

USDA FOODS  
RECALL  
PROCEDURE  
FOR  
WISCONSIN  
RECIPIENT  
AGENCIES



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## INTRODUCTION

The United States Department of Agriculture (USDA) purchases food to support the American agricultural market. These food products are called USDA Foods (commodities). These USDA Foods are then offered to recipient agencies of different government supported programs, such as through participation in school meal programs. These recipient agencies, in turn, prepare meals utilizing these USDA Foods.

USDA Foods provided through participation in school meal programs accounts for approximately 20% of the food used in schools; the remaining 80% is purchased by the recipient agencies from the commercial market. The USDA Foods supply is among the safest in the world. However, the USDA has established recall procedures for purchased USDA Foods, in the event of a food safety issue or concern.

Through an agreement with the USDA, the Institute of Child Nutrition (ICN) at University of Mississippi has developed a publication, *Responding to a Food Recall Procedures for Recall of USDA Foods*. This manual provides an overview of the recall process for USDA Foods, focusing on those USDA Foods received through the school meal programs. This manual is posted on the USDA Foods website: [USDA Responding to a Food Recall](#).

Based on the information provided in the ICN *Responding to a Food Recall Procedures for Recall of USDA Foods*, the Wisconsin Department of Public Instruction (DPI) has established this document, *The USDA Foods Recall Procedure for Wisconsin Recipient Agencies*. Therefore, much of the information contained within the DPI *USDA Foods Recall Procedure for Wisconsin Recipient Agencies* has been taken from or adapted from the ICN *Responding to a Food Recall Procedures for Recall of USDA Foods* manual.

DPI *USDA Foods Recall Procedure for Wisconsin Recipient Agencies* includes information regarding the general process and communication involved in the recall of USDA Foods through the school meals programs. In addition, it also includes forms and documentation specific to the Wisconsin USDA Foods Program.

*The USDA Foods Recall Procedure for Wisconsin Recipient Agencies* is divided into the following topic areas:

- 1.) Wisconsin USDA Foods Recall Contact List
- 2.) General Recall Communication Process for USDA Foods
- 3.) Recall Communication Steps for USDA Foods Shipped to Direct Diversion Processors
- 4.) Notification Timelines for Wisconsin USDA Foods Recalls
- 5.) Product Destruction and Disposition
- 6.) The Reimbursement and Replacement Process
- 7.) Roles and Responsibilities
- 8.) Additional Resources
- 9.) Appendices - Sample Recall Forms

## WISCONSIN USDA FOODS RECALL CONTACT LIST

<b><u>USDA Foods Safety Contacts:</u></b>	<b><u>Phone:</u></b>	<b><u>Email:</u></b>
Department of Public Instruction (DPI)		
Primary Food Safety Coordinators:		
Jessica Sharkus, RDN, CD, Director	(608) 267-9121	<a href="mailto:jessica.sharkus@dpi.wi.gov">jessica.sharkus@dpi.wi.gov</a>
Randall Jones, Assistant Director	(608) 267-2277	<a href="mailto:randall.jones@dpi.wi.gov">randall.jones@dpi.wi.gov</a>
Alternate Food Safety Coordinators:		
Laura Paella, Contract Specialist	(608) 267-4598	<a href="mailto:laura.paella@dpi.wi.gov">laura.paella@dpi.wi.gov</a>
Antonio D. Ante, Contract Specialist	(608) 267-4599	<a href="mailto:antonio.ante@dpi.wi.gov">antonio.ante@dpi.wi.gov</a>
DPI Media Contact:		
DPI media	(608) 266-3559	<a href="mailto:media.inquiries@dpi.wi.gov">media.inquiries@dpi.wi.gov</a>
<b><u>For Commercial Product Recalls:</u></b>	<b><u>Phone:</u></b>	<b><u>Email:</u></b>
Wisconsin Department of Agriculture Trade and Consumer Protection (DATCP) - Division of Food & Recreational Safety (DFRS)	General Number: (608) 224-4700	<a href="mailto:datcpfoodcomplaintsemergencyresponse@wisconsin.gov">datcpfoodcomplaintsemergencyresponse@wisconsin.gov</a>
	Food Recall Emergency Hotline: (608) 224-4714	Website: <a href="https://datcp.wi.gov/Pages/Programs_Services/FoodAndRecSafety.aspx">https://datcp.wi.gov/Pages/Programs_Services/FoodAndRecSafety.aspx</a>
DATCP DFRS Administrator:		
Steve Ingham, Division Administrator	(608) 224-4701	<a href="mailto:steve.ingham@wisconsin.gov">steve.ingham@wisconsin.gov</a>
DATCP Food Emergency Response Coordinator:		
James Beix	(608) 224-4665	<a href="mailto:james.beix@wisconsin.gov">james.beix@wisconsin.gov</a>

