

Documenting Donated Foods

Agencies may 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.

- Families cannot be required to donate food. Individual meals provided by families for their children or any other enrolled participant is not considered a donation.
- Donations of foods purchased with WIC or FoodShare funds cannot be accepted. They must be returned to the donor to return the goods to the local WIC and/or FoodShare office.

Documenting Donations: A log of food donations used in CACFP meals must be kept on file to show the source of these foods and to justify the overall lower food costs. At a minimum, the log should include:

- Description of the donated items;
- Quantity of each donated food item;
- Date donated; and
- By whom they were donated.

Please document the donated foods on the attached Donated Food Log.



CHILD AND ADULT CARE FOOD PROGRAM (CACFP) DONATIONS

Instructions: When a food donation is made to your agency, document the information below.

Agencies may use donated foods received from the community for preparing meals that will be served to enrolled participants, when the donated foods are:

- Inspected to assure they are in good condition, not expired / outdated, and not tampered with;
- Creditable to the meal pattern requirements;
- Not required to be donated by families;
- Not provided by a family for their child(ren) or any other enrolled participant(s).

Food purchased with WIC or SNAP (Quest Card/Wisconsin Food Share) **CANNOT** be accepted as donations. WIC foods must be returned to the local WIC office or donated to a local food pantry.

Date Donated	Food Item Donated	Donation Quantity	Donation Source
<i>Example: 1/5/15</i>	<i>Cheerios (12 oz)</i>	<i>3 boxes</i>	<i>Parent</i>