of Days per Week Meals Served
- Average Daily Number of People Served
- Date/Month Used for Participation Data

Child Nutrition Services sends this report out to all recipient agencies. Failure to submit the annual TEFAP Participation Data form can limit or jeopardize participation in the TEFAP program.

See Appendix G for sample of the annual TEFAP Participation Data form.

7. RECORDS MAINTENANCE

All TEFAP records must be maintained on-site. The records are held for three years past the current year. USDA inventory reports shall be made available to federal or state staff upon request.

8. FOOD STORAGE AND HANDLING REQUIREMENTS

Food storage areas should afford protection from the elements, fire, insects, rodents, birds, and from theft. The areas must be clean and dry; all food should be stored a minimum of 4 inches off the floor. Food stored on pallets must be a minimum of 6 inches away from walls. Toxic non-food items are to be stored in a separate area away from the commodities.

Common Storage

- (1) Temperature not to exceed 60 degrees F.
- (2) Must be dry
- (3) Must be well ventilated
- (4) Must be clean and rodent proof

Cool Storage (Refrigerated)

- (1) Must be clean and dry
- (2) Temperatures to range between 35 degrees F. and 41 degrees F.

Cold Storage (Freezer)

- (1) Temperature must be 0 degrees F. or colder.
- (2) If a Recipient Agency is not receiving frozen commodities then the requirement for freezer space is not applicable.

All commodities must be stored on pallets or slatted racks to provide clean, dry, ventilated storage.

All agencies must have a rodent control policy indicating that thorough cleaning and inspections of the area will be done to prevent rodent infestations. Rodent control measures such as snap traps, glue boards, or trap door devices are recommended in areas where there is access from outside.

A system of food rotation (first in, first out) should be established. No more than a three month supply of commodities is recommended to avoid unnecessary stockpiling of resources. Adjustments to the amount of commodities allocated to each agency are made by Child Nutrition Services according to the number of persons served.

Commodities must be stored in a secure area. One person should be assigned responsibility for release of the commodities and recording the use for the monthly report. Loss of product due to theft, fire, flooding, etc. must be immediately reported to Child Nutrition Services. If a theft occurs at the storage area, report it immediately to the police and file a report. Record losses on the inventory report form. General liability insurance should be carried by the agency to cover losses related to storage and handling.

9. DISTRIBUTION OF COMMODITIES

Commodities received will be served in a common dining area wherever possible, and there will be no distinction or segregation between paying and non-paying persons in the type and the manner of serving.

10. COMMODITY LOSS

If USDA commodities are inedible, the recipient agency must notify Child Nutrition Services by completing a USDA Commodity Loss Report (see Appendix H). The commodities affected must be isolated from other food items if there is a potential hazard to foods in good condition. Child Nutrition Services will work with the recipient agency to determine the best method for disposing the commodity.

If it is determined that the commodity is inedible due to recipient agency negligence, a claim may be assessed. If the commodity food item was an entitlement commodity, the foods may be replaced with like or similar items at the option of Child Nutrition Services or the recipient agency may be required to pay the USDA value of the lost food. If the commodity food item is a bonus food then the loss of the foods must be paid to Child Nutrition Services, based on the USDA value of the food.

11. STATE AND FEDERAL MONITORING

Child Nutrition Services is required to conduct monitoring visits of local TEFAP agencies once every 4 years or as needed. Reasonable notice of the visit and information on the scope of the on-site evaluation will be provided. The recipient agency must make all attempts to comply with the monitoring visit. The purpose of the monitoring visit is to ensure that the recipient agency is complying with all food storage, record keeping and program operations requirements. Child Nutrition Services will offer recommendations for program improvement where necessary to support smooth operation, ensure proper record keeping practices, and protect the integrity of products. Note: Monitoring visits are also an opportunity for agency to give feedback on TEFAP product acceptability, distribution procedures, and suggestions for support to the agency.

If deficiencies or areas of concern are found, a letter summarizing the findings of the site review will be sent by Child Nutrition Services within 30 days of the visit stating any corrective action that needs to be taken by the agency and setting a time period for achieving compliance. The agency then responds to Child Nutrition Services within 30 days stating actions taken to correct deficiencies.

