**Arkansas CACFP Policy for Donated Food Items CACFP 2008-AR1**

Except as noted below, institutions and facilities participating in the Child and Adult Care Food Program (CACFP) **MAY NOT** use donated food items as part of a reimbursable meal provided though the USDA Child and Nutrition Programs without the prior approval of the Arkansas Department of Human Services, Health and Nutrition Programs. Prior approval is **MANDATORY**, and will require that:

all donated food items, intended to be used as part of reimbursable meals, are handled in accordance with the Arkansas Sanitary Code, and

all inventory will be maintained including the name of the agency making donations, the food item(s) donated, date received, estimated fair market value.

If a vendor or other source offers to donate food items for use as part of a reimbursable meal in a Child Nutrition Program, such as CACFP, this donation **MUST** be approved by Health and Nutrition Programs prior to acceptance of the food item(s) by any Child Nutrition Program Sponsor or Institution.

**Exception:** Emergency Shelters/Homeless Programs, and institutions and facilities using USDA commodities donated from eligible commodity recipients, are exempt from the requirement to obtain prior approval of the acceptance and use of the donated food items.

Institutions using USDA donated commodities obtained from eligible commodities recipients, alone or in combination with other donated foods, **MUST** maintain a letter from the appropriate State Commodity Distribution agency approving the donation/transfer of the specific commodities on file with monthly inventory records, in addition to any other Child Nutrition Program records.

If you have any questions regarding this policy, please contact the HNP office for further assistance.

Health and Nutrition Programs

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