

United States Department of Agriculture Foods Complaint Form

The annual deadline to submit the U.S. Department of Agriculture (USDA) Foods Complaint form is June 15 within each school year. Complete and submit the form below with all applicable information including photos, if available. The Food Distribution Program team will confirm receipt of submitted forms within 60 days. All complaints are resolved by reimbursing sponsor's entitlement; however, this process is executed only twice a year. Prior to spring surveys and fall surveys reimbursed entitlement is documented in the Cyber-Linked Interactive Child Nutrition System 1 (CLiCS 1) on the credits and deductions section of the profile screen.

1.	Sponsor ID Number:
2.	Sponsor Name:
3.	USDA Foods ID:
4.	USDA Foods name/description:
5.	Case quantity affected by the issue (report only full case quantities):
6.	Can and case codes:
7.	Date when affected cases arrived at the school:
8.	USDA Foods distributor that delivered the cases:
9.	Are pictures of the USDA Foods attached to this email?
10.	Brand name of the USDA Foods:
11.	Supplier name listed on the label, if different from brand name:
12.	Did the sponsor contact the supplier directly? ☐ Yes ☐ No
13.	If yes, include date contacted and describe the outcome of the conversation.
14.	Describe the complaint in detail and include reports of injuries or feeling sick from consumption.
15.	Other information or comments: