

USDA Foods Complaint Form

Instructions: Please complete this form if you have any issues or complaints about a USDA Food received. Please do not dispose of the USDA Food until instructed to do so by the State Agency.

Date:

Agreement #:

District/School Name:

Contact Name:

Contact email:

Telephone #:

Please provide the following information about the USDA Foods affected

USDA Food Affected:

Number of Units Affected:

Date Problem was Discovered:

Date USDA Food was Received:

Detailed Description of the Issue:

Vendor Information

This information is found on the case, bale, can, or bag.

Vendor Name:

Vendor Location:

Lot Number:

Can Code:

Case Codes:

Dates:

Please text or email any pictures of the complaint issue and case information to the Bureau of Nutrition at 515-360-1494 or IowaUSDAFoods@iowa.gov

Please return this form to the Bureau of Nutrition and Health Services.

Email: IowaUSDAFoods@iowa.gov

Fax: 515-242-5988

Mail: Bureau of Nutrition and Health Services
c/o Food Distribution
400 E 14th street
Des Moines, Iowa 50319