Introduction

The Georgia Department of Education - School Nutrition Program (GADOE) administers the Food Distribution Program (FDP), which coordinates the distribution of USDA Foods to Georgia schools and institutions. This document helps School Food Authorities (SFAs) understand the steps to take before, during, and after a disaster response situation and how to successfully assist with disaster feeding response operations using USDA foods.

Before the Disaster

Before disasters occur, food service directors can take steps to ensure they are included in their county’s disaster response team, and briefed on their role if the SFA is needed as a congregate feeding site. Each SFA should:

- Develop a disaster plan
- Establish and maintain a list of internal and external emergency contacts. This list should include:
  - Your Immediate Supervisor (FS Director, FS Coordinator, Asst. Superintendent, etc.)
  - State Agency (SDA) = Food Distribution Program
  - County/City Emergency Assistance Coordinator
  - Local Disaster Feeding Coordinator
- Compile USDA foods inventories and establish recordkeeping procedures.

When a Disaster Hits

Your SDA or the local disaster feeding organization may let you know you have been selected as a congregate feeding site for disaster response. You may have been pre-designated as an approved response site but it's not always possible to know ahead of time exactly where disaster feeding will be needed most. The use of USDA Foods for congregate disaster feeding does not require USDA approval as long as USDA Foods originate from the State where the disaster occurred. Your SDA must be notified of any disaster feeding activity at your site as soon as possible.

As part of initial disaster response, USDA can provide local disaster relief organizations with USDA Foods already being stored at schools and State Distributing Agency warehouses in the area.
Key Regulatory Differences Between Major Disaster/Emergency Declaration and Situational Distress

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<tr>
<th>Major Disaster/Emergency Declaration</th>
<th>Situations of Distress</th>
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<tbody>
<tr>
<td>Requires a Presidential declaration that indicates Federal assistance is warranted</td>
<td>No Presidential declaration is required</td>
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<tr>
<td>Guaranteed replacement of USDA Foods by FNS*</td>
<td>Replacement of USDA Foods is limited by FNS HQs to the extent that funds for replacement are available. *</td>
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| State Distributing Agency has the authority to release USDA Foods for congregate feeding for as long as they are needed. * | State Distributing Agency has the authority to release USDA Foods for congregate feeding, but only if the situation is a natural event, and only for up to 30 days *  
  If not a natural event, FNS HQs must approve and determine duration of assistance. * |

*Replacement may be made by crediting USDA Foods program entitlement, reimbursing the State Distributing Agency or providing "in-kind" replacement USDA Foods.

**After the Disaster**

SFAs should work with the State Food Distribution Program to submit appropriate documentation of the disaster response service and USDA Food Usage. If the disaster has a “Presidential Disaster Declaration”, USDA can replace product or reimburse the value of the USDA Foods. In order for reimbursement to occur, the State Food Distribution Program must submit form FNS-292 within 45 days after the end of the disaster assistance. If the disaster or situation of distress does not have a Presidential Disaster Declaration, USDA will attempt to reimburse the value of USDA Foods used, if funds are available.

**Information needed for FNS-292:** Number of people served, commodity code and description, number of cases used (Should be provided by SFA)

**Reminder**

- SFA should contact insurance provider or FEMA to file a claim for lost foods due to disaster.

**IMPORTANT! School Food Authorities should never give any disaster organization authority to take USDA Foods out of the schools on their own. ONLY the SFA has authority to distribute and/or use USDA Foods from their inventory. Additionally, please take care to request IDs or other documentation to ensure individuals requesting USDA Foods are legitimate Emergency Feeding Organization workers.**