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United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive

Alexandria, VA
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SUBJECT: Recall Procedures for USDA Foods

TO: Regional Directors
Special Nutrition Programs

State Distributing Agency Directors for National School Lunch Program (NSLP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), Nutrition Services Incentive Program (NSIP), Commodity Supplemental Food Program (CSFP), Food Distribution Program on Indian Reservations (FDPIR), the Emergency Food Assistance Program (TEFAP) and Charitable Institutions

Please ensure that you and your staff are familiar with the food recall resources available on the USDA Foods website (http://www.fns.usda.gov/sites/default/files/Responding_Food_Recall_FNS_Final_May_30_2014.pdf) particularly the attached "Responding to a Food Recall: Procedures for Recalls of USDA Foods" document. This document was developed to provide an overview of the recall process for USDA Foods with a focus on school meals programs. Particular attention is given to the roles and responsibilities of various entities in communicating information and removing recalled food from service to ensure that recalls are handled in a timely and effective manner. In the event of an actual recall of USDA Foods, more specific instructions will be provided to affected state agencies; however, this document contains an overview of the recall process, a description of how to conduct a recall of USDA Foods, and a reference guide on the responsibilities of each stakeholder involved in USDA Foods recalls. It is a valuable resource for understanding the USDA Foods recall process.

Please feel free to contact your regional office for any questions you may have on this document.

Laura Castro
Director
Food Distribution Division

Attachment: Responding to a Food Recall Procedures for Recalls of USDA Foods