

## SUPPORT SERVICES

### Food Donation Program

The Richard B. Russell National School Lunch Act was amended on November 18, 2011, to allow schools participating in the National School Lunch, School Breakfast, and Summer Food Service Programs to develop food recovery policies to collect and donate leftover food to eligible local food banks or charitable organizations who are exempt from tax under section 501(c)(3) of the Internal Revenue Code of 1986 (26 U.S.C. 501(c)(3)). Individual students or staff members are not eligible as direct recipients of the food recovery program. Prince William County Public Schools (PWCS) Office of School Food and Nutrition Services shall facilitate partnerships between the local school, the volunteer agency, and eligible food bank or charitable organization to ensure any food recovery program provides safe food for the receiving organizations, while protecting the resources of PWCS.

#### I. Local School Responsibilities

- A. Obtain a partnership with a volunteer organization or individual that shall assist with collection and transport of collected food to a local food bank or eligible charitable organization who will accept food donations. The volunteer organization could be the PTA/PTO, a school sponsored organization, or other community group or individual.
- B. Educate students on what makes up a complete breakfast, lunch, or afternoon snack and what must be selected to make a reimbursable meal or snack. Encourage students to select a meal or snack with all components for their optimal health, but after requirements are met to choose only what they intend to eat. (If students take food they do not intend to eat in order to donate it, this will have a negative impact on meal or snack prices for the customers over time. PWCS also does not want students to donate food to charity that they themselves wanted or needed.)
- C. Advertise the food recovery program to the school community. Ensure the school community is aware that the food collected as part of the recovery program shall be donated and not reused by the cafeteria.
- D. Determine with partners what type of food (perishable and/or nonperishable) shall be collected for donation. In all situations, collection would be limited to sealed items that were placed on a child's tray or lunch bag/box but not opened. It could include perishable items like juice, milk, string cheese, and/or yogurt, which need immediate refrigeration and/or nonperishable items like cereal, cereal bars, packaged snacks, and packaged condiments which can be stored at room temperature. It could also include partially perishable items like whole, uncut fresh fruit which do not need immediate refrigeration, but require care to avoid spoilage or contamination. The type of food collected shall determine what types of collection containers are required and the amount of supervision

- required during collection, as well as the frequency of donation pick-up and delivery.
- E. Establish a location and time period (breakfast, lunch, and/or snack) for food collections. Obtain and label the needed containers. Cooler(s) and ice or insulated bags shall be used for the collection of perishable items.
  - F. Appoint a volunteer or school staff member to set out labeled containers for collection, maintain the area during the collection period, and retrieve the items at the end of the collection period. The collection of perishable items requires the items be maintained at 41°F or below. This requires a temporary means of keeping the items cold, like cooler(s) and ice or insulated bags. At intervals of no longer than 30 minutes, the items need to be moved from this temporary collection container to refrigeration at or below 41°F.
  - G. Store collected items securely until pick up. The storage location cannot be the school cafeteria due to the possibility that these items could be mistakenly reserved.
  - H. Complete records of quantities collected.
  - I. Coordinate with the volunteer when donations should be collected. Perishable items should not be held more than four days or past the stamped product expiration date.

## II. Volunteer Organization Responsibilities

- A. Obtain a local food bank or eligible charitable organization partner. Coordinate with this partner to determine what types and quantities of food they can accept.
- B. Sign the attached agreement regarding participation in the food recovery program.
- C. Provide labeled containers for food collection, including cooler(s) or insulated bags for collection of perishable items.
- D. Provide containers for transport, including cooler(s) or insulated bags which can ensure foods be held at 41°F or below for any perishable items that require temperature control.
- E. Transport collected food to the established food bank two to three times a week, as needed, based on the quantity and types of items donated.
- F. Complete records of quantities transported.

## III. Local Food Bank or Charitable Organizations Responsibilities

- A. Provide the necessary documentation to support that the organization is an eligible local food bank or charitable organization exempt from tax under section 501(c)(3) of the Internal Revenue Code of 1986 (26 U.S.C. 501(c)(3)).
- B. Sign the attached agreement regarding participation in the food recovery program.
- C. Coordinate needs to the volunteer organization and school so that only needed items are supplied.
- D. Sign for the receipt of donated food.

IV. School Food Service Staff Responsibilities

- A. Collect and maintain signed agreements for the Food Recovery Program.
- B. Collect and maintain weekly logs of food taken to local food banks.
- C. If needed, provide ice for the coolers used to collect or transport food.
- D. Send items such as unused produce for donation at winter, spring, and summer breaks, if needed by the local food bank or charitable organization and the volunteer organization is available to transport the items.

The Associate Superintendent for Support Services and the Level Associate Superintendents (or designees) are responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.

Food Recovery Program  
Partnership Agreement

I certify that \_\_\_\_\_ is a local food bank or charitable organization  
(Local Food Bank or Charitable Organization)  
who is exempt from tax under section 501(c)(3) of the Internal Revenue Code of 1986  
(26 U.S.C. 501(c)(3)) and eligible for food donations from schools participating in the Child  
Nutrition Programs, the National School Lunch and School Breakfast Programs, Child and Adult  
Care Food Program (CACFP), and Summer Food Service Program (SFSP). This local food bank  
or charitable organization is willing to accept donations of food provided by PWCS and  
delivered by \_\_\_\_\_ with the understanding that these donated food  
(Volunteer Organization)  
items were recovered from food served to students, but not opened or consumed. This local food  
bank or charitable organization understands persons or organizations making donations of such  
foods are protected against civil or criminal liability to the extent provided under the Bill  
Emerson Good Samaritan Food Donation Act, found in Section 22 of the Child Nutrition Act.  
This local food bank or charitable organization will accept these types of food:

Unopened Items Requiring Temperature Control

Yes ___ No ___	Milk	Yes ___ No ___	Juice
Yes ___ No ___	String Cheese	Yes ___ No ___	Yogurt

Perishable Items Not Requiring Temperature Control

Yes \_\_\_ No \_\_\_ Uncut, Whole Fruit (Apples, Bananas, Nectarines, Pears, Plums,  
Tangerines)

Unopened Food Not Requiring Temperature Control

Yes ___ No ___	Bread Slice (Banana, Berry, or Zucchini)
Yes ___ No ___	Cereal
Yes ___ No ___	Cereal Bars
Yes ___ No ___	Condiment Packets (Catsup, Mustard, Mayonnaise, etc.)
Yes ___ No ___	Packaged Crackers (Graham Crackers and Saltines)
Yes ___ No ___	Packaged Snacks (Baked Chips, Popcorn, Cookies)
Yes ___ No ___	Water, bottled
Yes ___ No ___	Other

Which days will donations be accepted?

\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday

Time available for delivery of donations: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

Signatures: \_\_\_\_\_ Food Bank Representative \_\_\_\_\_ Telephone #  
\_\_\_\_\_ Volunteer Organization \_\_\_\_\_ Telephone #  
\_\_\_\_\_ School Representative \_\_\_\_\_ Telephone #