

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 Inspected to assure they are in good condition, not expired / outdated, and not tampered with;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
Example: 1/5/15	Cheerios (12 oz)	3 boxes	Parent