Beneficiary communities must be kept informed about commodity distributions.

|  |  |
| --- | --- |
| **Information to Share BEFORE Every Distribution** | |
| ⬜ | Date of distribution |
| ⬜ | Frequency of distribution |
| ⬜ | Eligible recipients |
| ⬜ | Commodities to be distributed |
| ⬜ | Donor |
| ⬜ | Partner(s), if applicable |
| **Methods for Sharing Information** | |
| ⬜ | Notification letters (see example below) |
| ⬜ | Radio |
| ⬜ | Telephone call/SMS |
| ⬜ | Community committees |
| ⬜ | Staff visits to communities |
| ⬜ | Notice boards |
| ⬜ | Announcements at social gatherings (churches/mosques/market days) |
| ⬜ | During ongoing distributions |
| **Information to Share DURING Every Distribution** | |
| ⬜ | Eligible recipients/selection criteria |
| ⬜ | Approved ration (commodity and quantity) |
| ⬜ | Donor |
| ⬜ | Partner(s), if applicable |
| ⬜ | Distribution process layout (where to go to collect ration) |
| ⬜ | Who will do what (roles and responsibilities) |
| ⬜ | Objective(s) of the projects |
| ⬜ | Location and purpose of the help desk |

**Date:**

**The Parish Chiefs of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Sub-County Chief** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject:** Food distribution to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

With support from USAID, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in partnership with \_\_\_\_\_\_\_\_\_\_\_, are implementing a supplementary feeding program in seven sub-counties of \_\_\_\_\_\_\_\_\_\_\_ District. The objective is to improve the nutrition status among children less than five years of age. The \_\_\_\_\_\_ Program shall provide food ration of CSB, vegetable oil, split green peas/lentils, and corn meal to pregnant women, lactating mothers, children less than two years, and the protection ration (family members).

By this notification, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Field Office humbly requests the support of Parish, and Sub-County Chiefs, and chairpersons of FMCs, in mobilizing the targeted recipients to come to the distribution points on the dates mentioned in the attached distribution schedule. We kindly request that the FMC chairpersons inform recipients to bring their ration cards (photos). **No distributions will be made to recipients without cards or to individuals who come to collect on behalf of a recipient.**

Thank you in advance for your cooperation.

Sincerely ,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commodity Officer \_\_\_\_\_\_\_\_\_ Program

\_\_\_\_\_\_\_\_\_\_\_District

Tel:

Cc: Resident District Commissioner

Cc: District Health Office

Cc: CAFH

Cc: WFP

Cc: Mercy Corps

Cc: Health Centre

Cc: Chairperson Food Management Committee