

DEPARTMENT OF AGRICULTURE & CONSUMER SVCS
BUREAU OF FOOD DISTRIBUTION
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SUBJECT: Administration of the Food Distribution Program

The Bureau of Food Distribution (BFD) is responsible to the United States Department of Agriculture (USDA) for effective and efficient administration of the Food and Nutrition Services (FNS) Food Distribution Program (FDP) within the State of Florida and will administer the program in accordance with CFR Part 7 Section 250 and guidelines and instructions provided by FNS. Accordingly, the BFD must provide guidance to recipient agencies (RAs) on all aspects of program operations. This manual, in part, satisfies that requirement.

This manual is designed to explain and facilitate understanding of the USDA's FDP, its functions, policies and procedures, and to serve as a tool in personnel training. This manual should be kept current, and changes published by BFD should be entered promptly and recorded on the Record of Changes Made page. Further, Bureau Bulletins, CR Memorandums, etc. should be filed with this manual.

Polices, as referred to in the manual, are official interpretations made by USDA and the Bureau for purposes of giving information and direction. Procedures are the prescribed means of accomplishing policy. Their intent is to provide all personnel with the guidelines and, where appropriate, the specific action sequences to ensure uniformity, compliance and control of all policy-related activities.

Local procedures not conflicting with this manual may be established and filed with this manual as a separate section.