



TO: Nutrition Program Sponsors

FROM: Brigette Hires, Director Office of Nutrition

DATE: May 18, 2023

RE: Child and Adult Care program (CACFP) Guidelines for Donated Foods

Introduction

Occasionally, a parent, local farmer, or community member will ask if they can donate food to the sponsor. For example, a local farmer may have an abundance of tomatoes and cucumbers in the fall that they want to donate to a childcare center. While it is the responsibility of the Child and Adult Care Food Program (CACFP) centers to provide the food for meals claimed for reimbursement, a maximum of one component per meal or snack service may be provided by anyone other than the center. This allows centers to benefit from the generosity of others and still meet CACFP requirements. Donations of foods purchased with WIC funds cannot be accepted. They must be returned to the donor to return the goods to the local WIC office. Remember, centers also have the option of serving the “donated” foods as an extra to a planned meal or snack.

Policy

Childcare center sponsors and At-Risk After School Meal Program sponsors may accept donations and use donated foods in meals served to enrolled participants when donated foods are inspected to assure they are in good condition, are not expired, have not been tampered with and are creditable to the meal pattern. Sponsors must document each food item donated on a Donated Food Log. Below is a sample log for use. Centers must keep the log as receipt of receiving donated food just as receipts are kept for purchased food. Emergency shelters are not required to document receipt of donated food. In general, all sponsors must keep accurate records of their operating costs to document the nonprofit status of their food service. Sponsors may not solicit donations.

Before accepting food from outside sources, here are some things to consider:

- For a food item to be claimed as part of a reimbursable meal, the food item must be a creditable food component of the Child and Adult Care Food Program (CACFP) meal pattern. If the food item is not a creditable food component, it must be served as an extra.
- When serving a creditable food that was donated, the food item must be documented on the food production record just as a purchased item would be documented.
- Safety and sanitation must be a primary concern. Check with your local health department if questions arise.
- Do not accept or serve home canned products. These products do not qualify, for safety reasons, as a vegetable or fruit and may not be credited toward meeting the vegetable/fruit requirement in a meal or snack. Home canned products may not be served as an extra when serving a creditable CACFP meal.
- All “game” meat must be purchased from a USDA inspected establishment. Wild game is not allowed to be used in CACFP and may not be served as an extra when serving a creditable CACFP meal.
- For more information on the above requirements, please refer to the “definitions and explanations” section of the [Crediting Foods in the Child and Adult Care Food Program](#) handbook.



child care
 RESOURCE CENTER
 CACFP CENTERS

Child Care Resource Center Donated Food Form - CACFP

Submit this form with your claim if receiving donated/harvested products used for CACFP. Milk brought from home by a parent/guardian must have an annual Parent/Guardian Substitution form for child on file with your sponsor. Send donation form at end of month to your sponsor. Donated foods must be CACFP compliant and follow ODE's Guidelines for Donated Foods.

Center Name:

Month:

Date	Food item Donated & Brand <small>(MILK: Skim, 1%, Soy, etc)</small>	Quantity/weight/ # of gallons	Estimated Value	Store Donation: Source & Address Parent Donation: Parent/Child name Source/Parent Signature

Administrator Signature:

Date:

(Typing name in box verifies my signature or print and sign)

ALL DONATED CLAIMS ARE SUBJECT TO VERIFICATION BY CCRC STAFF. FALSIFICATION OF RECORDS IS AN OFFENSE THAT IS PUNISHABLE THROUGH SERIOUS DEFICIENCY AND/OR TERMINATION FROM THE USDA PROGRAM. A CENTER WITH UNSPENT CACFP DOLLARS SHOULD NOT ACCEPT DONATED FOOD. CACFP IS A NONPROFIT FOOD PROGRAM.

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