## GENERAL RECALL COMMUNICATIONS PROCESS FOR USDA FOODS

Since the same manufacturers that sell food products to the commercial market produce USDA Foods, recalls of USDA Foods are almost always part of a bigger recall of commercial food products. A number of federal agencies work together to regulate, procure, and distribute USDA Foods; therefore, the recall communication process can be very complex. Rapid, accurate communication among all entities—federal agencies, states, recipient agencies, processors, and distributors—is critical. The exact flow of information may vary depending on how the recall evolves, but USDA Food Nutrition Service (FNS) follows these general steps when a food recall is announced that affects USDA Foods:

1. After working with the manufacturer of the recalled product, FNS issues a press release.
2. Depending on the food recalled, FNS confers with the regulatory agency [Agricultural Marketing Service (AMS) or Food Safety Agency (FSA)] to determine whether any USDA Foods are involved.

When USDA Foods are involved in the recall, FNS does the following:

- a. Obtains purchase information for the affected USDA Foods.
  - b. Notifies State Distributing Agencies (SDAs) of the affected products as soon as possible (within 24 hours of the recall notification). The notification to SDAs (in Wisconsin the SDA is DPI) includes the recall notice, press release (if available), and product identification information needed to track the products.
  - c. Contacts all processors that received bulk USDA Foods for further processing (for example: processors that received USDA Foods bulk chicken to be used to produce grilled chicken patties for schools). Only the processors know where those finished end products are in the system; therefore, the processors are responsible for notifying all of their customers who purchased the finished end products containing the recalled products.
3. After receiving the alert from FNS, SDAs will notify all recipient agencies (RAs), state-contracted warehouses and/or commercial distributors that received the recalled USDA Foods as soon as possible, but no later than 24 hours after receiving the recall notification from FNS. FNS order and delivery records track USDA Foods only to the SDAs. Therefore, it is important that the SDAs notify all RAs directly via email, phone or fax.
  4. RAs must notify all of their involved school entities as soon as possible, ideally within 24 hours of receiving notice from the SDA, when those entities received recalled USDA Foods from them (including commercial distributors). For example: an RA may have the USDA Foods stored at a commercial distributor, may have distributed the USDA Foods to individual schools, or may have transferred the USDA Foods to another RA.
  5. RAs must immediately isolate and label the USDA Foods so that they are not used. RAs must conduct a physical inventory to determine the amount of USDA Foods:
    - Served
    - Remaining inventory at schools, warehouses, and distributors
    - Transferred to another RA

RAs should return inventory information to SDAs as soon as possible, ideally within 48 hours or less.

6. SDAs compile inventory from all entities—RAs, processors, state-contracted warehouse and distributors.

When a food recall is announced that does not affect USDA Foods, but FNS determines that the affected commercial food may have been purchased by RAs through commercial channels, FNS may:

- Send an email to the FNS regional office with information to send to SDA contacts.
- Post an announcement to the FNS Food Safety website: [FNS Food Safety Website](#).
- Use social media, such as Twitter and USDA Blogs.

On an ongoing basis, FNS encourages SDAs and RAs to sign-up for food safety recall alerts: [Food Safety Recalls and Alerts](#).

In Wisconsin, USDA Foods for school meals programs currently can come from one of three potential categories: brown-box, state-processed, or direct diversion-processed.

