

USDA FOODS INCIDENT REPORT
THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)

A USDA Foods Incident Report is required for each product and must be sent immediately. Please include all relevant documentation and pictures. Claim decisions will be shared with all parties within 7 business days of receipt.

All food losses will be sent to USDA for regional product tracking

Food Bank:		
Date of Incident:	Date Product Received:	Sales Order #:
USDA Product #:	Product Description:	

TYPE OF INCIDENT	
<input type="checkbox"/> Product Arrived Damaged	<input type="checkbox"/> Product Damaged after Delivery

Description of damage (damaged, expired, infestation, etc.):

Number of Cases Affected	Price per Case	Total Value of Loss

Food Bank Signature:	Date loss was reported:
----------------------	-------------------------

Email to: MN DCYF OEO MNTEFAP.DCYF@state.mn.us

MN DCYF OEO USE ONLY

<input type="checkbox"/> Claim Filed by State with Food Bank	<input type="checkbox"/> No Claim Filed by State with Food Bank
--	---

Notes/Summary:

Date Reviewed:	DCYF Reviewer:
Date Claim Filed (if applicable):	Close Out Date: