

INSTRUCTIONS FOR WISCONSIN USDA FOODS RECALL CLAIM FORM

100396: SUNLAND PEANUT BUTTER, 5-LB CONTAINERS

TOTAL CASES DESTROYED: Report the total number of **full cases** destroyed.

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 up to two weeks 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 implicated product was delivered to your school by a commercial distributor, 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. 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 Recall Claim Form B. The total should equal to the addition of letters A + B+ C + D above.

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.

The following costs **will not** be reimbursed by USDA:

- ❖ 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)