

RECEIVING DONATIONS

CACFP Policy 19-02

Purpose

To establish the procedures that must be used when receiving donations used for the Child and Adult Care Food Program (CACFP).

Scope

Sponsors and facilities participating in the CACFP.

Description

Sponsors and facilities may use donations for the CACFP. Foods donated must abide by all state and local food safety and sanitation requirements including being held and received at proper temperatures, in good condition, not expired, having not been tampered with, and all other guidelines at 410 IAC 7-24.

When donations are accepted, proper documentation must be maintained identifying the donor's name, date of donation, and a description and quantity of each item. A prototype form is available on page two of this policy.

Food purchased with WIC or SNAP benefits cannot be accepted.

State and federal officials may verify the information and request additional documentation such as invoices and receipts of the actual purchases from the donor. The donor must be informed of such conditions.

Sources

Indiana Department of Education, School and Community Nutrition Programs

[Center Name]

Child and Adult Care Food Program (CACFP) Donations

Donor Name: _____ Date of Donation: _____

Donor Address: _____ Donor Phone #: _____

Detailed Description of Each Item Donated	Quantity	Size/Units	Estimated Value

I certify that all information on this form is true and that all donated items come from an approved source. Foods donated abide by all state and local food safety and sanitation requirements including being held and received at proper temperatures and all other guidelines at 410 IAC 7-24. I understand that state and federal officials may verify the information and request additional documentation such as invoices and receipts of the actual purchases from the donor. The donor has been informed of such conditions. I understand that if I purposely give false information regarding donations, my status as a CACFP participant may be jeopardized, and I may be prosecuted.

I understand that food purchased with WIC or SNAP benefits cannot be accepted as donations.

Donor Representative Name (Printed)

Donor Representative Signature

Center Representative Name (Printed)

Center Representative Signature