Harvested and Donated Food Form - CACFP

In order to provide more flexibility in the Child and Adult Care Food Program (CACFP), Family Child Care Learning Homes and Child Care Learning Centers are allowed to use donated foods and food harvested from your program garden as part of reimbursable meals/snacks. One of the purposes of these allowances is to enhance meal quality and increase the children's exposure to a **variety of fresh fruits and vegetables**.

DONATED FOOD

The purpose of CACFP reimbursement is to subsidize costs incurred by child care programs when purchasing and serving high-quality creditable meals Federal regulations do not prohibit child care programs from receiving and serving donated food items in the CACFP. Donated items can be combined with the institution or facility's purchased items to create a creditable meal and/or snack. However, child care programs cannot incur excess funds due to receipt of and serving donated food items. They are still required to run a non-profit food service program. **Failure to operate a non-profit food service program is grounds for termination from CACFP.**

GARDEN/HOME GROWN PRODUCE

Home grown produce must be used directly from its original form and cannot be preserved. For example, tomatoes may be harvested and then used in salsa, or a spaghetti sauce recipe, but the spaghetti sauce may not be canned or preserved for later consumption. Please refer to DECAL Memorandum*: Local Foods in the Child and Adult Care Food Program with Questions and Answers* for more guidance on use of local foods.

REIMBURSEMENT FOR MEALS WITH FOOD COMPONENTS FURNISHED BY PARENT FOR SPECIAL DIETARY REQUESTS OR SPECIAL NEEDS

If it is necessary for a parent to furnish a particular food item for special dietary reasons (parent preference), parents and guardians may provide no more than one meal component of a reimbursable meal for children with a non-disability dietary need under CACFP.

The parents of children with disabilities or special needs may offer but cannot be required or forced to bring food. If parent offers to bring food, it is suggested to get an additional signed parent statement to clarify it was not a requirement of the child care facility. Please refer to the Americans with Disabilities Act (ADA) for more information.

Child Care Center Name: _____

This form must be submitted to QCC with your monthly claim packet as proof of receiving products used under CACFP.

DONATED OR HARVESTED FOOD

Date	Check one		Description of Food	Quantity	Donor Name (Print) + Signature	Donor Contact Info
	Harvested	Donated				
1/1/17	✓		apples	20 lbs	Ray Verde *Ray Verde*	229-555-1212

DONATED MILK

Date	# of gallons	Quantity	Value of Donation	Milk Only (Check One Only)	Donor Name (Print) + Signature	Donor Contact Info
				☐ Whole ☐ Skim/Low-Fat (1%) ☐ Iron-Fortified Infant Formula ☐ Alt Milk : _____		
				☐ Whole Milk ☐ Skim/Low-Fat (1%) ☐ Iron-Fortified Infant Formula ☐ Alt Milk : _____		

MINUTE MENU INSTRUCTIONS: Enter page as receipt into Minute Menu with a value of $0.00. Include form with your claims submission.

Verified at child care site by (signature): _____ Date: _____