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Commissioner




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Kentucky Department of Agriculture *A Consumer Protection And Service Agency*

MEMORANDUM

TO: Food Service Directors/Administrators

FROM: Teresa Ulery, Director 
Division of Food Distribution

DATE: January 18, 2008

SUBJECT: 2008-2009 Participation Forms Requiring Completion

The forms requiring electronic completion for participation in the Commodity School Lunch Program are included as attachments to the email. Please complete electronically and email to Kevin Peach at Kevin.Peach@ky.gov prior to **February 15, 2008**.

Listed below are the forms that you should complete in order to participation:

- Designated Personnel for Food Alerts form (KY-FD-22). Please complete this form, so that this office has all necessary information in the event of a hold or recall on USDA Commodities.
- DOD Participation Survey – This form should only be completed by schools that are going to participate in the DOD program during the 2008-2009 School Year. You will notice that the percentage of entitlement that may be set aside for this program has been reduced to 10%. This is because the allocation from USDA has been reduced.
- Supplement to the Agreement (KY-FD12B), please **list only schools sites** in your system that has had changes since last school year. This includes school site closing, opening a new school site, new managers or a change in telephone numbers.

If you wish to process commodities during the 2008-2009 school year, you must complete this request in EOCS. Questions should be directed to Ann Smith at (502)573-0298 ext. 272.

If you foresee a problem meeting the February 15, 2008 deadline, please contact Brandy May (502)573-0298 ext. 270 or email her at Brandy.May@ky.gov

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