



Washington
State Department of
Agriculture

CSFP

Lead Agency Inventory

James Scovel & John Carney

Lead Agency Inventory (Monthly report)

Coastal Harvest				1		Total Participants		Percent of Caseload							
Month - Year		Oct-25				265		98.15%							
Caseload		270													
CSFP Lead Agency Inventory Report														4	
Material Description	Material Number	Size	Beginning Inventory	Received	Redonation "In"	Total Inventory Available	Issued to Participants	Redonation "Out"	Food Loss (Damage)	Amt Used for Nut Ed	Total Activity	Report Check ** (Overage/Shortage)	Ending Balance		
VEGETABLES															
BEANS GREEN CAN-24/300	100306	24/300	540			540	530		5		535		5		
CARROTS CAN-24/300	100308	24/300		540		540					0		540		
CORN WHOLE KERNEL CAN-24/300	100311	24/300	540			540	530				530		10		
PEAS CAN-24/300	100314	24/300	540			540	530				530	5	15		
SWEET POTATOES w/ SYRUP CAN-24/300	100316	24/300				0					0		0		
VEG MIX CAN-24/300	100320	24/300		540		540				5	5		535		
SOUP VEGETABLE CAN-24/1	100321	24/1				0					0		0		
SPINACH CAN-24/300	100323	24/300				0					0		0		
TOMATO DICED CAN-24/300	100328	24/300	540	540		1,080	530				530	5	545		
POTATOES WHT SLICES CAN-24/300	100331	24/300				0					0		0		
SPAGHETTI SAUCE MEATLESS CAN-24/300	100335	24/300		540		540					0		540		
POTATOES DEHYDRATED FLKS PKG-12/1 LB	100337	12/1 LB				0					0		0		
BEANS VEGETARIAN CAN-24/300	100363	24/300				0					0		0		
POTATOES DICED CAN-24/300	111340	24/300				0					0		0		
HOMINY CAN-12/300	111380	12/300				0					0		0		
V-BEANS GREEN CUT NO SALT CAN 24/14.5 OZ	111390	14.5 OZ				0					0		0		
V-BEANS GREEN CUT CAN 24/14.5 OZ	111391	14.5 OZ				0					0		0		
V-BEANS GREEN FRENCH CAN 24/14.5 OZ	111392	14.5 OZ				0					0		0		
V-BEANS GREEN FRN NO SALT CAN 24/14.5 OZ	111393	14.5 OZ				0					0		0		
V-OKRA CUT CAN 12/14.5 OZ	111395	14.5 OZ				0					0		0		
V-BEANS GREEN CAN 12/38 OZ	111397	12/38 OZ				0					0		0		
V-SWEET POTATOES CAN 12/40 OZ	111399	12/40 OZ				0					0		0		
V-SWEET POTATOES CAN 12/29 OZ	111400	12/29 OZ				0					0		0		
V-MIXED VEGETABLES CAN 12/38 OZ	111401	12/38 OZ				0					0		0		
V-SPAGHETTI SAUCE CAN 20/28 OZ	111402	20/28 OZ				0					0		0		
V-COLLARD GREENS - NSA CAN 12/14 OZ	111425	12/14 OZ				0					0		0		
V-CUT GREEN BEANS 12/14.5 OZ	111426	14.5 OZ				0					0		0		
V-WHOLE KERNEL GOLD CORN CAN-12/15.25 OZ	111470	15.25 OZ				0					0		0		

1. Enter the number of clients served during the month
2. Enter CSFP food received
3. Total beginning inventory plus received items
4. Enter the food issued to clients
 1. This should total to the correct number of units for the number of clients served in this case it should be 8 units of vegetables for each client 2,120 units 530 multiplied by four

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1. Enter the number damage units here. We will talk about loss forms on the next slide
2. If item are used for Nutrition education, you will enter it here
3. Use this column for positive adjustments
 - Please note that this is not for damage
4. Use this column for negative adjustments
 - Please note that this is not for damage
5. This is the ending inventory and will be the beginning inventory for the next month

Lead Agency Inventory (Loss)

 Washington State Department of Agriculture
Food Assistance
PO Box 42560
Olympia WA 98504-2560
foodassistance@agr.wa.gov

USDA Foods Loss / Adjustment Report for Lead Agencies

If you have questions regarding loss, adjustments, or this form call (360) 725-5641. Physically separate spoiled or damaged product but do not dispose of it until told to do so by WSDA FA. Complete one form per incident and send it immediately to foodassistance@agr.wa.gov. This information should also be documented on your *Lead Agency Inventory Report*.

