I WANT TO TAKE A PREPARED MEAL DONATION

Don't Accept  YES  Has the meal left the kitchen or already been served to the public?

NO

Don't Accept  NO  Has the meal been stored properly prior to pickup?

YES

Don't Accept  NO  Can you transport the donation safely?

YES

Don't Accept  NO  Do you have the equipment to store and distribute the meal safely?

YES  Accept Donation
PREPARED MEAL DONATIONS

These guidelines are based on the VT Foodbank recommendations

PREPARED MEAL DONATIONS INCLUDE

• Large pan of a meal
• Individual portions of a meal
• Bag of soup

STORAGE AND SAFETY PRIOR TO PICKUP

• Food can never leave the kitchen
• Food can never have been served to the public
• Food must be completely wrapped
• List of ingredients must be included
• Must have donation date on the packaging
• Must have name of donor on the packaging

• Meal is cooled quickly if previously held hot
• Thawed meals must be kept in a refrigerator at 41˚F or below
• Frozen meals must be kept in a freezer at 0˚F or below
• Meals must be kept off the floor

CODE DATE REQUIREMENTS

<table>
<thead>
<tr>
<th>IF MEAL IS GIVEN FROZEN, KEEP IT FROZEN</th>
<th>IF THE MEAL IS GIVEN THAWED, KEEP IT THAWED</th>
<th>BAKED GOODS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can last up to 3 months</td>
<td>Can last up to 3 days</td>
<td>3–5 days (if not moldy)</td>
</tr>
</tbody>
</table>

TRANSPORTATION OF DONATION

TRANSPORTATION OPTIONS

• Truck with a refrigerator unit capable of keeping product at or below 41˚F at all times
• Truck with a freezer capable of keeping product at or below 0˚F at all times
• Cooler filled with ice at all times
• Commercial-grade insulated blanket that covers entire product

STORAGE AND REDISTRIBUTION OF MEALS

• Thawed meals must be kept in a refrigerator at 41˚F or below
• Frozen meals must be kept in a freezer at 0˚F or below
• If meal is donated thawed but will not be used within 3 days, the meal must be put in a freezer
• Meals must be kept off the floor
• If product is donated in large quantities and you have access to a soup kitchen, serve that meal immediately; soup kitchen will need a stove or microwave to reheat
• If meal is donated in large quantities, it can be re-portioned and repackaged, then distributed to families to eat off-site
• Need repackaging equipment if repackaging meal
• Need a safe and clean space to repackage

Questions? Contact your local Feeding America food bank.

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