**Brown-box USDA Foods:** products that are received in the same form in which they are ordered from USDA. For example, frozen corn, canned peaches, diced chicken, and oven-roasted chicken are processed at the USDA level and are ordered and shipped from USDA in these forms.

**State-processed USDA Foods:** bulk USDA Foods are ordered by the DPI and shipped directly from a USDA vendor to a processor. Bulk USDA Foods are further processed into finished end products, which have been determined through a statewide bid process. The finished end products are shipped from the processor to the state-contracted warehouse and are offered to RAs along with the brown-box USDA Foods.

**Direct diversion-processed USDA Foods:** bulk USDA Foods are ordered by the DPI, on behalf of RAs, to be shipped directly from a USDA manufacturer to a processor. These bulk USDA Foods are further processed into finished end products according to each RA's request. RAs are responsible for negotiating the delivery schedule with the processors and the distributors of their choice.

The communication process for brown-box USDA Foods and state-processed USDA Foods will follow the general communications process described in this section. The recall communications steps for direct diversion-processed USDA Foods may vary depending on how the recall evolves. However, the recall communication process will follow the general steps described below:

## **RECALL COMMUNICATION STEPS FOR USDA FOODS SHIPPED TO DIRECT DIVERSION PROCESSORS**

1. Direct diversion processors are contacted directly by FNS about the USDA Foods recall and provided with product identification information to help identify the recalled food.
  - FNS also notifies SDAs that ordered the affected food about the recall. However, since the processors may have substituted the recalled USDA Foods with commercially purchased food, or a different lot of food from another SDA, these SDAs may not have actually received finished products affected by the recall.
2. The direct diversion processors determine whether the recalled product was used to produce finished end products for RAs or was substituted with commercially purchased food.
3. The direct diversion processors notify FNS of the findings.
4. If recalled USDA Foods were substituted with commercially purchased food, the recall is considered a commercial recall, and FNS does not track the finished end products.
5. If recalled USDA Foods were used to make finished end product for RAs, these procedures are followed:

- The direct diversion processors notify SDAs, RAs, and distributors that received the affected product directly from them. If the processors do business with SDAs that did not receive the affected products, the processor will also provide confirmation to SDAs that did not receive recalled products.
  - Distributors immediately notify RAs about the recall.
  - Distributors provide information to the direct diversion processors about remaining inventory and the quantity of product delivered to each RA.
  - RAs are responsible for providing quantity of product in their inventories to SDAs.
- The direct diversion processors compile information received from each distributor regarding the quantity of product remaining in the distributor's inventory and the quantity of product shipped to each RA.
- The direct diversion processors report all quantity information to SDAs.
  - SDAs are responsible for reporting to FNS all quantity information received from processors and RAs.
  - During the recall, often USDA will request that the processors also report quantity information directly to FNS.

## NOTIFICATION TIMELINES FOR WISCONSIN USDA FOODS RECALLS

### INITIAL NOTIFICATION PROCESS:

1. USDA Food Safety and Inspection Service (FSIS) and/or the U.S. Food and Drug Administration (FDA) will provide food safety issue recall notice, press release, and supporting information to USDA FNS.
2. USDA FNS will notify the DPI within 24 hours of the recall notification. USDA will provide information to identify the product in question, which may include lot numbers, pack dates, box numbers, and establishment numbers, can codes, purchase orders and sales order numbers.
3. DPI will contact RAs (School Food Authorities) within 24 hours or by the end of the next business day of receiving the recall notification from USDA. Notification will be made by phone and/or email, providing the product identification, FSIS/FDA press release (if available) and information for responding to media, parents, and school district official requests. If applicable, the notification from the DPI will also include the *Wisconsin USDA Foods Recall Claim Form A*. A sample of the *Wisconsin USDA Foods Recall Claim Form A* and the completion instructions are available as [Appendix B](#) of this document. On the *Wisconsin USDA Foods Recall Claim Form A*, School Food Authorities (SFAs) must document and return within 48 hours the amount of involved product.
4. If an SFA contracts with outside entities and those entities received recalled USDA Foods, the SFA must notify these entities as soon as possible, but ideally within 24 hours of receiving the DPI notice (including commercial distributors).
5. SFAs must immediately isolate the recalled product from other inventory and clearly label the product so that it is not used.
6. If product involved at an SFA includes a commercial distributor, the SFA must immediately contact the commercial distributor by phone or email to inform them of the recall. The SFA must instruct the commercial distributor to immediately isolate the recalled product from other inventory and clearly label the product so that it is not used. If the commercial distributor is currently delivering product, the SFA will instruct the commercial distributor to detain the carrier from further delivery of the product. DPI will communicate with the SFA-contracted commercial distributors, as well, to assist in ensuring that all commercial

