

Losses By Spoilage

Temperature of Storage Area At Time Spoilage Was Discovered	How Often Are Temperatures of Storage Area Checked?			Warning Device	
	Daily	Weekly	Other (Specify)	Yes	No
Freezer					
Refrigerator					
Dry Storage					
Name of person temperatures monitored by:			Title:		
Is Professional Pest Control Used? <input type="checkbox"/> Yes <input type="checkbox"/> No			Name of Company		
Pest Control Frequency <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Yearly <input type="checkbox"/> Other (Specify)			Date of Last Control Service		
Are Commodities Stored off the Floor <input type="checkbox"/> Yes <input type="checkbox"/> No			Are the Dry Storage Areas Ventilated? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is Loss Covered By Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No			Has Claim Been Filed With Insurance Company? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Give complete details regarding loss:					

Losses By Theft

Are Storage Areas Locked? <input type="checkbox"/> Yes <input type="checkbox"/> No	Freezer(s) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Refrigerator(s) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Dry Storage <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Did Police Investigate Theft? <input type="checkbox"/> Yes (if yes, include copy of report) <input type="checkbox"/> No			
Is Loss Covered By Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		Has Claim Been Filed With Insurance Company? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Give complete details regarding the theft:			

Signature of authorized representative	Title	Date
Signature of state agency representative	Title	Date

Return to: South Dakota Department of Education
 Child and Adult Nutrition Services Food Distribution
 800 Governors Drive
 Pierre, SD 57501-2235

Fax: 605-773-6846

Website: <http://doe.sd.gov/cans/tefap.aspx>

This agency is an equal opportunity provider.