12. DISTASTERS AND SITUATIONS OF DISATRESS

In a disaster (declared by the president) or a situation of distress (determined by the state agency), all recipient agencies may be required to transfer USDA commodities to the area of crisis. Child Nutrition Services or a delegated official will contact the recipient agency to coordinate the transfer. A full on-hand inventory must be made available to the state agency. There will be no cost to the recipient agency for the transfer. In certain circumstances USDA will be able to replace the value of the commodities provided for the crisis.

13. SUMMARY

This TEFAP Manual provides the requirements that all agencies using USDA Commodities in emergency meal preparation are expected to meet as a condition of receiving these products. Adhering to these standards shows a commitment to maintaining a viable program and good service to clients.

We commend all volunteers and agency personnel for their efforts in maintaining a high standard of performance in the midst of an increasing number of people needing emergency food assistance. In partnership we can create a system that ensures no one in Alaska will suffer from hunger.

List of Appendices

- A Sample TEFAP Entitlement Order Form
- B Sample TEFAP Bonus Order Form
- C Sample Calendar of Commodities
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- H Sample Loss Report



USDA Commodity Program
Order Form
TEFAP Entitlement

Teaching and Learning Support
Child Nutrition Services
USDA Commodity Program
801 W. 10th Street, Suite 200
PO Box 110500
Juneau, AK 99811-0500
Phone: 465-3629/8709
Fax: 465-8910

Order Deadline: DATE

Recipient ID: _____
Name of Agency: _____
Contact Person: _____
Phone #: _____
Date: _____

ID#	Commodity	Pack Size	Est. USDA Price/lb	Ship Period	Order
A119	Corn, Canned Kernel	24/#300 cans	\$0.3429	1/15/07	
A282	Apple Juice	12/46 oz cans	\$0.2809	1/31/07	
A282-1	Apple Juice	12/46 oz cans	\$0.2809	3/15/07	
A351	Applesauce, Canned	24/#300 cans	\$0.3998	1/15/07	
A244	Tomato Sauce, Canned	24/#300 cans	\$0.3404	1/15/07	
A090	Baked Beans, Vegetarian	24/#300 cans	\$0.3373	1/15/07	
B666	Vegetable Oil	8/48 oz jugs	\$0.4173	1/31/07	
B856	Cereal, Rice	12/13.5 oz boxes	\$1.1467	1/31/07	

1. Please do not order less than (4) cases.
2. **No orders will be accepted after DATE**
3. Please retain a copy of the order form for your records
4. Place your order in cases only.
5. Only order as much as you can use and adequately store.

Attn: Tony Warren, Child Nutrition Services
USDA Commodity Program
801 W. 10th Street, Suite 200
PO Box 110500
Juneau, AK 99811-0500

Phone: 465-3629, Fax: **465-8910**



USDA Commodity Program
 Order Form
TEFAP Bonus

Teaching and Learning Support
 Child Nutrition Services
 USDA Commodity Program
 801 W. 10th Street, Suite 200
 PO Box 110500
 Juneau, AK 99811-0500
 Phone: 465-3629/8709
 Fax: 465-8910

Order Deadline: DATE

Recipient ID: _____

Name of Agency: _____

Contact Person: _____

Phone #: _____

Date: _____

ID#	Commodity	Pack Size	Est. USDA Value/Case	Ship Period	Order
A474	BONUS FOOD ITEM	12/18 oz tubs	\$9.51	DATE	

1. Please do not order less than (4) cases.
2. **No orders will be accepted after DATE**
3. Please retain a copy of the order form for your records
4. Place your order in cases only.
5. Only order as much as you can use and adequately store.

Attn: Tony Warren, Child Nutrition Services
 USDA Commodity Program
 801 W. 10th Street, Suite 200
 PO Box 110500
 Juneau, AK 99811-0500

Phone: 465-3629, Fax: **465-8910**

**USDA Commodity Program
Calendar of Commodities
TEFAP FY 2007-2008**

Commodity	Alloc #	Pack size	Jul-07	8/1/00	Sep-08	Oct-08	Nov-08	Dec-08
Grape Juice	2511	12/46 oz cans	ETA					
Chicken Whole Bagged	2516	36-43# ctn	ETA					
Rice Long Grain	2513	30/2# bags	ETA					
Cereal Corn Flakes	2512	12/18 oz box	ETA					
Peanut Butter	2020	12/18 oz	ETA					
Apple Juice	2518	12/46 oz cans		ETA				
Beef Stew Chunky	2519	24/24 oz cans		ETA				
Vegetable Oil	2514	8/48 oz jugs		ETA				
Egg Noodle	2515	12/1# bags			ETA			
Applesauce	2517	24#300 cans				ETA		
Beans Pinto	2521	12/2# bags				ETA		
Apple Juice	TBA	12/46 oz cans				ETA		
Rice Long Grain	TBA	30/2# bags						ETA
Peaches Cling 300	TBA	24#300 cans						ETA

