

Commodity Complaint Form Food Distribution Program

USDA makes every effort to ensure that commodities provided through the Food Distribution Program 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: _____

Commodity name: _____ Code: _____

Date product was received: _____

Number of cases/bags affected: _____

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: _____

Description of problem: _____

Fax completed form to: Charlene Johnson at (801)-538-7585