



## Form Overview: Dairy Donation & Distribution Plan (Plan)

**Who** completes it? The Eligible Dairy Organization (EDO)

**How** does an entity qualify as an EDO?

- Must be a dairy farmer, cooperative, or processor that purchases fresh milk or bulk dairy products to process into retail-packaged dairy products; and
- Must file a Receipts and Utilization report with a Federal milk marketing order (FMMO). For those reporting to a local FMMO as part of normal business operations, the requirement is already met. For those that do not, someone from a FMMO will reach out to help you file the report.

**How** to complete the Plan?

- On the EligibleEntities tab: enter contact information, physical address, and type (e.g. processor) for **each entity**. You must list **all plants, including copacking facilities**, within your organization that will be manufacturing eligible dairy products for donation, and **all eligible distributor locations** (select “Eligible Distributor” for type), **including warehouses** (select “Distribution Center” for type), where these products will be sent.
- On the W-9 tab: click in any empty cell, click Insert on the top bar, and then click Object. Select the Create from File tab and then select Browse. Click on the EDO’s W-9 file and then click Insert. Make sure the Display as Icon box is checked. Then press OK to finish attaching the file.
- On the Certification tab: enter the contact information for the person filling out the form, as well as the EDO's name and physical address (headquarters).
- On the Certification tab: describe the donation process and products to be donated. Include details such as product sizes. Your description should explain that donations are in consumer packaging. However, if your eligible distributor partner agrees to take food service-sized products to make into meals or distribute to families (NOT repackaging product), this must be explicitly stated.
- On the Certification tab: fill out the EDO’s banking information for ACH payment.
- Encrypt and save with a password. Email your Plan and password separately to [ddp@usda.gov](mailto:ddp@usda.gov).

## FAQs: Dairy Donation & Distribution Plan (Plan)

Do EDOs with more than one plant or distribution point need to submit multiple Plans?

- No, only one Plan is needed for each partnership, which can cover multiple locations (plants or distribution locations) of umbrella organizations for both the eligible distributor and EDO.
- For example, if your Plan covers 10 food bank locations that are part of the same organization, the Plan can cover all, **but each of the 10 locations must be listed on the EligibleEntities tab.** Likewise, if you will be donating products from multiple facilities, each of those should be listed.
- The EDO must submit a new Plan to cover a partnership with another (completely distinct) eligible distributor.

If you use a copacker, can you still be an EDO and reimbursed under this program?

- Yes, as long as the EDO retains ownership of the product throughout the manufacturing process.
- Along with the Plan, please submit written acknowledgment that the EDO retains ownership of the product and is responsible for providing copacker records to USDA for verification.
- List the name and physical address of the copacker on the EligibleEntities tab (select “Co-Pack Facility” for the type) and detail the arrangement and process in the Description box on the Certification tab.

What should you enter on the form if the eligible distributor partner picks up the donations?

- Please explain this in your description on the Plan.
- On the Claim Form, you will enter 0 for miles traveled to ensure that the transportation reimbursement is not claimed.

What format should the Plan be in?

- Please send USDA your Plan in its original Excel format. Do not convert to PDF or other format types.
- Make sure to not skip lines when filling out the EligibleEntities tab, as that will slow down the processing of your Plan.

Anything else to know?

- Submit *both* your completed Plan and Eligible Distributor Certification Form (the eligible distributor in your partnership should complete and send this form to you) to [ddp@usda.gov](mailto:ddp@usda.gov).
- You cannot submit Reimbursement Claim Forms until your Plan has been approved by USDA.
- You will receive an email once your partnership is approved. **This email includes your Plan Approval Form and contains the password to be used to unlock your Plan-specific information on the Reimbursement Claim Form. Please retain this Plan Approval Form for future reference.**