

## THE EMERGENCY FOOD ASSISTANCE PROGRAM

### REQUIRED REPORTS AND DUE DATES

<u>Form No.</u>	<u>Title</u>	<u>Due Date</u>
FD-3	Report of Receipts and Distributions	15 <sup>th</sup> day of the month following the month for which the report is prepared
FD-4	TEFAP Distribution Data Report	15 <sup>th</sup> day of the second month following the quarter for which the report pertains
FD-5	Report of USDA-Donated Food Loss	Within 10 days after loss
FD-29	Transfer of USDA-Donated Foods	With the Report of Receipts and Distributions (FD-3)
FD-30	Notice of Order Placement and Shipment Received	5 days after shipment received
FD-32D	Record of Expenditures Under TEFAP Financial Assistance	20 <sup>th</sup> day of the month following the month for which expenses are being claimed
FNS-57	Report of Shipment Received Over, Short and/or Damaged	5 days after shipment received (with FD-30)
FSA-21	Public Voucher – Commodity Programs	Within 10 days after expense incurred