distributors have received notification from their SFAs and have isolated and labeled all affected products.

7. All Wisconsin agencies involved in food safety will be notified by the DPI and provided with the recall notification and press release information. As necessary, DPI will collaborate with the other agencies involved with food safety, such as the Wisconsin Department of Health Services and the Wisconsin Department of Agriculture, Trade, and Consumer Protection.
8. DPI will notify the state-contracted warehouses to inform them of the recall. The warehouses will be instructed to isolate, consolidate and clearly label the product so that it is not used. If the product is currently being delivered to SFAs, the warehouses will be instructed to detain the carrier from further delivery of the product.
9. DPI will communicate with the state-contracted processors to determine if the processors have any affected product in storage, in production, and/or finished end product that was shipped to the state. If the affected product has been shipped to the state-contracted warehouses and/or SFA-contracted commercial distributors, the processing company will be asked to provide identifying date codes, lot numbers, and quantities of the shipped product. Based on the data provided from the state-contracted processors, the DPI will provide additional notification to the state-contracted warehouses and/or SFA-contracted commercial distributors regarding any state-processed products affected by the recall. The state-contracted warehouses and/or the commercial distributors will be instructed to isolate, consolidate and clearly label the product so that it is not used.

## **PRODUCT DESTRUCTION AND DISPOSITION**

1. USDA FNS will provide the DPI with general information on how to destroy or dispose of the recalled food. Destruction refers to the process of purposely adulterating the recalled food to render it useless, or inedible. Disposal refers to the process of discarding the recalled food.

According to the Resource Conservation and Recovery Act (RCRA), the management of solid waste is under the jurisdiction of state and local governments. Requirements for solid waste disposal differ among jurisdictions; therefore, information on proper methods of disposal must be obtained from state or local agencies responsible for environmental protection and/or solid waste regulations. State contacts for programs related to solid waste disposal can be obtained at: [Regional Solid Waste Disposal Contacts](#).

Verification of destruction is often required to provide accountability to the manufacturer, or to establish the need for product replacement or cost reimbursement. An example of the information needed to verify destruction of USDA Foods is shown in [Appendix A](#).

2. DPI will email/mail/fax/post via internet the destruction or disposition instructions immediately upon notification from FSIS/FDA and USDA FNS. If the product is to be returned back to the manufacturer, then the DPI will coordinate pick-up of the product from the SFAs sites and work to consolidate the total amount at the state-contracted warehouses and/or SFA-contracted commercial distributors. Product will then be removed from the state-contracted warehouse and/or SFA-contracted commercial distributors.
3. If the product is to be destroyed or disposed, the SFAs and the DPI will dispose of the product on-site as advised by USDA FNS and FSIS/FDA.



## THE REIMBURSEMENT AND REPLACEMENT PROCESS

On October 31, 1998, Congress enacted Public Law 105-336, the William F. Goodling Child Nutrition Reauthorization Act of 1998 (the Act). Section 15 of the Act authorizes the Secretary of Agriculture to reimburse costs associated with USDA Foods, if the Secretary determines that the USDA Foods pose a health or safety risk. The law stipulates that reimbursable costs for USDA Foods are limited to:

- Storage
- Transportation
- Processing
- Distribution

It is important to note that no two recalls are alike; therefore, reimbursement costs may vary for different recalls. In the event of a recall of USDA Foods, DPI will work closely with the USDA to determine allowable costs for reimbursement.

