

KENTUCKY DEPARTMENT OF AGRICULTURE  
Division of Food Distribution  
107 Corporate Drive  
Frankfort, KY 40601

DESIGNATED PERSONNEL FOR FOOD ALERT/EMERGENCY FEEDING (KY-FD-22)

Please advise the Food Distribution Office of the designated personnel in your Agency to be contacted in case of a Food Alert or declared Emergency. **Any changes in this information must be provided to the Food Distribution Office within ten (10) days of change.**

Name of R/A: \_\_\_\_\_ County: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

1. Primary Contact Person: \_\_\_\_\_ 2. Title: \_\_\_\_\_

3. Telephone No.: \_\_\_\_\_  
Office Home

4. Alternate Contact Person: \_\_\_\_\_ 5. Title: \_\_\_\_\_

6. Telephone No.: \_\_\_\_\_  
Office Home

**INSTRUCTIONS FOR DESIGNATED PERSONNEL FOR FOOD ALERT/EMERGENCY FEEDING**

Recipient Agency address: Self-explanatory

1. Primary Contact Person: Enter the name of the system/agency representative to be contacted first in case a Food Alert or declared Emergency occurs.
2. Title: Enter job title of designated person.
3. Telephone Numbers: Enter the telephone number where the designated person can be reached, during working hours and after normal business hours.
4. Alternate: Enter the name of an alternate representative to be contacted if primary representative is unavailable, and provide information requested.

Personal information provided will be used for the described purpose only and will not be released by the Food Distribution Office.