This policy and procedure template is not guidance nor legal advice provided by the Nutrition and Aging Resource Center or the Administration for Community Living.

<Name of Agency>

Nutrition Services
Food and Supplies
Policies and Procedures

< Additional agency information>

<Date created/last updated>

<Agency disclaimer, if applicable>

# Purchase of Food and Supplies

* 1. The <designated person> at each site oversees the ordering of supplies and materials.
	2. The <designated person> prepares the required purchase orders/check requests and submits them to the <designated person> for approval and ordering.
	3. All foods for use in meals served or financed under federal or state funds shall meet those respective standards of quality, sanitation, or safety that apply to foods purchased commercially.
	4. <Designated person> shall ensure that all food is purchased/donated from an approved source and produced in plants that meet federal and state sanitation and inspection requirements.
	5. <Designated person> will ensure that any shellfish purchased by caterer contains shellfish tags and that records are kept for any egg purchase (90-day tag on eggs).
	6. Food shall be wholesome, in sound condition, and free from spoilage and foreign objects.
	7. Home-delivered Meals
		1. The <agency> is responsible for purchase of boxed, shelf-stable emergency meals for home-delivered clients. Meals are purchased and distributed <frequency> depending upon the number of days anticipated with no meal delivery due to weather-related or emergency closings. Meals are stored at the <location>.
		2. All hot meal bags, convertors, coolers, and related equipment are the responsibility of the <agency>.

# Food Donations

* 1. Specific types of potential contributions shall be handled in the following manner based on local health department policy:
		1. Home-cooked or preserved foods shall not be accepted or used for any part or whole for a Title III-C meal and shall at no time be served at meal sites.
		2. Foods cooked or prepared in an individual’s home shall not be used or accepted.
		3. Wild game donated by hunters or road-killed animals shall not be accepted or used.
		4. Fresh or fresh-frozen fish donated by sportsmen shall not be accepted or used.
		5. Fresh fruit and fresh vegetables grown in a personal garden or local farm may be accepted and used if they meet all quality and menu requirements.
		6. Day-old pastries and bread may be used for one day and must be wrapped.
		7. Potluck meals shall not be served as a Title III-C meal, as all foods contributed for use in meals served or financed under federal or state funds shall meet those standards of quality, sanitation, and safety that apply to foods purchased commercially. Potluck meals are any meals that contain foods that are not prepared by a licensed food service provider.
		8. Donated, commercially prepared cakes may be accepted for use during birthday parties and other celebrations.
	2. Participants may choose to bring their breakfast, lunch, snacks, or other foods such as cake and ice cream to celebrate birthday parties or special occasions. They may choose to share these items with others but sharing food among participants will not be endorsed by <agency>. Food service coordinators will not participate, serve, or advertise that such food is being offered.
	3. Food donations by a group, such as a food bank or local church, should be handled as follows:
		1. The donating group will be directed to the <appropriate person>.
		2. The <appropriate person> will identify and determine if the distribution is appropriate for the senior center.
		3. Only canned food or fresh fruits and vegetables in good condition may be distributed.
		4. The donating group will be asked to complete a center usage form.
		5. <Agency> will provide space only. All logistics of the distribution, from set up to clean up, are the responsibility of the group. The only assistance by <agency> may be a table set up.

# Inventory Control

* 1. To keep costs down and inventory in good quality, food service coordinators or other approved staff must use appropriate receiving practices and inventory cost control.
	2. Incoming food shall be dated and placed at the rear. The current inventory shall be rotated to the front. First In First Out (FIFO) practices should be followed.
	3. Physical inventories of food and nonperishable supplies shall be done at least quarterly.
	4. Condiments shall be dated when stored to ensure they do not exceed expiration.

# Purchase Orders

* 1. Purchase orders should be used with businesses that accept them. If the vendor is willing to accept purchase orders, obtain the following information:
		1. Full company name
		2. Address
		3. Remit to address if different from address to which order will be sent
		4. Phone number
		5. Fax number
		6. Email address
		7. Contact person (if available)
		8. Federal ID number
		9. Insurance certificate
	2. If the vendor is unwilling to accept a purchase order, identify a different vendor or payment process.

# Check/Payment Requests

Check requests may be approved by <designated staff> if a business does not accept purchase orders or the vendor needs a check upon receipt of an item.