State of Alaska
Department of Education and Early Development
Child Nutrition Services
USDA Commodity Program
801 W. 10th Street, Suite 200
Juneau, AK 99801
Phone (907) 465-3629 Fax (907) 465-8910

Delivery Receipt

Recipient Agency Name
Contact Name
Address
Phone
Fax

Teaching and Learning Support
Child Nutrition Services
801 West 10th Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500
Phone: (907) 465-3629
Fax: (907)465-8910

Allocation Number	Commodity	Package Description	Quantity Allocated	Cases Received(in usable condition)	Date Received
2503	Rice Cereal	12/13.5 oz	732	_____	_____

Note: You are required to complete this delivery receipt within 10 days of receipt of product. Return one copy and retain the second copy for your records.

If there are any overages, shortages, or damaged commodities, please list below with an explanation and attach a signed copy of the freight bill.

Signature of Authorized Representative

Date

APPENDIX E

State of Alaska
 Department of Education and Early Development
 USDA Commodity Program

FY2007
 Recipient Ledger Report

Recipient ID: _____

Recipient Name: _____

Allocation Number	Commodity Description	Package Description	Average Unit Weight	Units Allocated	Units Received	Date Received	Unit Cost	Est or Act	Total Value	Bonus
2502	Oil Vegetable	8/48 oz	23.10	4	4	2/20/07	9.64	E	38.56	N
2520	Peanut Butter 18 oz	12/18 oz	13.50	4			9.51	E	38.04	Y
2505	Applesauce, Canned	24/300 Cans	22.50	6	6	3/26/07	7.65	E	45.90	N
2508	Corn, Canned	24/300 Cans	22.90	8	8	2/5/07	8.00	E	64.00	N
2515	Egg Noodle	12/1 lb Bag	12.00	4	4	3/26/2007	6.12	E	24.48	N
Total Allocation:									210.98	

<u>Entitlement</u>	<u>Allocation</u>	<u>Balance</u>
\$524.69	\$172.94	\$351.75
<u>Bonus</u>	38.04	

INSTRUCTIONS FOR COMPLETING USDA COMMODITY INVENTORY REPORT

1. Complete all applicable columns on the inventory form. Identify the balance on hand at the beginning of the reporting period, what was received, all transfers in and out, quantity used and the balance on hand at the end of the reporting period. If the amount is zero for any given column leave it blank. Do not put in zeros. **Note: Recipient agencies are not permitted to transfer commodities without prior authorization from the USDA Commodity Program.**

2. Any commodities that you have in stock that are not on the form need to be added. If there are discrepancies in physical counts, you must explain the reason for the difference.

3. DO NOT REPORT FRACTIONS OF CASES OR BAGS IN ANY COLUMN. Use only whole cases or bags as the case may be. If a PORTION of a case/bag has been used during the reporting period, consider the item as USED. DO NOT REPORT USAGE IN POUNDS. For instance, if you had five 30-lb. cases of Processed Cheese on hand and your usage is 20 lbs. the inventory should reflect one case used and four cases as the ending amount on hand. This same rule applies to all commodities.

4. CHECK YOUR ARITHMETIC Simple mathematical errors occur frequently, making it necessary for us to contact you for an explanation.

5. All recipient agencies are required to complete semi-annual inventories. The reporting periods are as follows:

REPORTING PERIOD	RETURN DEADLINE
JULY 1ST - DECEMBER 31ST	JANUARY 31ST
JANUARY 1ST- June 30TH	JULY 31ST

6. The quantity you report on hand at the end of the last reporting period should be the same quantity you report on hand at the beginning of the next reporting period.

7. INVENTORIES ARE TO BE SUBMITTED TO THE DEPARTMENT OF EDUCATION NO LATER THAN THE FIFTEENTH OF THE MONTH FOLLOWING THE END OF THE REPORTING PERIOD. Please **do not fax** a copy of your inventory to our office, as we require the original.

