



KATHY HOCHUL
Governor

JEANETTE M. MOY
Commissioner

Changes to Food Service Directors

The purpose of this document is to provide guidance for how to proceed when your organization’s Food Service Director changes (i.e., leaves, starts, or if an interim director fills in).

When this occurs, please communicate the change so the director can be onboarded and receive access to the appropriate websites.

My organization participates in...	Agency	Email
National School Lunch Program (NSLP)	New York State Education Department (NYSED)	cn@nysed.gov
Child and Adult Care Food Program (CACFP)	New York State Department of Health (DOH)	cacfp@health.ny.gov
Both NSLP and CACFP	OGS Food Distribution	ogsdonatedfoods@ogs.ny.gov

Please provide the following information in your email:

- Organization Name:
- LEA/Sponsor #:
- Food Service Director Name:
- Food Service Director Email:
- Food Service Director Phone:

If you have any questions, please contact our office by calling (518) 474-5122 or by emailing ogsdonatedfoods@ogs.ny.gov.