

**POLICY BULLETIN
CHILD NUTRITION PROGRAMS**

CCC 11-14

November 6, 2014

Re: Donated Foods and Child Care Gardens

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In order to provide more flexibility in the Child and Adult Care Food Program (CACFP), Family Day Care Homes (FDCH) and Child Care Centers will be allowed to use donated foods and food harvested from a day care home or center garden as part of reimbursable meals/snacks. We are rescinding Bulletin CACFP 15-2010.

Those participating in CACFP are still required to run a non-profit food service program. The purpose of these allowances is to enhance meal quality and increase the children's exposure to a variety of fresh fruits and vegetables.

Donated Foods

In order to accept and use donated food as part a reimbursable meal, the following guidelines must be followed:

- Food must not be expired (i.e., spoiled fruit/vegetables, expired cans of food)
- Food must not be opened (i.e., half used milk carton, canned/bagged food placed in storage container, etc.)
- Donated home grown produce must not be processed (i.e., homemade applesauce, homemade jams, etc.)
- Donated food must meet CACFP meal pattern requirements in order to be claimed as part of a reimbursable meal/snack. Please communicate meal pattern requirements to those who wish to donate food to FDCH/Center. If donated food does not meet meal pattern requirements, food may be used as an "extra." Extra items are those items that are served, but that don't count towards the reimbursable meal.

Garden/Home Grown Produce

To increase children's exposure to fresh fruits and vegetables, we are starting a "Garden to Child Care Initiative." Materials are available to assist the FDCH or Child Care Center and a list of resources on implementing a garden is attached to this document.

Also attached is the "Home Child Care Facilities and use of Home Grown Produce Policy." This policy is

designed to provide guidelines for growing produce that may be used within a home child care facility. Home grown produce must be used directly from its original form and cannot be preserved. For example, tomatoes may be harvested and then used in salsa, or a spaghetti sauce recipe, but the spaghetti sauce may not be canned or preserved for later consumption. **Please contact your local Health Department for policies regarding use of home grown produce in a child care setting.**

Documentation

The following section on documentation applies to child care centers, adult day care facilities, and to ASMP sponsors. The requirements described below do not apply to family day care home providers. However, providers may be required to keep documentation by their local health department, or for tax/liability purposes.

Donated and harvested foods must be documented as they are received. At minimum, documentation must include the following:

- Indication that the food items were donated or harvested
- Date of donation/harvest
- Description of food (i.e., red apples, 1% milk cartons, etc.)
- Amount of food (i.e., 10 lbs, 80 ½ pints, etc.)
- Name of donor and contact information (phone number), or indication that the food items were donated anonymously

A sample Donation/Harvest Documentation sheet has been attached for your use and convenience. Donation/Harvest records must be kept along with receipts. These records are critical to allow state reviewers to conduct reviews and validate claims. Corrective action will be given and over claims may be assessed if this documentation is not present and complete during program reviews.

If you have any questions regarding this bulletin, please contact our office.

Date	Check one		Description of Food	Amount	Donor Name	Donor Contact Info
	Donated	Harvested				
Ex: 10/3/14	✓		Fresh apples	10 lbs	Daniel Smith	801-555-8888
10/15/14		✓	10 Pumpkins	50 lbs	City Child Care	

Garden Resource List

Grow It, Try It, Like It! Nutrition Education Kit Featuring MyPlate

Grow It, Try It, Like It! is a garden-themed nutrition education kit for child care center staff that introduces children to fruits and vegetables. The kit includes seven booklets featuring fruits and vegetables with fun activities through the imaginary garden at Tasty Acres Farm!

Contact your FDCH Sponsor or CACFP Specialist if you would like a copy.

Farm to Preschool in Home-based Child Care Sites

This guide offers a toolkit for how to identify and contact interested home-based childcare providers, case study reports, technical assistance resources, and advice to nutrition educators and home-based childcare providers for overcoming the challenges unique to home care providers, such as engaging parents, funding constraints, increasing age-appropriate physical activity, and gardening.

Contact your FDCH Sponsor or CACFP Specialist to access a copy.

Food Safety from Farm and Garden to Preschool

This is an online training program that can be used by educators, foodservice staff, parents and school volunteers. Each Unit includes videos, interactive activities such as sharing boards and the creation of best practices planning tools. The program is designed to:

- Improve the understanding of food safety risks related to fresh fruits and vegetables.
- Reduce the risk associated with foodborne illness in young children.

The program is divided into five units:

1. Farm to Preschool Benefits
2. Fresh Produce and Foodborne Illness Risks
3. Food Safety Basics for the Classroom and Kitchen
4. Food Safety and Gardening Activities
5. Food Safety on Field Trips to Farms and Farmers' Markets

Food Safety from Farm and Garden to Preschool can be accessed at www.umass.edu/safefoodfarm2kid.

Farm to Child Care Curriculum

IATP's Farm to Childcare Curriculum Package gives childcare providers a roadmap to start their own Farm to Childcare programs in order to connect young children with locally grown, minimally processed foods and the farmers who grow them. The curriculum was developed for preschool-age children by the Institute for Agriculture and trade Policy (IATP) in partnership with childcare provider company New Horizon Academy (NHA) with support from the Center for Prevention at Blue Cross and Blue Shield of Minnesota. The curriculum and associated materials include practical, experience-tested strategies to try out new approaches in child care settings including menu innovations, classroom activities and family engagement ideas.

This curriculum package can be accessed at <http://www.iatp.org/documents/farm-to-childcare-curriculum-package>.

Home Child Care Facilities and use of Home Grown Produce Policy

This policy is designed to provide guidelines for growing produce that may be used within a home child care facility. These guidelines may be adapted and used for food service facilities that wish to grow produce at the facility location.

1. Produce must be planted in an area free of toxins, petroleum products (including but not limited to, gasoline, diesel, transmission and radiator fluid) and other sources of contamination (including but not limited to, heavy metals, sewage, soil enhancements containing asbestos (vermiculite)).
2. Waste water, including but not limited to, water used for cleaning, water from sinks, bath tubs, showers, clothes and dish washers and sewage cannot be used to water produce.
3. Non-treated animal waste cannot be used.
4. Pesticides must be used according to the instructions on the label, secured so that children do not have access to them and available for review by the inspector.
5. Produce must be thoroughly washed under running water, using a potable water source, prior to serving to the children.
6. Produce waste cannot be left on the ground. Produce waste can and will attract rats, mice, raccoons and other nuisance animals. Produce waste includes: peels, cores, whole or partial portions of the produce.
7. Compost, a mixture of various organic substances, as dead leaves or manure, used for fertilizing soil, if used, must be a completely composted product.
8. Produce cannot be processed (including cut, chopped, ground) for the purpose of packaging (including placed in bags, sealed, wrapped or frozen).
9. Produce with signs of spoilage cannot be used to feed children in a child care facility.
10. Hands must be washed thoroughly using a potable water source, soap and a sanitary means to dry hands before preparing harvested produce.
11. All children must be supervised while in the garden.
12. Harvest baskets, totes, and other containers must be kept covered and cleaned (with potable water) and sanitized before use. Containers that previously held cleaners, chemicals or other non-food items cannot be used.