When USDA Foods are recalled, in most cases, the manufacturer/processor is responsible for replacing the affected product and reimbursing federal, state, and local agencies for allowable costs incurred because of the recall. The USDA will request that vendors compensate those SDAs that have submitted timely documentation (preferably within 20 working days from the recall announcement). Should payment from the vendor not occur, the USDA may reimburse the State and local agencies for specified costs and seek reimbursement of those expenditures from the vendor/processor.

Pages 22-25 of the ICN [Responding to a Food Recall Procedures for Recalls of USDA Foods](#) manual describe the types of USDA Foods that may be affected by a recall and a detailed discussion about corresponding replacement and reimbursement. However, the following provides a description of the general process for the reimbursement of costs incurred by the DPI and SFAs following a recall of USDA Foods.

1. In order to be reimbursed, SFAs must send original receipts/invoices and a request for reimbursement. What entity SFAs may need to submit the request for reimbursement to may vary (e.g., DPI or processors), depending on the type of recall and whether or not the recall involves bulk USDA Foods shipped to processors for further processing.
2. For USDA Foods recalls where the DPI is responsible for the initial contact and collection of data for reimbursement, SFAs will need to complete the *Wisconsin USDA Foods Recall Claim Form A* to indicate the total number of cases involved in the recall. A sample of the *Wisconsin USDA Foods Recall Claim Form A* and completion instructions are provided in [Appendix B](#).
3. SFAs requesting reimbursement for the number of cases involved and indicated on the *Wisconsin USDA Foods Recall Claim Form A* will also need to complete the *Wisconsin USDA Foods Recall Claim Form B*. A sample of the *Wisconsin USDA Foods Recall Claim Form B* and completion instructions are provided in [Appendix C](#). This second claim form will be used to document any allowable costs for reimbursement.

Reimbursable expenses may include:

- a. Delivery fees.
- b. Storage fees, if the SFA contracts with a local storage facility to store USDA Foods (up to 30 days storage at the SFA contracted price).
- c. Processing fees.

- d. Destruction costs (e.g., bleach, plastic garbage bags, dump fees, transportation to the disposal site, and/or landfill charges).

Non-reimbursable expenses include, but are not limited to:

- a. Storage at the school level.
  - b. Overtime compensation for employees in conducting the recall.
  - c. Long-distance telephone calls and other associated administrative expenses.
  - d. Reimbursement for commercially purchased food used in place of the recalled product.
4. DPI will combine all individual SFA reimbursement requests into one public voucher for Wisconsin and submit to the USDA for state-level reimbursement.
  5. Upon receipt of payment from the USDA, DPI will reimburse all applicable entities (e.g., SFAs, distributors, warehouses, and processors) for their specific costs.
  6. If USDA issues entitlement dollar credit to the DPI for products lost because of the recall, DPI will also provide applicable entitlement dollar credit to SFAs in the *Wisconsin USDA Foods Ordering System*.

## **ROLES AND RESPONSIBILITIES**

The purchase and distribution of USDA Foods is a collaborative partnership among federal agencies, SDAs, and RAs, as well as processors and distributors; all have important roles and responsibilities for USDA Foods in accordance with 7 CFR Part 250, and FNS regulations and policies. The ICN [Responding to a Food Recall Procedures for Recalls of USDA Foods](#) manual, pages 26 - 29, details each group's communication responsibilities related to recalls of USDA Foods. Below is a list of the groups included and detailed in the ICN [Responding to a Food Recall Procedures for Recalls of USDA Foods](#) manual, as well as the page(s) number where each group's responsibilities are detailed.

- Federal Agency Responsibilities – page 26
- State Agency Responsibilities – page 27
- Recipient Agency Responsibilities – page 28
- Processor Responsibilities – page 28
- Distributor Responsibilities – page 29

## **ADDITIONAL RESOURCES**

Additional resource website links for USDA Foods Recalls can be found on pages 33-34 of the ICN [Responding to a Food Recall Procedures for Recalls of USDA Foods](#) manual.

