



## State of New Jersey

DEPARTMENT OF AGRICULTURE  
DIVISION OF FOOD AND NUTRITION  
PO BOX 334  
TRENTON NJ 08625-0334

PHILIP D. MURPHY  
*Governor*  
SHEILA Y. OLIVER  
*Lt. Governor*

DOUGLAS H. FISHER  
*Secretary*

To: Business Administrators, charter School Leads, Non-Public School Administrators; Food Service Directors, Food Service Management Companies

From: Denise Liptak, Manager, Food Distribution Programs

Date: February 6th, 2018- Posted Date

Object: USDA Food Complaint Form

The "USDA Foods Complaint Form" located on SNEARS should be used for the following purposes:

- To provide feedback on the quality of USDA Foods products received
- To document concerns based on packaging conditions
- To document concerns based on foreign materials found in a product

Procedure for reporting a complaint:

- Take pictures of the product in question and any supporting information (case/packaging, or label)
- If possible, save the product and packaging until instructed to dispose of by the NJDA Food Distribution Staff
- Complete the "USDA Foods Product Complaint form" and email to Justin Phifer @ [Justin.phifer@ag.nj.gov](mailto:Justin.phifer@ag.nj.gov)
- Additionally, if the issue is of high concern, please call Justin Phifer @ 609-292-4683

The form can be located on SNEARS under "Resources", "USDA Foods".

We appreciate your feedback to assist with providing high quality USDA Food products that meet the needs of your school district.