



## Form Overview: Eligible Distributor Certification Form (Certification Form)

**Who** completes it? The eligible distributor

**How** does an entity qualify as an eligible distributor?

- Must be a public or private non-profit feeding organization that distributes or coordinates distribution of donated eligible dairy products to individuals and families.
- Must provide information for verification of its non-profit status as well as confirm its partnership with an Eligible Dairy Organization (EDO).

**How** to complete the Certification Form?

- On the Certification tab: include contact information for the person filling out the form, as well as the organization's name and address (headquarters if this is an umbrella organization).
- On the Certification tab: enter the organization's Tax ID number (used to verify non-profit status).
- On the Certification tab: describe how donated products will be stored, utilized, and distributed to individuals and families. if possible, also include recipient population demographic information.
- On the Certification tab: list the partnering EDO name and address.

**What** are the next steps after completion?

- Save and email the form to your partnering EDO. They will email the form to USDA.
- You will receive an email from USDA once your partnership is approved.

## FAQs: Eligible Distributor Certification Form

Do eligible distributors with more than one location need to submit a form for each location?

- No, only one form for each partnership is required and should cover multiple locations of the umbrella organizations for both the eligible distributor and EDO.
- You need to provide the physical addresses of each location to the EDO for inclusion of all distribution locations on their Plan.
- You must submit another form if partnering with another (completely distinct) EDO.

If your organization headquarters has a different address than where products will be donated, which address should you list on the Certification Form?

- Please list the main company headquarters address on the Certification Form.
- If your partnering EDO will be delivering the donated product, it will receive transportation reimbursement for the distance from its manufacturing plant to the location of your distribution location(s). If they will be delivering products to multiple locations, the EDO is responsible for listing all distribution locations(s) on their Plan.

Can eligible distributors transform the donated dairy product before distributing to recipients?

- This program is designed to encourage donations that are consumer-friendly, so typically, only products in consumer packaging will be accepted.
- *However*, if your organization is a feeding kitchen preparing meals, larger packaged sizes will be eligible (for example, a large tub of ricotta cheese used in lasagna that is served to individuals and families). Explain in the Certification tab that you are able to accept larger packaging sizes for transformation into meals distributed to families and individuals.
- If you are able to accept and distribute a dairy product that may not be considered consumer-sized (e.g. a 5-pound block of cheese), explain in detail in the description box on your form.
- **The donated eligible dairy product cannot be repackaged** – it needs to be either made into a meal to be distributed or distributed in the same packaging as donated by the partnering EDO.

What format should the Certification Form be in?

- Send the form to your EDO in its original Excel format. Do not convert to PDF or other format types.