8. The original inventory is to be submitted to the USDA Commodity Program (see address below) and one copy is to be retained for your records. Remember to identify the name of your facility, your recipient ID#, sign and date it.

9. On an annual basis each recipient agency is required to reconcile the USDA physical inventory against what is shown on paper. Any discrepancies are to be reported to the Commodity Program immediately. This office recommends that the physical inventory be done by May 31st each year.

Questions regarding the USDA inventory report should be directed to Tony Warren at 465-3629. The mailing address is:

Attn: **Tony Warren**
Department of Education & Early Development
USDA Commodity Program
801 West 10th St., Suite 200
PO Box 110500
Juneau, Alaska 99811-0500
Phone (907) 465-3629
Fax (907) 465-8910
Email: Tony.Warren@Alaska.gov



USDA Commodity Program

Participation Data

TEFAP

June 2007

**Teaching and Learning Support
Child Nutrition Services**

801 West 10th Street, Suite 200

PO Box 110500

Juneau, Alaska 99811-0500

Phone: 465-3629

Fax: 465-8910

Recipient Agency: _____

Recipient ID#: _____

Contact Person: _____

Mailing Address: _____

Phone #: _____

Number of Meals Served Daily (1, 2, or 3): _____

Numbers of Days Per Week Meals are Served: _____

Average Daily Number of People Served: _____

(ADP)

Date/Month Used for Participation Figure: _____

Please complete and return to:

**State of Alaska
Department of Education & Early Development
USDA Commodity Program
Attn: Tony Warren
801 West 10th Street, Suite 200
PO Box 110500
Juneau, AK 99811-0500**

Phone: (907) 465-3629

Fax: (907) 465-8910

Reply Due by June 30, 2007

APPENDIX H



USDA Commodity Program
Commodity Loss Report

Teaching and Learning Support
Child Nutrition Services

801 West 10th Street, Suite 200
PO Box 110500
Juneau, Alaska 99811-0500

Date: _____

Name of organization: _____

Address: _____ phone: _____

Name and title: _____

Signature _____

1. Type of loss damage _____ spoilage _____ theft _____ (check one)

Other? (explain how and why loss occurred) _____

2. Describe storage provided: _____

3. Date Child Nutrition Services was notified: _____

4. Loss specifics (attach separate page if more space is needed).

Name of commodity	# cases lost	total pounds	pack date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For EED use only

Dollar value of loss:	_____
Freight charge/handling:	_____
Organization/recipient agency held liable:	_____
Claim number:	_____
Date claim finalized:	_____



USDA Commodity Loss Procedure

Teaching and Learning Support
Child Nutrition Services

801 West 10th Street, Suite 200
PO Box 110500
Juneau, Alaska 99811-0500

- 1.) Loss notification and report
 - i. Immediately notify the Child Nutrition Services regarding the loss. Complete the USDA Commodity loss report (form # 05-96-013) and submit to Child Nutrition Services.
 - ii. Isolate the affected food if it poses a hazard to other food in good condition.
 - iii. Depending on your location and the amount of food lost, the Child Nutrition Services USDA Food Distribution Project Coordinator will determine whether a local sanitation needs to inspect products(s).
- 2.) Disposal of out-of-condition commodities
 - i. Labels from cartons/containers should be removed so that people will not eat contaminated food.
 - ii. Food should be adulterated so that it is no longer edible. For example, bleach should be poured on the food.
 - iii. Depending on the quantity, kind of contamination, etc., the out of condition product may be sold for salvage and some of the lost value recouped. The recipient agency is required to contact Child Nutrition Services prior to arranging for salvage.
 - iv. Upon authorization from Child Nutrition Services, the food may be taken to landfill and burned.
- 3.) Claim determination
 - i. If negligence is determined, a claim will be assessed and the following actions will be taken:
 - ii. Entitlement foods: These foods may be replaced with like or similar items at the option of Child Nutrition Services or the recipient agency may be required to pay the USDA value of the lost food.
 - iii. Bonus foods: Losses of these foods must be paid to Child Nutrition Services, based on the USDA value of the food.

mail to: Jo Dawson, Project Coordinator
Department Of Education & Early Development
Child Nutrition Services
801 W. 10th St., Suite 200
PO Box 110500
Juneau, AK 99811-0500