



TEFAP COMMODITY LOSS REPORT – FY22

Date: _____

Name of Organization: _____

Address: _____

Phone: _____

Name and Title: _____

Signature: _____

=====

Type of Loss (Check one): Damage Spoilage Theft

Other? (Explain how and why loss occurred)

Describe storage provided:

Date Food Distribution Program notified: _____

Loss Specifics (Attach separate page if more space is needed)

Name of Commodity	# Cases Lost	Total Pounds	Pack Date

FOR DOE USE ONLY

Dollar Value of Loss: _____ Freight Charge/Handling: _____

Organization/Recipient Agency Held Liable: _____

Claim Number: _____ Date Claim Finalized: _____



FBA TEFAP COMMODITY LOSS PROCEDURE

1. Loss Notification and Report:
 - a) Immediately notify the Food Distribution Program regarding the loss. Complete the FBA TEFAP Commodity Loss Report and submit to the Department of Education, Food Distribution Program.
 - b) Isolate the affected food if it poses a hazard to other food in good condition.
 - c) Depending on your location and the amount of food lost, the Commodity Coordinator will determine whether a local sanitation needs to inspect product(s).

2. Disposal of Out-of-Condition Commodities:
 - a) Labels from cartons/containers should be removed so that innocent people will not eat contaminated food.
 - b) Food should be adulterated so that it is no longer edible. For example, bleach should be poured on the food.
 - c) 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 Food Distribution prior to arranging for salvage.
 - d) Upon authorization from Food Distribution, the food may be taken to landfill and burned.

3. **Claim Determination:** If negligence is determined, a claim will be assessed and the following actions will be taken:
 - a) Entitlement Foods: These foods may be replaced with like or similar items at the option of FD or the recipient agency may be required to pay the USDA value of the lost food.
 - b) Bonus Foods: Losses of these foods must be paid to Food Distribution, based on the USDA value of the food.

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