DEPARTMENT OF EDUCATION

Donated Food Log—Child and Adult Care Food Program

Occasionally, sponsors may be asked by a parent, local farmer or community member if they can donate food to the sponsor. A local farmer may have an abundance of tomatoes and cucumbers in the fall that they want to donate to a child care center. The Donated Food Log provides child care center sponsors and At-Risk After School Meal Program sponsors with a tool for documentation of donated foods. Emergency shelters are not required to document receipt of donated food.

When a food item is donated, complete the Donated Food Log listing each food item donated. Keep the log as receipt of receiving donated food just as receipts are kept for purchased food. All sponsors must keep accurate records of their operating costs to document the nonprofit status of their food service. See sample table below for how to complete the food log.

Date	Food Item Donated	Quantity Received Weight or Volume Measure	Donation Source/Address	Estimated Value
September 1, 20XX	Tomatoes	10 pounds	Valley Tree Farm, Valley, MN	$15
September 1, 20XX	Cucumbers	5 pounds	Valley Tree Farm, Valley, MN	$7.50

- Before accepting food from outside sources, there are some things to consider.
- The food item should 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 could 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.
- Home canned 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.
- All “game” meat must be purchased from a USDA inspected establishment. Wild game is not allowed to be used in CACFP.
- Refer to Crediting Foods in the Child and Adult Care Food Program.