



The Emergency Food Assistance Program (TEFAP) Commodity Loss / Adjustment Report for Subcontractors

If you have questions regarding loss, adjustments, or this form call your contractor. Physically separate spoiled or damaged product, but do not dispose of it until told to do so by your contractor. Send the completed form to your contractor immediately. This information should also be documented on the *Subcontractor Inventory Report*.

Program: TEFAP TMP

Subcontractor Name: _____ Date of Loss: _____

Contact Person: _____ Contact Phone: _____

Address: _____

Commodity Description	Material Number (Contractor to fill in, if unknown)	Number of Cases	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

Contractor Use Only

Contractors are required to investigate any and all loss of donated food, including inventory adjustments, 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 *TEFAP Procedures Manual (WSDA Publication 485)* 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/fa-forms-and-pubs

Number of Cases: _____ x Price: _____ = _____ Value of Loss /Adjustment

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= _____ Total Value of Loss /Adjustment

Responsible Party: Subcontractor Natural Event * Other _____

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

Pursue further claim action, contact WSDA for further instruction.

Not required to pursue a claim.

Date Investigation Complete:

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