



Commodity Loss / Adjustment Report for Contractors

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. Complete one form per incident and send it immediately to foodassistance@agr.wa.gov. This information should also be documented on your *Contractor Inventory Report*.

Program: TEFAP CSFP TMP

Contractor Name: _____

Date of Loss: _____

Contact Person: _____

Phone: _____

Address: _____

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

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

Commodity 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.

Inventory Adjustment

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

WSDA Use Only

WSDA 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 \(WSDA Publication 486\)](#) or the [TEFAP Procedures Manual \(WSDA Publication 485\)](#) 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: agr.wa.gov/services/food-access/hunger-relief-agency-hub/fa-forms-and-pubs

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: Contractor Natural Event * Other: _____

Was the loss greater than \$500? Yes No If yes, notify WSDA 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.