
Note: For further information, the Texas Department of Agriculture provides guidance related to these topics in the Administrator's Reference Manual (ARM)¹: **Section 15, Meal Pricing; Section 19; Other Operational Issues; and Section 21, USDA Foods.**

Food Donations

When an official of a nonprofit organization is directly affiliated with the campus, including a teacher or school counselor, the campus may elect to donate food to the nonprofit organization. Permission to donate food will be granted through a memorandum of understanding (MOU) with the nonprofit organization.

The food donated by the campus to the nonprofit organization may include:

- Surplus food prepared for breakfast, lunch, or dinner meals or a snack to be served at the campus cafeteria, subject to all applicable local, state, and federal requirements. Surplus food shall be food that cafeteria manager and supervisor determine cannot be used or reused by Child Nutrition and shall not be intentionally prepared to support the donation program; or
- Food donated to the campus as the result of a food drive or similar event.

The food that will be donated may include the following:

- Packaged or unpackaged unserved food;
- Packaged served food if the packaging is in good condition;
- Whole, uncut produce;
- Wrapped raw produce; and
- Unpeeled fruit that is required to be peeled before consumption.

The MOU will address procedures regarding notification to students about the program and distribution of food to students. The nonprofit will work with the campus principal to establish where food may be stored on the campus and the times and locations when food may be distributed on the campus.

The District will follow all applicable local, state, and federal food safety regulations for handling and storing donated food. Temporary storage of food in school nutrition program equipment or facilities will be in accordance with school nutrition program guidelines.

A campus employee may volunteer to assist the nonprofit organization in preparing and/or distributing the food. The employee must

obtain permission from the employee's supervisor if these activities occur during the employee's regularly scheduled working hours.

The employee will not be able to charge time to the school nutrition program when identifying and organizing food items to be donated. The employee may not charge time to the school nutrition program when performing operational tasks for the food donation program. In addition, the employee volunteer may not take food for personal use.

¹ Administrator's Reference Manual (ARM):
http://www.squaremeals.org/Portals/8/files/ARM/ARM_CompleteARM_V101_170628.pdf