

USDA Foods Complaint Form

Food Distribution Program

USDA makes every effort to ensure that foods they provided are of the highest quality. However, if there are concerns, recipients may file a complaint. The purpose of a commodity complaint is to resolve problems with product quality and the packaging of commodities, improve product specifications, and monitor vendor performance. To file a Commodity Complaint complete the following information:

Name of contact person: _____ Date: _____

Name of school district: _____

Name of school: _____

Phone number: _____ Fax number: _____

Email Address: _____

Commodity name: _____ Code: _____

Date product was received: _____

Number of cases/bags affected: _____

Remaining Product – number of cases/bags _____

Address of remaining product including zip _____

Total number of cases/bags in inventory including affected product: _____

Pack date, vendor/packer name (if available) and any other information printed on the case/bag:

Details of
Complaint; _____

Return form to Charlene Johnson, FAX (801) 538-7755

Or mail to Child Nutrition Programs

250 East 500 South

PO Box 144200

SLC, UT 84114-4200
