



INDIANA  
DEPARTMENT of  
EDUCATION

**USDA FOODS PROGRAM  
COMPLAINT FORM**

**INSTRUCTIONS: Email When Completed**

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**GENERAL INFORMATION**

1. School Food Authority Name (Do Not Abbreviate)	School Corporation Number	Date <i>Mo./Day/Yr.</i>
2. School Food Authority Address <i>Street, City, State, ZIP</i>		
3. School Site Complaint Originated	Food Service Director	Phone <i>Area/No.</i>
4. Name of Person Completing Form	Title	Phone <i>Area/No.</i>

**USDA FOODS COMPLAINT**

5. Reason for Complaint

For Information Only       Other (list below)  
 Seeking Replacement  
 Isolated Incident

6. Date Problem was Discovered <i>Mo./Day/Yr.</i>	Date the USDA Foods Product was Received by Agency <i>Mo./Day/Yr.</i>
7. Material Identification Code and Name/Description	Number of Cases Affected

***The following information is found on the case, bale, can, or bag.***

8. Vendor Name	Box Number
	Can Code

9. Detailed Description of Problem (Attach Pictures if Applicable)

<b>INSTRUCTIONS</b>	
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<b>Row Number</b>	<b>Line Items</b>
1.	Fill in the school food authority (SFA) name, school corporation number, and the date that you are completing the complaint form.
2.	Fill in the mailing address of the SFA involved in the complaint.
3.	Fill in the school site of where the complaint originated. Also fill in food service director name and phone number.
4.	Fill in name of person completing the form, title, and telephone number of person that will complete the complaint.
5.	Place a check (✓) in the box(es) to indicate reason for complaint (for information only, seeking replacement, isolated incident, or other)
6.	Indicate the date that the problem was discovered and the original date that the SFA received the product.
7.	Indicate what USDA Foods product is involved in the complaint. Indicate the material identification code and name, the USDA Foods description and the number of damaged products.
8.	Fill in the product specific information contained on the product case (vendor name, box number, can code). Provide as much detail as possible.
9.	Provide a detailed description of the product complaint. Attach pictures if applicable.