MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)

# DONATED FOOD LOG

**Instructions:** When a food donation is made to your agency, document the information below. An example is provided. Agencies may use donated foods received from the community for preparing meals that will be served to participants.

- Donated foods must be inspected to assure they are in good condition, not expired or outdated, and not tampered with.
- Donated foods must be creditable and meet the meal pattern requirements. See USDA's Food Buying Guide for Child Nutrition Programs.
- Families are NOT required to donate food.
- Food purchased with WIC or SNAP funds CANNOT be accepted as donations.
- All sponsors must keep accurate records of their operating costs to document the nonprofit status of their food service.

| Date | Food Item Donated | Donation Quantity | Donation Source | Signature of Donor |
|---|---|---|---|---|
| 1/15/XXXX | Cheerios (12 oz.) | 3 Boxes | Parent | John Doe |
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