

Indiana Department of Education

**United States Department of Agriculture (USDA) Foods Complaint Form**

The annual deadline to submit the U.S. Department of Agriculture (USDA) Foods Complaint form is June 30 within each school year. Complete and submit the form below with all applicable information including photos, if available. All complaints are resolved by product replacement of the same or a different USDA Food item.

1. Sponsor ID Number: \_\_\_\_\_
2. Sponsor Name: \_\_\_\_\_
3. USDA Foods Product Code: \_\_\_\_\_
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?    Yes      No
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: