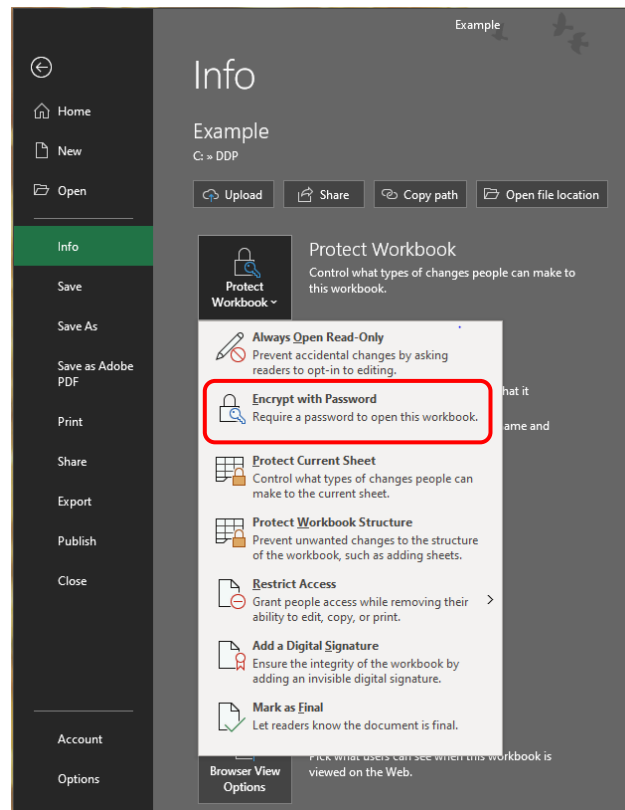


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1. General Information:

- 1.1. Forms used for the Dairy Donation Program (DDP) are available through the Dairy Donation Program website: www.ams.usda.gov/ddp. Please download and use the latest versions of the forms when submitting information.
- 1.2. All forms used for the program are Excel-based and consist of multiple tabs. All forms share the following tabs: Version, Instructions, and Certification. Most fields have helpful “ToolTips” with guidance for completing the field. If there is a ToolTip available, selecting the cell will display a small, yellow pop-up box with text.
- 1.3. Forms should not be altered outside the indicated fillable areas. Doing so may delay your approval process. When returning your forms to USDA, we ask that you protect your information by encrypting them with a password.
- 1.3.1. For Microsoft Excel 2007 or newer, this can be achieved by navigating to File>Info>Protect Workbook. From the displayed list, select Encrypt with Password. Enter a password in the Password box and select OK. Confirm the password in the Reenter Password box, and then select OK. More information can be found in [this instructional video](#). Please inform the USDA of your chosen password in a separate email from the one used to submit your forms.



2. Eligible Distributor Certification Form

- 2.1. Eligible distributors—public or private non-profit feeding organizations distributing or coordinating distribution of donated eligible dairy products to recipient individuals and families—must provide information for verification of their non-profit status as well as confirm their partnership with an eligible dairy organization (EDO).
- 2.2. Eligible distributors shall complete the Eligible Distributor Certification Form by having their coordinating official provide their contact information on the Certification tab:
 - Certifying coordinating official's name
 - Date of certification
 - Coordinating official's title
 - Phone Number
 - Extension (if applicable)
 - Fax Number (if applicable)
 - Company's Tax ID
 - Email Address
 - Company Name
 - Company Address 1
 - Company Address 2 (if applicable)
 - City
 - State
 - Zip Code
 - Description of how donated products will be distributed. If possible, also include recipient population demographic information.
 - EDO Partner Name, Street Address, City, and State
- 2.3. Upon completion, save and email the form to your partner EDO.
- 2.4. You will receive an email notifying you of your partnership approval status within 15 business days of USDA's receipt of your completed Eligible Distributor Certification Form and EDO's Dairy Donation and Distribution Plan

3. Dairy Donation and Distribution Plan Form

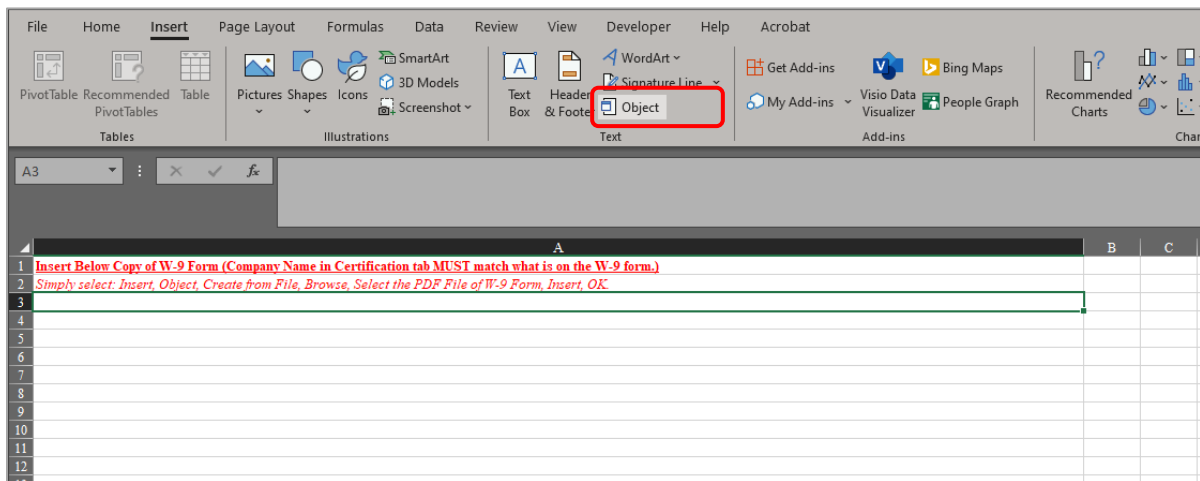
3.1. Eligible dairy organizations are to complete a Dairy Donation and Distribution Plan (Plan) for each partnership formed, thus an EDO may need to submit multiple Plan Forms if multiple partnerships have been established. The Plan Form details all entities involved in each partnership and can be updated at any time to accommodate any necessary changes.

3.2. The EDO coordinating official will complete the Plan Form by detailing the following information for each participating eligible entity:

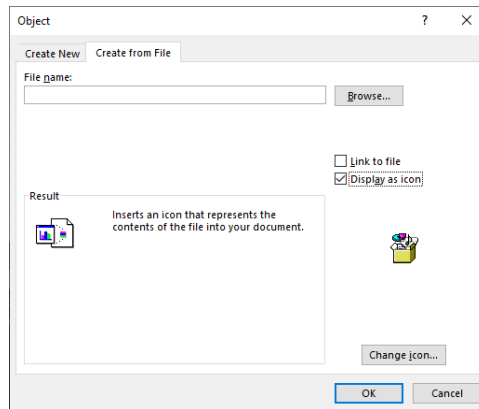
- Entity Name
- Contact Name
- Contact Title
- Contact Email
- Physical Address
- Physical City
- Physical State
- Physical County
- Entity Type (select type from the drop-down options)

3.2.1. The EDO coordinating official must attached a copy of the EDO's W-9 form on the W-9 tab. This information is required for payment purposes.

3.2.1.1. To insert a copy of your W-9 form file into the Dairy Donation and Distribution Plan Form, put your cursor into an empty field and then navigate to Insert tab on the top bar and select Object.



- 3.2.1.2. From the Object box, select the Create from File tab and then Browse.. Choose your W-9 file from the Browse file picker box and then Insert. Check the Display as icon check box and then OK to finish attaching the W-9 file.



- 3.3. Finish completing the Dairy Donation and Distribution Plan Form by filling out the Certification tab. The information supplied is used to establish payment information for reimbursements. Alternative payee requests cannot be accommodated unless a new Plan is established. The EDO's coordinating official shall provide the following information:

- Certifying Coordinating Official's Name
- Date of certification
- Coordinating Official's Title
- Phone Number
- Extension (if applicable)
- Fax Number (if applicable)
- EDO's Bank Name
- EDO's Bank Account Number
- EDO's Bank Routing Number
- EDO's Tax ID number
- Coordinating Official's Email Address
- EDO Company Name
- EDO Company Address 1
- EDO Company Address 2 (if applicable)
- City
- State
- Zip Code
- Description of planned donation process. Include intended types of products to be donated.
- EDO Partner Name, Street Address, City, and State

- 3.4. Upon completion, save and encrypt the file with your chosen password. Email the Plan Form, along with the accompanying partner Eligible Distributor Certification Form, to USDA at ddp@usda.gov. In a follow-up email, please provide the password used to encrypt the file.
- 3.5. You will receive an email notifying you of your partnership approval status. within 15 business days of USDA's receipt of your completed Dairy Donation and Distribution Plan and accompanying Eligible Distributor Certification Form. This email will include your Plan Approval Form and contains the password to be used to unlock your Plan-specific information on the Reimbursement Claim Form. Please retain your Plan Approval Form for your future reference.

4. Reimbursement Claim Form

- 4.1. To receive reimbursement for donated eligible dairy products, the EDO must complete a Reimbursement Claim Form. The form is intended to be a detailed record of all your donated eligible dairy products to your partnering eligible distributors. This form can be completed at any time and as frequently as desired. The Reimbursement Claim Form is regularly updated so please be sure to download the latest version from the Dairy Donation Program website: www.ams.usda.gov/ddp.
- 4.2. The EDO coordinating official will complete the Reimbursement Claim Form by first *unlocking* the form by entering the password given in their Plan Approval Form on the Instructions tab of the file. On the Donations tab, the following information for each donated eligible product must be recorded:
- Donation Date*
 - Manufacturing Date
 - Product Code Date
 - Plant/facility from which product was donated (select from drop-down list) †
 - Donation Distributor location which received product (select from drop-down list) †
 - Distance from Plant to Distributor facility (in miles) using Google maps or similar mapping application. *If product is being picked up at EDO location, please enter 0 in this field.*
 - Load ID. Enter a unique identifier for each load (can be as simple as 1,2,3, etc.) If multiple donated products are on the same truck load, enter the same ID on each line utilized for the delivery.
 - UPC Package Code, this field is optional but is used to tie recipe information entered on the YieldCalc tab to the specified product ‡
 - Product Type (select from drop down list)
 - Measurement type of the package product, for example, fluid ounces, pounds, liters, etc. (select from drop down list)
 - Package size of the individual packaged product, not the total size of the packages combined or case size.

- Number of individual units donated
- Reported yield factor (may be left blank) ‡
- Reported fat percentage (may be left blank) ‡

4.2.1. Items of note:

* Per Dairy Donation Program specifications, items must have a code date (sell-by, best-by, or use-by date) no sooner than 12 days from the date the eligible dairy product is delivered to the eligible distributor. If this requirement is not met, you will not be able to claim these items for reimbursement and will be prevented from entering the number of units donated. Please ensure that all dates are reported accurately.

† If desired locations are not available on the drop-down list, resubmit a new Dairy Donation and Distribution Plan or contact ddp@usda.gov.

‡ There are multiple routes to accurately report your Yield Factor and Fat Percentage:

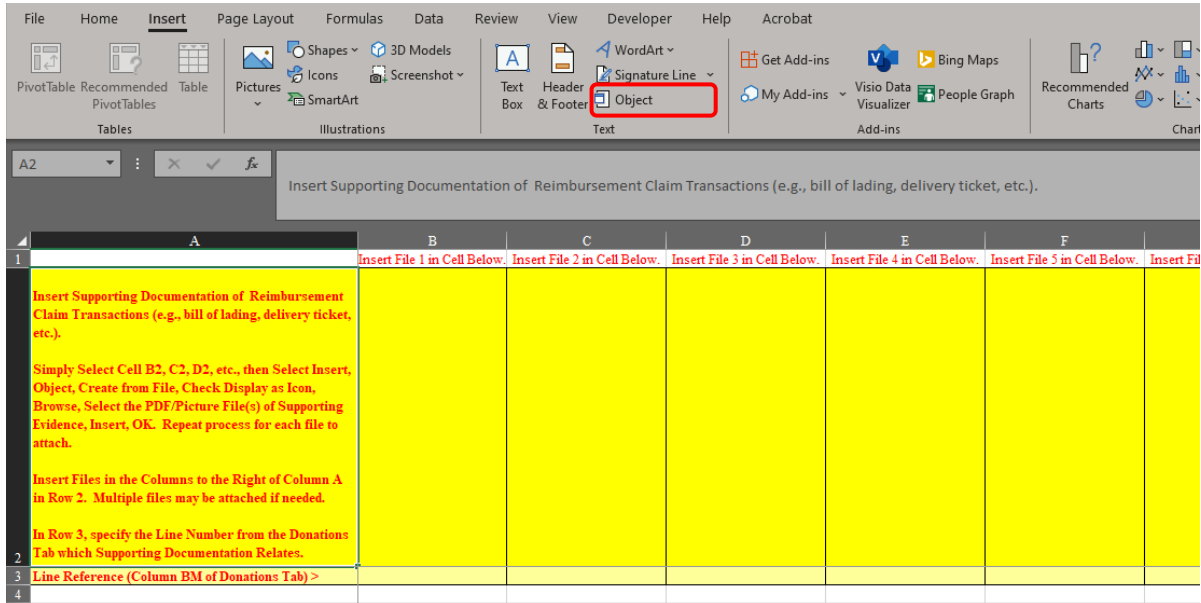
- ❖ Utilize the YieldCal tab which will automatically compute your yield factor based on recipe information entered. You may also report your known fat percentage here. Data supplied here will be utilized first in calculating your reimbursement, superseding values entered on the Donations tab Reported yield factor and Reported fat percentage fields. This information is tied to a specific UPC ID and can be especially useful if making repeated donations. This requires the UPC to be entered in the UPC Package Code field on both the Donations tab the YieldCalc tab. Omitting UPCs or entering mismatching values (i.e., typographical errors) will result in the use of the standard Yield Factor and Fat Percent values in determining your reimbursement values.
- ❖ Report your yield factor and fat percentage in the appropriate fields on the Donations tab. *If these fields are left blank, and the YieldCalc-UPC feature is not utilized, then the standard Yield Factor and Fat Percent values for your product type will used in calculating your reimbursement.* The standard Yield Factor and Fat Percent values are available on the Dairy Donation Program website: www.ams.usda.gov/ddp or as a PDF on the Instructions tab of the Reimbursement Claim Form.

4.3. Completion of the YieldCal tab is not mandatory to receive a reimbursement. If you choose to use it, please provide for each UPC Package Code:

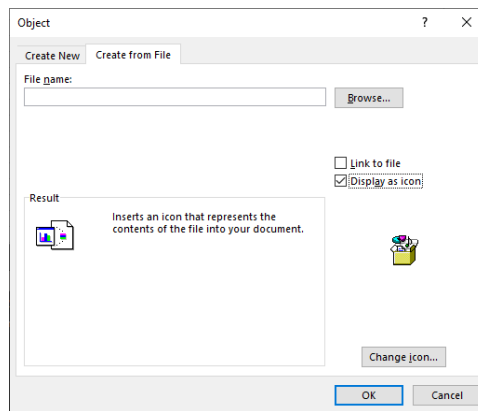
- Recipe final pounds of product
- Recipe pounds of milk used
- Milkfat percentage of the final product

4.4. On the Documentation tab, EDO coordinating official shall provide supporting evidence of your donation, this can include bills of lading, delivery tickets, etc.

4.4.1. To insert a copy of your documentation into the Documentation tab, put your cursor into an empty field of Row 2 and then navigate to Insert tab on the top bar and select Object.



4.4.2. From the Object box, select the Create from File tab and then Browse..... Choose your document file from the Browse file picker box and then Insert. Check the Display as icon check box and then OK to finish attaching the supporting evidence file.



4.4.3. In the cell immediately below the inserted file (Row 3), please provide the line reference (from column BM of the Donations tab) to which the document pertains. If the document details multiple lines, please list all Line References (ex. Line 1, Line 3, or Line 1-Line 5).

- 4.5. Finish completing the Reimbursement Claim Form by filling out the Certification tab. The EDO's coordinating official shall provide the following information:
- Certifying Coordinating Official's Name
 - Date of Certification
 - Coordinating Official's Title
 - EDO Company Name
 - Phone Number
 - Extension (if applicable)
 - Coordinating Official's Email Address
- 4.6. Upon completion, save and encrypt the file with your chosen password. Email the Claim Form, to USDA at ddp@usda.gov. In a follow-up email, please provide the password used to encrypt the file.
- 4.7. Once your Claim Form has been received and processed by USDA, you will receive an email notifying you reimbursement approval status. If your claim is approved, you will also receive a Payment Invoice detailing your reimbursement.