FFP requires Awardees to submit Commodity Status Reports and Recipient Status Reports on a quarterly basis.

* If losses occur, Awardees must also complete the Loss Summary Report.
* If the value of any individual loss exceeds US$500, Awardee must complete the Damage or Misuse of Commodities Report in QWICR and the Claims Report forms.

Awardees submit these reports on a quarterly basis by entering them into QWICR. Awardees enter and verify data prior to submitting the reports through QWICR. FFP staff then review and approve or reject the submitted reports.

Quarterly reports are due within 30 days after the close of the calendar quarter:

1st quarter January 31

2nd quarter April 30

3rd quarter July 31

4th quarter October 31

**Commodity Status Report (CSR)**

A Commodity Status Report is a record of the commodity transactions that occur within a reporting quarter. The report includes opening and closing balances in warehouses and in transit; commodities received, borrowed, or loaned; commodities distributed or monetized; and commodities lost, damaged, or misused. It shows the total quantities of commodities and records discrepancies.

* Awardees must remove from calculation all dispatches and receipts of commodity between program warehouses to ensure overall inventory is not double-counted during the consolidation.
* When consolidating CSRs, there may be instances where total food is understated because the CSR does not include food in transit between inland warehouses or the CSR does not include food in the secondary warehouses.

**Recipient Status Report (RSR)**

The Recipient Status Report captures the quantities of commodities that an organization distributes and the number of recipients it reaches. The report also records the annual amounts of commodities that an Awardee plans to distribute and the annual number of recipients the Awardee intends to reach. Awardees enter commodity and recipient information based on the funding source, sector, and activity type.

**Loss Summary Report (LSR)**

The Loss Summary Report is used to record incidences of missing or damaged commodities. Awardees submit the LSR on a quarterly basis for all losses occurring during the quarter. The report captures the type of commodity affected, where the loss occurred, the reason for the loss, and the quantity and dollar value of the commodity loss. Awardees should include all incidences of loss during a quarter in the same LSR.

Awardees should determine the value of the misused, lost, or damaged commodities in either one of two ways: (1) on the domestic market price at the time and place the loss, misuse, or damage occurred, or (2) by adding the following to determine the FAS plus loss value.

* Free on board or free along side commercial export price of the commodity at the time and place of export
* Ocean freight charges
* “Other costs incurred by the U.S. Government in making delivery” to the Awardee

**Damage or Misuse of Commodities Report (DMCR)**

This is a required report for any loss that occurs as a result of a post-shipping incident, if the lost, damaged, or misused commodities are valued at US$500 or more. The report records information regarding the loss incident, including: the type of commodities affected, the type of loss, and the reason for the loss. The report also captures information regarding liability for the loss and claims filed by the Awardee. In addition to completing the DMCR, Awardees must also complete a Claims Report.

**Claims Report**

The Claims Report is required for every post-shipping loss over US$500. The report documents the value of the claim, communication between the Awardee and FFP officers regarding the claim, amounts paid on the claim, administrative costs incurred by the Awardee to pursue the claim, and reimbursement to the USG.

**Commodity Complaint**

The Commodity Complaint is an optional report within QWICR. Awardees should only use this report when a DMCR is **not required**. This form allows the Awardee to report all non-loss issues with commodities, such as packaging problems or discolored commodities. The Commodity Complaint is accessible on the main CSR, RSR, and LSR pages.

**Monetization Performance Report (MPR)**

The Monetization Performance Report is a required report for all Awardees that monetize commodities. It captures information from calls forward and commodity sales. The MPR reconciles estimated costs, commodity amounts, and sales prices against quantities received, costs incurred, and actual sales prices. It allows Awardees to analyze the results of commodity monetization against planned performance, and recovery per dollar.