



Title:
Food Donation Guidelines
Poudre School District

Guideline No.: **CN-1000**
Effective Date: **1/1/2019**
Supersedes No.:
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Introduction

These guidelines are in accordance with Larimer County Health Department food safety guidance, district policy EF – Food Services, and the Bill Emerson Good Samaritan Food Donation Act.

Food Donation Overview

Per the Larimer County Health Department and the District's standard operating procedures for food safety, food offered to customers by the Child Nutrition Department cannot be donated for human consumption. This includes any foods that have been placed at or on the serving lines, fruit and vegetable bars, condiment stations, milk coolers, open door coolers, or any locations in which food is served or customers have access to food. In order to minimize food waste, no food will be prepared for the purpose of donation and this guideline only applies to food waste from normal School Breakfast Program (SBP) and National School Lunch Program (NSLP) operation.

No food shall be taken from the kitchen or cafeteria for personal use; Child Nutrition shall not provide free food. Because food safety is the top priority of Child Nutrition, no leftover food is served.

Share Tables

Share tables are available at schools with principal approval and are intended to reduce food waste. These tables allow students to share/donate prepackaged food items, such as yogurt, peanut butter & jelly, milk, cheese sticks/cubes, pretzels, goldfish, etc., and whole fruit to other students. Food brought from home cannot be placed on the share table. Foods on these tables must be discarded at the end of scheduled meal service that day (reference Poudre School District HACCP Standard Operating Procedure C-8).

Food Acceptable to Donate

The following food is acceptable to donate:

- Food that is left at the end of the last scheduled meal service based on the school's posted breakfast and lunch times.
 - School staff may pick up food to be donated from the kitchen and distribute to students determined to be "in need." Per federal guidelines, Child Nutrition cannot identify students who qualify for free and reduced meals and cannot show preferential treatment to these students.

Food Not Acceptable to Donate

The following food is not acceptable to donate:

- Foods that have been placed at or on the serving lines, fruit and vegetable bars, condiment stations, milk coolers, open door coolers, or any locations that food is served, or to which customers have access.
- Foods that have exhausted the four-hour window under time as a public health control (reference Poudre School District HACCP Standard Operating Procedure C-8).
- Excess food from Child Nutrition operational issues, such as a freezer or cooler going down, must be sent back to the warehouse for donation.
- Excess food cannot be donated to PSD staff members.

Food Donation to School Administration

Prepared food that will not be served by the Child Nutrition Department at another time and is destined to immediate disposal may be available for donation at the discretion of the Child Nutrition area supervisor or director. The school principal has the option of taking possession of approved donation foods if all of the following criteria are met for food donation considerations:

1. The food donation is given directly to the school's principal or designee; designees must be given in writing on the food donation compliance form to a Child Nutrition area supervisor or director and must be Poudre School District employees. Food donations are exclusively for students.
2. The food donation must be documented, including product description and donation quantity, by the kitchen manager and area supervisor as an approved donation. Any donation documentation must be kept by the kitchen manager for one school year in the kitchen and department files.



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cont.**

3. The principal or designee is responsible for properly documenting dates and temperatures on food labels. All food must be transferred into food containers provided by the principal or designee.
4. The principal or designee is required to keep documentation for 90 days that the food was cooled or stored to the appropriate time and temperature per the Larimer County Health Department guidelines.
5. The principal or designee is solely responsible for proper food safety and distribution upon possession of any food items.
6. All food donation distributions are the responsibility of the principal or designee.
7. Any food donation must be transferred to and stored by the principal or designee within four hours of preparation by the Child Nutrition department and before the kitchen manager leaves for the day during their scheduled hours.
8. The food donation must be completely removed from the Child Nutrition Department's commercial kitchen area and equipment prior to the kitchen manager leaving during their scheduled hours.
9. No donated food is allowed to be stored in Child Nutrition kitchens or in department equipment at any time

**Food Donation to
Community Non-Profits**

Prepared food that will not be served by the Child Nutrition Department at another time and is destined to immediate disposal may be available for donation at the discretion of the Child Nutrition area supervisor or director. An approved community non-profit has the option of taking possession of approved donation foods if all of the following criteria are met for food donation considerations and if the school principal is not already utilizing donation eligible foods.

1. The food donation is given to an approved community non-profit organization; the organization must be pre-approved by the executive director of operations or director of child nutrition in writing on food donation compliance form annually.
2. The food donation must be documented, including product description and donation quantity, by the kitchen manager and area supervisor as an approved donation. Any donation documentation must be kept by the kitchen manager for one school year in the kitchen and department files.
3. The approved organization is solely responsible for properly documenting dates and temperatures on food labels. All food must be transferred into food containers provided by the organization.
4. The organization is required to keep documentation for 90 days that the food was cooled or stored at the appropriate time and temperature per the Larimer County Health Department guidelines.
5. The organization is solely responsible for proper food safety and distribution upon possession of any food items.
6. Food cannot be donated on PSD property during the scheduled school day. Any coordination of food donation at the school must be pre-approved by the principal or designee in writing.
7. Any food donation must be transferred to and stored by the organization within four hours of preparation by the Child Nutrition department and before the kitchen manager leaves for the day during their scheduled hours.
8. The food donation must be completely removed from the Child Nutrition commercial kitchen area and equipment prior to the kitchen manager leaving for the day during their scheduled hours.
9. No donated food is allowed to be stored in Child Nutrition kitchens or in department equipment at any time.



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Responsibility of the Principal or Designee

If food is being donated to students or a community organization, the principal or designee shall be responsible for the following:

- Completion of the Child Nutrition food donation compliance form annually to ensure adherence to department guidelines and appropriate food safety
- Determination of students in need and how to get eligible food donated to the identified students
- Coordination with Child Nutrition staff to arrange for pickup of donated food
- Monitoring student use of share tables in the cafeteria to ensure food safety compliance

Responsibility of Child Nutrition Staff

If food is being donated to students or a community organization, Child Nutrition staff shall be responsible for the following:

- Documentation of all food donations on the Child Nutrition daily production record at the time the food is donated

Guideline Maintenance

The executive director of operations and the director of child nutrition, or their designees, shall maintain these guidelines.