The Food Distribution Handbook states in Chapter 7, Food Losses, under Loss Reports, that a recipient agency must report losses of United States Department of Agriculture (USDA) donated commodities to the Texas Department of Human Services (TDHS) on Form 1638, Report of Loss of Donated Food, within 30 days of a loss. All of the information on the Form 1638 must be completed and all supporting documents must be submitted with the Form 1638. The supporting documents that must be submitted, as applicable, with the Form 1638 include such documents as:

- condemnation certificate by health official
- destruction certificate
- temperature logs
- police report
- fire department report
- extermination records
- refrigeration repair information

Federal regulations require TDHS to complete claims within 30 days after receipt. The supporting documentation for a loss report is used by TDHS and USDA to determine if a recipient agency is liable for the entire amount of the loss, a portion, or none. If a recipient agency has a loss and does not submit the applicable supporting documentation to TDHS within 30 days of TDHS receiving their Form 1638, TDHS will be unable to determine if any portion of the loss can be disregarded. Therefore, TDHS will make a determination that the recipient agency is liable for the full amount of the loss reported on the Form 1638 and submit it to USDA for processing.