



**OKLAHOMA DEPARTMENT OF HUMAN SERVICES**

Commodity Distribution Unit (CDU)

**Notice of Change of Personnel**



CDU agreement number: \_\_\_\_\_

Complete this form when a staffing change in the indicated positions occurs during the school year.

CDU is notified that effective:

\_\_\_\_\_ Date

\_\_\_\_\_ Name of employee

\_\_\_\_\_ Title

will assume the responsibilities of the following position(s). Check all that apply:

- **School food authority official/administrator.** Person authorized to administer the CDU.
- **Food service manager.** Person responsible for supervising the school food service program.

\_\_\_\_\_ Signature of school food authority official/administrator

\_\_\_\_\_ Date

\_\_\_\_\_ Type or print name and title of school food authority official/administrator

Name of school or facility			
Street or P.O. Box mailing address	City	State	Zip
Email address			

Send one copy of this form to the Oklahoma Department of Human Services (OKDHS), Commodity Distribution Unit, P.O. Box 25352, Oklahoma City, OK 73125-0352, or fax it to 405-521-6949.