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| Oregon Department of Education | Child Nutrition Programs/USDA Foods |
| 255 Capitol St. NE | Return by e-mail to: [ode.fooddistribution@ode.state.or.us](mailto:ode.fooddistribution@ode.state.or.us) |
| Salem, OR 97310 |  |
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**USDA Foods Delivery Location Request Form**

Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** CNPweb Sponsor Number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Agency Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Submitted By: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Position: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Email: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Phone Number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Delivery Location Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

County **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Storage Capabilities (Check all that apply) 🞎 Dry 🞎 Cooler 🞎 Freezer

Is this a new or existing delivery location? 🞎 New 🞎 Existing

Days of operation: 🞎 Mon 🞎 Tues 🞎 Wed 🞎 Thurs 🞎 Fri

Daily time of operation: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Will other agencies receive USDA Foods at this delivery location? 🞎 Yes 🞎 No

If yes, list agency: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Reason for Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Notes: This form is for ODE USDA Foods use only. If you wish to add this location to the National School Lunch program, an ‘Add Site/Modify Site Information Form’ (Form 1354-I) is required in CNPweb. Once this form is approved by ODE, it will be forwarded to USDA Foods contractor for updating in their system.**

**Agencies are allowed to have multiple delivery locations and can rotate between them. Must meet 20 case minimum per delivery. There can be no more than two shipments to delivery sites per delivery period.**

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| **ODE FDP USE ONLY** |
| **🞎 Add site 🞎 Modify existing site**  **Date Received: \_\_\_\_\_\_\_\_\_\_\_**  **Information verified: 🞎**  **Entered in spreadsheet: 🞎**  **Contractor and sponsor notified: 🞎** |