

Area Agency on Aging District 7, Inc.  
**MEAL SERVICE PROGRAMS**  
**Policy and Procedures**

**Policy Name:** Donated Food

**Created:** 10/15/1997

**Policy #:** MSP-005

**Revised:** 03/20/2015

**Reference:** Rule 173-4-04 (6)(d)(f)

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**Policy:** A provider may accept donated foods in their raw form or commercially prepared form from either individuals or other organizations provided the source is approved by AAA7. The provider cannot accept home-prepared items for consumption in nutrition sites.

**Procedure:**

1. Items are to be entered on the perpetual inventory and a notation of “donated” in the cost column.
2. All donated foods may be used during the regular preparation of menus.
3. Donation must be accepted and utilized prior to the expiration date listed by the manufacturer if food has been commercially-prepared.
4. All donated foods must be “prepared” in the Senior Nutrition Program Preparation Site.
5. AAA7 will monitor adherence to this policy during visits to the provider by the Registered Dietitian.