The ICN [Responding to a Food Recall Procedures for Recalls of USDA Foods](#) manual includes Standard Operating Procedures (SOPS) for Recipient Agencies throughout the recall process. Below is the list of SOPS included in the ICN [Responding to a Food Recall Procedures for Recalls of USDA Foods](#) manual, the Appendix name, and page where each SOP is detailed.

- Preparing for a Food Recall – Appendix B, page 36
- Responding to a Food Recall – Appendix C, pages 37-38
- Handling a Food Recall – Appendix D, pages 39-40

**APPENDIX A**

**Sample Form of Information to Verify Destruction of Recalled USDA Foods**

School Food Authority Name \_\_\_\_\_

Agency Code Number \_\_\_\_\_

USDA Food	# of Cases Destroyed	Destruction Method

Witnesses	Print Name	Signature	Date Destruction Observed:
Witness 1			
Witness 2			

School Food Authority Contact Information:

Name and Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**APPENDIX B**  
**USDA Foods Recall Claim Form A**

DPI must receive your claim no later than: **November 19, 2019**

SAMPLE

USDA Foods Involved:	100101, Chicken, diced, frozen	
Date of Recall:	November 17, 2019	
Name of Manufacturer:	Happy Cluck Farms	
Manufacturer Identification of USDA Foods Involved:	Lot numbers: <b>348910, 898733</b> Pack Date: <b>November 8, 2019</b> Establishment Number: <b>5609</b>	
<b>Number of Involved USDA Foods Cases at your facility:</b>		
# of Full Cases _____		
Please mail to: Wisconsin Department of Public Instruction ATTN: USDA Foods Section P.O. Box 7841 Madison, WI 53707-7841		
Food Safety Coordinator Signature:	Work Phone:	
	Home Phone:	
School Food Authority Name:	Agency Code #:	Date Involved Product Put "On Hold":

## **INSTRUCTIONS FOR WISCONSIN USDA FOODS RECALL CLAIM FORM A**

1. NUMBER OF FULL CASES: fill in the total number of full cases that your agency is placing "On Hold" as a result of the USDA Foods recall.
2. FOOD SAFETY COORDINATOR: prior to submission, the primary food safety coordinator must complete the following additional information on the Wisconsin USDA Foods Recall Claim Form A:
  - Signature
  - Work Telephone Number
  - Home Telephone Number
  - School Food Authority Name (agency name)
  - Agency Code Number (agency identifier number assigned by the DPI)
  - Date Product Put "On Hold"

PLEASE NOTE: USDA may decide to provide entitlement credit and credit for dollar value loss from the recalled product rather than provide product replacement. If this occurs, your agency will automatically be reimbursed for these costs based on the number of cases claimed "On Hold" at your agency.

USDA will not reimburse the following costs:

- Cost of storage at the school level
- Overtime compensation for employees as a result of the recall
- Long-distance telephone calls and other administrative costs
- Reimbursement for commercially purchased food used in place of the recalled product (since it will be replaced or credited)

**APPENDIX C**  
**USDA Foods Recall Claim Form B**

**DPI must receive your claim no later than: January 6, 2020**

USDA Foods involved:	100101, Chicken, diced, frozen	
Date of Recall:	November 17, 2019	
Name of Manufacturer:	Happy Cluck Farms	
Manufacturer Identification of Product Involved:	Lot numbers: <b>348910, 898733</b> Pack Date: <b>November 8, 2019</b> Establishment Number: <b>5609</b>	
<p><b>A. Onsite Destruction Costs:</b>          Please submit documentation with this claim: i.e., disposal services receipt, bleach receipts, and staff labor hours involved (non-overtime).          Onsite Destruction Costs: \$ _____</p> <p><b>B. Storage Costs:</b>          If product is stored in a locally contracted warehouse, up to one-month storage (30 days) cost will be reimbursed. A copy of the warehouse invoice for payment must be submitted with this claim.          Storage Costs: \$ _____</p> <p><b>C. Transportation Costs:</b>          If product is stored in a locally contracted warehouse and school incurs transportation expenses to move the implicated product to a disposal site, this transportation cost will be reimbursed. A copy of the transportation invoice must be submitted with this claim.          Transportation Costs: \$ _____</p> <p><b>D. Delivery Fees:</b>          If a commercial distributor delivered implicated product to your school, the DPI will reimburse for the delivery fee(s) associated with claimed product. A copy of the distributor invoice(s) must be submitted with this claim.          Delivery Fees: \$ _____</p> <p><b>E. Total Cost to be reimbursed on Claim Form B:</b>  <b>TOTAL COSTS: \$ _____</b>          (A through D above)</p>		
Please mail to: Wisconsin Department of Public Instruction ATTN: USDA Foods Section P.O. Box 7841 Madison, WI 53707-7841 Or Fax to: (608) 267-0363		
Food Safety Coordinator Signature:		Work Phone: _____ Home Phone: _____
School Food Authority Name:	Agency Code #:	Date Involved USDA Foods Put "On Hold":

