

# *OSPI CNS Food Distribution Program (FDP) Reference Sheet*

## Food Donations and Excess Inventory

Child Nutrition Program sponsors may elect to donate unused U.S. Department of Agriculture (USDA) Foods to a non-profit organization. Donating wholesome food for human consumption diverts food waste from landfills and puts food on the table for families in need. Donations of nonperishable and unspoiled perishable food can help stock the shelves at food banks, soup kitchens, pantries, and shelters.

## Requirements

- ✓ USDA Foods stored on-site at a sponsor's kitchen or warehouse may be donated to an eligible non-profit organization.
  - USDA defines eligible non-profit organizations as entities that are exempt from taxes under Section 501(c)(3) of the Internal Revenue Code of 1986.
  - Prior approval from OSPI is not required.
  - Entitlement is not replaced in these situations.
  - To find a local food bank, use the [Washington State Department of Agriculture map](#).
    - Enter your zip code to find contact information for the food bank that serves your county.
    - Contact the food bank to get more information on their process for accepting food donations.
- ✓ Keep records of food donated using the [Excess Inventory Food Donation form](#).
- ✓ Keep records for per your organization document retention policy.

## References

- [SP 11-2012, CACFP 05-2012, SFSP 07-2012: Guidance on the Food Donation Program in the Child Nutrition Programs](#)
- [26 USC 501\(c\)\(3\)](#)

## Acronym Reference

- CNS- Child Nutrition Services
- FDP- Food Distribution Program
- OSPI- Office of Superintendent of Public Instruction
- USDA- United States Department of Agriculture

