



Commodity Supplemental Food Program (CSFP) USDA Foods Loss Report for Sub Agencies

If you have questions regarding loss or this form, call your Lead Agency. Physically separate spoiled or damaged product but do not dispose of it until told to do so by your Lead Agency. Complete one form per incident and send to your Lead Agency immediately.

Sub Agency Name: _____ Date of Loss: _____

Contact Person: _____ Phone: _____

Address: _____

USDA Food Description	Material Number (Lead Agency to fill in, if unknown)	Number of Units	Type Theft, Damage, Spoilage

Briefly explain how loss occurred:

Type of Loss

☐ **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

☐ **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.

Lead Agency Use Only

Lead Agencies are required to investigate any and all loss 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 had occurred, whichever is later.

Additional guidance can be found in the *CSFP Procedures Manual* in the section 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: agr.wa.gov/services/food-access/hunger-relief-agency-hub/csfp, located under the Food Ordering and Distribution section.

Number of Units: _____	x Price: _____	= _____	Value of Loss
Number of Units: _____	x Price: _____	= _____	Value of Loss
Number of Units: _____	x Price: _____	= _____	Value of Loss
Number of Units: _____	x Price: _____	= _____	Value of Loss
Number of Units: _____	x Price: _____	= _____	Value of Loss
Number of Units: _____	x Price: _____	= _____	Value of Loss
Number of Units: _____	x Price: _____	= _____	Value of Loss
Number of Units: _____	x Price: _____	= _____	Value of Loss
			= _____ Total Value of Loss

Responsible Party: ☐ Sub Agency ☐ Natural Event * ☐ Other _____

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

☐ Pursue further claim action, contact WSDA FA for further instruction.

☐ Not required to pursue a claim.

Date Investigation Complete:

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