

### Form Overview: Reimbursement Claim Form (Claim Form)

Who completes it? The Eligible Dairy Organization (EDO)

When to complete the Claim Form?

- Any time after you receive the official Plan Approval from USDA.
- You can submit as frequently as you would like—monthly, quarterly, annually—to <a href="mailto:ddp@usda.gov">ddp@usda.gov</a>.

#### **How** to complete the Claim Form?

- First, unlock the form by entering the password in the yellow box on the Instructions tab. This password was sent to you with your Plan Approval.
- ➤ On the Donations tab, complete all necessary fields for each product. If you click a cell under any header in row 2, a yellow box will pop up with more information on the field and the format needed.
- On the YieldCalc tab: it is not necessary to complete this tab, but you can in order for the form to compute *custom* yields. **Yields entered here are used preferentially over values entered under the Donations tab.** If you use this tab, provide the recipe final pounds of product, recipe pounds of milk used, and milkfat percentage of the final product for each UPC (UPC must match exactly on the Donations and YieldCalc tabs for the correct information to load).
- ➤ If both the yield fields on the Donations tab and YieldCalc tab are blank, then the standard Yield Factor and Fat Percent values for the product type will be used to calculate reimbursement. The standard Yield Factor and Fat Percent values are linked on the Instructions tab and posted on the Dairy Donation Program website: www.ams.usda.gov/ddp.
- ➤ On the Documentation tab: insert supporting evidence of the donation (bills of lading, delivery ticket) by selecting a cell in Row 2. Click <u>Insert</u> and then click <u>Object</u>. Only one form of supporting evidence is needed. See FAQ on next page for more details.
- ➤ On the Certification tab: enter contact information for the person filling out the form.



## **FAQs: Reimbursement Claim Form (Claim Form)**

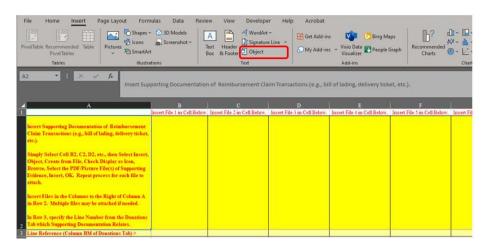
Why is a reimbursement not being calculated for a product listed?

- Ensure you are downloading the latest Claim Form from the program website. Claim Forms are added to the website by the 15<sup>th</sup> of each month to reflect applicable prices from the previous month. If your form is not showing any plants or distributors, it may not be the latest Claim Form.
- Make sure all fields are complete.
- ➤ Check that the code date (sell-by, best-by, or use-by date) is entered accurately. Products are not eligible for reimbursement unless at least 12 days of shelf life remain from the date the product is delivered to the distributor. If this requirement is not met, you will not be able to receive reimbursement for the product and will be prevented from entering the number of units donated. Please ensure that all dates are reported accurately.

Why is a plant or distribution location missing from the dropdown list on the Donations tab?

If desired locations are not available on the drop-down list, contact the DDP team at <a href="mailto:ddp@usda.gov">ddp@usda.gov</a> to have these locations added.

How can I add documentation to the file?



- ➤ To insert files in the Documentation tab, click in an empty cell in Row 2, click <u>Insert</u> on the top bar, and then click <u>Object</u>.
- From the <u>Object</u> box, select the <u>Create from File</u> tab and then click <u>Browse</u>. Select your file and then click <u>Insert</u>. Make sure the <u>Display As Icon</u> box is checked. Select <u>OK</u> to finish attaching the file.
- In the cell directly below the inserted file (Row 3), please list the line number of the referenced product on the Donations tab so that USDA knows which product this evidence is supporting. If multiple products are covered in one file, list multiple lines (ex. Line 1, Line 3, or Line 1-Line 5).
- ➤ If you need more details, click the blue button on the form to launch a video that will walk you through all the steps.

Click Here for Additional Information on Inserting Objects

#### Anything else to know?

- Make sure to accurately report with the same load ID if products are delivered on the same load.
- Ensure you are reporting the distance from last point of ownership to the first distribution point only. If the product is picked up by the eligible distributor, a zero should be reported.
- Send the form to USDA in its original Excel format. Do not convert to PDF or other format types.

