

March 27, 2024

TO: Potential Summer Food Service Program Sponsors

FROM: Mack B. Williams, Program Administrator
Food Distribution Division

RE: Agreement for Distribution and Use of USDA
Donated Food Commodities for the Summer Food
Service Program 2024

Enclosed are the Application, Agreement, Order Information Form and other program forms for use by participating sponsors in the Summer Food Service Donated Food Commodity Program 2024. If you wish to participate, please **complete and return the enclosed Application, Agreement, and Order Information Form (pages 1 - 3) by May 17, 2024 to the following address:**

**LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
FOOD DISTRIBUTION DIVISION
5825 FLORIDA BOULEVARD SUITE 4002
BATON ROUGE, LOUISIANA 70806**

OR by FAX: (225)237-5819 OR by [EMAIL: acovington@ldaf.state.la.us](mailto:acovington@ldaf.state.la.us)

Approved sponsors will receive commodities at the rate of \$.015 per meal and/or supplement. Items issued for this value are generally canned fruits, vegetables and processed cheese.

The ordering procedure is explained on the enclosed Order Information Form. School board sponsored programs may also use school commodities in addition to the one and one half cents per meal entitlement, however, this will be counted against the school's entitlement and will not be replaced by the Louisiana Department of Agriculture and Forestry. All transfers must be properly documented (**Attachment 2A**).

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A perpetual inventory of USDA donated foods is required. This is a record of amounts of donated food used daily and the balance on hand. A separate perpetual inventory form must be kept for each donated food item. A form is enclosed that may be used for keeping the perpetual inventory record (**Attachment 1**). A sample, completed form is also enclosed (**Attachment 1 Example**).

Prior to applying for the program, please thoroughly review the Agreement and **Attachment 2** regarding claims for losses of USDA Donated Foods.

After the Agreement has been approved, you will be mailed one Order Acknowledgement form that will indicate the donated foods available to your program. Once commodities have been issued to your program, the food items must be picked up at the warehouse by the date indicated on the Order Acknowledgement form.

At the close of the summer program, you are **required** to inventory the remaining donated food commodities on hand, complete the enclosed *Redonation/Ending Inventory Statement* (**Attachment 3**), and return it to the Food Distribution Division **within thirty (30) days** after the close of the program. Non school board sponsors may offer remaining commodities on hand to a parish school board's school food service section. Should the school board be unable to accept the redonation, the Food Distribution Division Field Supervisor must be contacted for instructions regarding transfer of the donated food to an approved Recipient Agency.

After your Agreement has been approved, one copy of pages 1- 3 will be returned to you for your files. Please contact me at (225) 922-1319 if you have any questions.

MBW
Enclosures
cc: Food Distribution Field Supervisors