## **INSTRUCTIONS FOR WISCONSIN USDA FOOD RECALL CLAIM FORM B**

USDA FOOD CLAIM FORM B SHOULD ONLY BE COMPLETED IF YOUR AGENCY PREVIOUSLY COMPLETED AND SUBMITTED THE WISCONSIN USDA FOODS RECALL CLAIM FORM A:

1. As applicable, complete sections A–E on the Wisconsin USDA Foods Recall Claim Form B. See below for a description of sections A–E
  - A. **ONSITE DESTRUCTION COSTS:**

USDA may approve the on-site destruction of recalled USDA Foods. If approved, your agency will be reimbursed for the actual costs associated with this destruction. However, these costs will only be reimbursed when documentation, such as receipts for bleach products used or disposal charges, is submitted along with the claim. If labor hours are being claimed as a cost of disposal, a description of the per/hour labor charge and the total labor hours involved for disposal must also be submitted along with the claim.
  - B. **STORAGE COSTS:**

If your agency contracts with a local warehouse to store USDA Foods, USDA will reimburse for 1 month's storage (at the contracted price), as appropriate. In order to receive reimbursement for this, a copy of your warehouse agreement and/or copy of invoice for charges must be submitted with this claim.
  - C. **TRANSPORTATION COSTS:**

USDA will reimburse for transportation costs that were incurred by your agency to compile the product for disposal or pick-up. This must be based on standardized charges contained in your transportation contract (whether per case or per pound). Therefore, a copy of your contracted trucking charges or the trucking invoice must be submitted along with the claim.
  - D. **DELIVERY FEES:**

If a commercial distributor delivered implicated product to your school, DPI will reimburse for the delivery fee(s) associated with claimed product. A copy of the distributor invoice(s) must be submitted with this claim. If you use the state delivery, the DPI will automatically reimburse for all handling fees, including delivery. Therefore, if using the state delivery, do not enter a delivery fee amount in D.
  - E. **TOTAL COSTS TO BE REIMBURSED:**

Fill in the total costs to be reimbursed from the Wisconsin USDA Foods Recall Claim Form B. The total should equal to the addition of letters A + B + C + D above.
2. **FOOD SAFETY COORDINATOR:** prior to submission, the primary food safety coordinator must complete the following additional information on the Wisconsin USDA Foods Recall Claim Form B:
  - Signature
  - Work Telephone Number
  - Home Telephone Number
  - School Food Authority Name (agency name)
  - Agency Code Number (agency identifier number assigned by the DPI)
  - Date Product Put "On Hold"

PLEASE NOTE: USDA may decide to provide entitlement credit and credit for dollar value loss from the recalled product rather than provide product replacement. If this occurs, your agency will automatically be reimbursed for these costs based on the number of cases claimed "On Hold" at your agency. Therefore, do not include entitlement value or handling charges (warehousing, trucking and processing fees, if applicable) in your total costs to be reimbursed.

USDA will not reimburse the following costs:

- Cost of storage at the school level
- Overtime compensation for employees as a result of the recall
- Long-distance telephone calls and other administrative costs
- Reimbursement for commercially purchased food used in place of the recalled product (since it will be replaced or credited)

### **Nondiscrimination Statement for USDA Child Nutrition Programs (Updated May 2022)**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.