# **Documentation Examples**

STRAIGHT BILL OF LADING - SHORT FORM						uta	ite Bit of Lading				
eponee	TCE: Shippers of hearedour materials must enter 264-hour tenergarry games telephone number under "Emergency Response Phone Number liginal.—Not Negotiable.								Shipper N	lo	
Ingina	I-Not I	legotiable .			Prieste of Car	ruer)			Corrier N	0	
0:	2					FROM					
oregre	-					Shipper					
Street						Street			10000000		
Destret	ion :			Zip Code		Origin	SCAC		Zip Co	de percy Pleaponne s Namiter	
Roster:				Vehicle No.			SCAC.		0,00	Phontur	
No. Dopping Units	+0.000	Kind of Packaging, I Special Marks	Description of Arti- s and Exceptions	Commodes making read military rose	a committee and pa	r publishment com- concipied are for a histograph belongs	Topic Desiration, No.	Jihr diri	ect to ectord*	Rate or Class	CHAPGES
								_			
_											
			Trough .		las		Tean				
carrier by state whe	water, the b shor weight	is between the perts to a nequence that the b	of latery COD	10:	An	10. r. ŝ	COLLEG	00 70 s		OTAL CHARGES S	
Figure VIII- atomic spin	more the rate officially in an	to behavior ties jorts, in we require that the bi- is "server's or shipper is depression on with ting the agreed or de	as, altippers are re- mirred value of the	guired to Eklision property recou	ot to Shessian 7 of ean sorthur conso	the optoble pror, the con-	o. Fitting affigurers in 5 suprer what organise is	a las cloformed t dawing acomor	o the sanay ork.	per ettina PRO	Appropriate Box:
by the sh	after to pay	of value of the propert oil ecosoting	y is hereby opecifica	dy stated The c	the same and the	make cettery	of this abipment set	NAME OF TAXABLE PARTY.	of builders		
9	EMED, subje	per_	and books find to	effs is other as	the time of the s	nia of stip B	(Signature of Christian	e'i			
nd condition componed edimetros	on of contain tion in posse it is mytus	per cities situative(see to of performance) and performance without the property to be performed here is a real or a real-water to of the soid bill of its himself and his seeign.	under the contract; corrier of all or any	ed, and destined agrees to carry t r of, seed property	as indicated also a its usual place over all or any p	re which sold of derivery at portion of sa-	carrier life word our and destruction, if on I make to destruction	as route, and as to a			A
he date he he terris	erect, if this and condition t accepted for	is a red or a rehaute a of the said bill of in hissaid and his sesion	or object or [2] a sdrg, set furth in the	the applicable in the classification of	rator cerrior close r tariff which gov	erication or to	erell, if this is a meta sportution of this ship	r corner o			1000
fork with 1 wasportation	MO, 4 Whitealto	rate to designate Hurard	four Materials on dide don of heaterfour mate	ned in the U.S. Do mate. The use of th	parameter of The a column to pare	formed and our	seed of huge-shoot hear to	t is the respi			Faction for You
n optional in ade of Fede rescribed in	method for ide and Regulation n section 172.	others teambers material, Alexandres shapes of the Federal Re- from the majorament is promise to the second	als an Bills of Lading pa cardous materials, the p guistions, as indicated	set in the U.S. Do prists. The use of the or 172.3010x[1] (is shipper's certification on the Bill of Leding on the a particular in	) of Tide 40 172 is statement. Sign down spply. Prop	SAport City 172.201 (He or shipping to shadowy com	of requirements as descripping Papers. Such descripping Papers. Such descripping Table) area, hacardose clees, UN	ond September   		. La	in this shipment plicable. See 49 on Code, Sections (A) and (B)
HPPER		from the requirement is p	rovided in the Regulation	on for a particular in		HER	(m)			Je 11	(A) and (B)
NEB.					pen						
	is is to cert arked, and is plicable regul	Fy that the above nam deled, and are in prop- lations of the U.S. Dapa	ned materials are prior condition for tree street of Transports	sperly placefied, sportation accord sion,	redaged.			32	1	from cartification arrange for approximation, arranged in received in good and	ray response informa- ly response gashbach in paciet se noted
9 :									1/		
9 =											
9 =								_			
	-mpany	Name:	Fax	-av Ti	CKET			-			
Co	ompany	Name:	Fax	VERY T	CKET						
Co	ompany ddress: — relephone:	Name:	Pax	VERY T	CKET						
Co	ompany ddress: — relephone:	Name:		CKUP	CKET						
CG AA T	relephone:	Name:		PICKUP FROM:	CKET						
CG AA T	Telephone:			CKUP	CKET  DRIVER #:				4		
CG AA T	DRIVER: DATE: CONTAIN	ER.		PICKUP FROM:	CKET  DRIVER 8:				}		
CG AA T	Telephone:	ER.		PICKUP FROM:	CKET  DRIVER #:				1		
CG AA T	DRIVER: DATE: CONTAIN	ER.		PICKUP FROM: DELIVER TO:	) and a		DATE		1		
CG AA T	DRIVER: DATE: CONTAIN	ER.		PICKUP FROM: DELIVER TO:	OKET  PANYER #:		DATE				
CG AA T	DRIVER: DATE: CONTAIN CHASSI	190: 190:		PICKUP FROM: DELIVER TO:	I In Good Order		DATE		1		
CG AA T	DRIVER: DATE: CONTAIN CHASSI	190: 190:		PICKUP FROM: DELIVER TO:	) and a		DATE				
CG AA T	DRIVER: DATE: CONTAIN CHASSI	ER.		PICKUP FROM: DELIVER TO:	I In Good Order		DATE				



