



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
DIVISION OF FINANCIAL AND ADMINISTRATIVE SERVICES – SCHOOL FOOD SERVICES

**USDA FOOD DISTRIBUTION PROGRAM**

SCHOOL DISTRICT/ NONPUBLIC/ LOCAL EDUCATIONAL AGENCY (LEA)

COUNTY-DISTRICT CODE/ AGREEMENT NUMBER

**DIRECTIONS**

Section I: Complete the Local Educational Agency (LEA) contact information for the appropriate individuals handling the LEA's United States Department of Agriculture (USDA) Food Distribution Program. This contact information will be shared with the Missouri contracted warehouse/delivery vendor, Lanter Distributing, in establishing delivery dates, times, and delivery notices. Provide multiple contacts for instances when the primary contact is unavailable and a time-sensitive matter may need to be resolved.

Section II: The delivery location must be accurate to ensure the LEA receives USDA foods in a timely manner. If all USDA foods are received/stored in one location (even if it is a 3<sup>rd</sup> party vendor), **only** fill out the DRY USDA FOODS DELIVERY LOCATION and check the appropriate box in the FROZEN and REFRIGERATED USDA FOODS DELIVERY LOCATION. If the LEA stores USDA foods in multiple locations, provide the accurate information for both to avoid confusion when delivery routes are created by the contracted vendor. Most LEAs will only have one delivery location and complete the DRY FOOD DELIVERY LOCATION only.

Section III: Complete the billing information so processing invoices and distribution invoices for nonpublic LEAs are submitted to the correct address.

EMAIL the completed form to [DonatedFoods@dese.mo.gov](mailto:DonatedFoods@dese.mo.gov) by July 15, 2013.

QUESTIONS: Contact School Food Services, 573-751-2646, [donatedfoods@dese.mo.gov](mailto:donatedfoods@dese.mo.gov)

**SECTION I: LEA CONTACT INFORMATION**

PRIMARY USDA FOOD DISTRIBUTION CONTACT PERSON		TITLE
EMAIL ADDRESS		PHONE NUMBER ( )
FAX NUMBER ( )		CELL PHONE NUMBER ( )
SECONDARY USDA FOOD DISTRIBUTION CONTACT PERSON		TITLE
EMAIL ADDRESS		PHONE NUMBER ( )
CELL PHONE NUMBER ( )		
TERTIARY USDA FOOD DISTRIBUTION CONTACT PERSON		TITLE
EMAIL ADDRESS		PHONE NUMBER ( )
CELL PHONE NUMBER ( )		

**Section II: DELIVERY LOCATION**

DRY USDA FOODS DELIVERY LOCATION – BUILDING/FACILITY NAME		
PHYSICAL STREET ADDRESS		
CITY	STATE	ZIP
DELIVERY LOCATION CONTACT PERSON ( <i>only if different from above</i> )		TITLE
EMAIL ADDRESS		PHONE NUMBER ( )
FROZEN and REFRIGERATED USDA FOODS DELIVERY LOCATION – BUILDING/FACILITY NAME		CHECK THIS BOX IF SAME AS DRY LISTED ABOVE
PHYSICAL STREET ADDRESS		
CITY	STATE	ZIP
DELIVERY LOCATION CONTACT PERSON ( <i>only if different from above</i> )		TITLE
EMAIL ADDRESS		PHONE NUMBER ( )

**Section III: BILLING INFORMATION**

BILLING ADDRESS		
CITY	STATE	ZIP

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