1 Program: ☐ CSFP ☐ TEFAP ☐ TEFAP CCC

2 Lead Agency Name: _____ Date of Loss: _____

Contact Person: _____ Phone: _____

Address: _____

3

USDA Food Description	Material Number	Quantity	Measurement Cases/Units	Type Theft, Damage, Spoilage, Inventory Adjustment
			Cases	
			Cases	
			Cases	
			Cases	
			Cases	
			Cases	
			Cases	
			Cases	

4 **5**

6 Briefly explain how loss/adjustment occurred:

Type of Loss / Adjustment

☐ **Theft**
If the loss was due to theft, immediately contact the police and obtain a police report. Include a copy of this report with your form submission. Theft includes: embezzlement, willful misapplication, and fraud.

☐ **Damage**
If the loss was due to damage, what type was it?
☐ Warehouse Handling ☐ USDA Food Received Damaged

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1. Select the program the loss/adjustment happened in
2. Complete contact information
3. Enter USDA food description and material number
4. Enter quantity and cases or units. For CSFP losses only, select units from the dropdown menu
5. Select type of loss from the dropdown menu
6. Explain how the loss occurred

☐ **Spoilage**
If the loss was due to spoilage, was it caused by bug or rodent infestation? ☐ Yes ☐ No
If spoilage was due to bug or rodent infestation, you must call the local health department to inspect. Include a copy of the report with your form submission.

☐ **Inventory Adjustment**
Discrepancy between the book inventory and the physical inventory on your Inventory Report, in the report check section. ☐ Overage ☐ Shortage

WSDA Food Assistance (WSDA FA) Use Only

WSDA FA is required to investigate any and all loss (including inventory adjustments) of donated food, regardless of the value, in order to determine if a claim must be pursued against the responsible party. Claim determination must be completed within 30 days from the date of discovery, or from the date that the information was first received indicating that the loss/adjustment had occurred, whichever is later.

Additional guidance can be found in the *CSFP Procedures Manual* or the *TEFAP Procedures Manual* in the sections titled: Loss/Inventory Adjustment Procedures, as well as in the USDA Food and Nutrition Service [FNS Instruction 410-1 Rev 2](#).

Date Received: _____

To determine the value of loss, please use the current published USDA Food Price List, found on the Food Assistance website at: <http://agr.wa.gov/services/food-access/hunger-relief-agency-hub/csfp>, or <http://agr.wa.gov/services/food-access/hunger-relief-agency-hub/tefap> located under the Food Ordering and Distribution section.

Quantity: _____ x Price: _____ = _____ Value of Loss / Adjustment

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Quantity: _____ x Price: _____ = _____ Value of Loss / Adjustment

_____ = _____ Total Value of Loss / Adjustment

Responsible Party: ☐ Lead Agency ☐ Sub Agency (CSFP Only) ☐ Natural Event * ☐ Other: _____

Was the loss \$500 or more? ☐ Yes ☐ No If yes, notify WSDA FA immediately.

☐ Pursue further claim action.

☐ Not required to pursue a claim.

Date Investigation Complete: _____

* Natural Event is defined as a hurricane, flood, or general power outage.

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Lead Agency Name: Date of Loss:

Contact Person: Phone:

Address:

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Check this box if the loss is a theft. Note: Theft of TEFAP or CSFP food is theft of federal property

If checked, you must:

- Report the theft to police and get a police report
- Submit the police report with the loss form.

WSDA will submit the report with the loss form to USDA when the loss is reported

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1. Check here if the loss is normal warehouse or trucking damage

2. Check this box if the loss is spoilage

- Spoilage due to bug or rodent infestation should be reported immediately
- You may be required to have the local health department inspect the food to ensure food safety

3. Check this box for inventory adjustments

- Use the check boxes to indicate a positive or negative

2

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