



Food Donation

# GUIDELINES



## AT FORGOTTEN HARVEST

Along with our Partner Agencies, we are very grateful for the items we receive through donation. Our main goal is to maintain proper food safety and cleanliness throughout every step so that we can ensure the safety and well-being of the clients that receive our food donations to the best of our ability. We ask that all Food Donation Partners follow the guidelines below.

### BENEFITS TO FOOD DONOR

- **IT MAKES A DIFFERENCE** - Your contribution helps those in need.
- **IT'S FREE** - Food is picked up at no cost to the donor.
- **IT'S TAX DEDUCTIBLE** - You can write off an amount equal to the cost of donated items plus 50% of the difference between cost and market value.
- **IT'S SAFE** - Donations are protected from liability under the *Bill Emerson Food Donation Act*.
- **IT'S SUSTAINABLE** - Donating food surplus dramatically cuts down on disposal costs.
- **IT'S ENVIRONMENTALLY FRIENDLY** - The USDA estimates between 30%-40% of the U.S. food supply is sent to landfills each year, generating unnecessary methane emissions. Donating food surplus reroutes wholesome food to families who need it.

Food Donation

## QUICK REFERENCE

### FORGOTTEN HARVEST FOOD DONATION

Forgotten Harvest has food safety guidelines for the food that we accept. We gratefully accept perishable and prepared foods maintained in safe temperature zones and chilled or frozen before being donated. Our staff is trained to pay close attention to date codes, especially with refrigerated products. Food that is open, left out for sampling, or not held at proper temperatures can't be accepted.

#### NON-PERISHABLE



- From licensed and inspected food establishments, not home-made.
- In original packaging unopened and sealed.
- Labeled with ingredients and allergens.
- Intact with no dents, bulging, rust, or water damage.
- Canned goods must be donated within one year of sell-by date on package.
- Soft pack (ex. cereal, crackers, pasta, rice) up to 3 months after sell-by date on package.

#### PRODUCE



- May be donated from stores, farms, or home gardens.
- Whole, intact produce with no signs of mold, spoilage, or severe bruising may be donated.
- Cut produce must be received at or below 41°F, labeled and in original packaging, on or before the sell-by date.
- No raw seed sprouts (like alfalfa or bean sprouts).
- At least 80% usable for roughly 4+ days.

**Quick Reference Continued...**

<h3>BAKED GOODS</h3>  <ul style="list-style-type: none"><li>• In original packaging and unopened.</li><li>• Can be frozen.</li><li>• Perishable baked goods must be held at or below 41°F</li><li>• No homemade items (Cottage Foods) may be donated. All baked goods must be produced in a licensed kitchen.</li><li>• Labeled with ingredients and allergens.</li></ul>	<h3>DAIRY</h3>  <ul style="list-style-type: none"><li>• Must be unopened and properly labeled.</li><li>• Cannot be accepted if received above 41°F.</li><li>• Milk and similar liquid products must be pasteurized.</li><li>• Milk must be within two days of sell-by date.</li><li>• Cheese, yogurt, eggs and similar foods must be no more than one day past sell-by date.</li><li>• All dairy and egg products must be from licensed and inspected food establishments.</li></ul>
<h3>PREPARED FOOD (DELI)</h3> <ul style="list-style-type: none"><li>• Must be from licensed and inspected food establishments.</li><li>• Must be held at or below 41°F.</li><li>• Must be in food service containers.</li><li>• Labeled with ingredients and allergens.</li><li>• No leftover food items previously served to the public (e.g. in a salad bar or on a catering tray at a party).</li></ul> <p><i>*See complete hospitality food guidelines</i></p>	<h3>READY-TO-EAT OR HEAT</h3> <ul style="list-style-type: none"><li>• Must be from licensed and inspected food establishments.</li><li>• Packaged separately, securely closed.</li><li>• Labeled with ingredients and allergens.</li><li>• Cannot mix food types (e.g. meats and side dishes).</li></ul> <p><i>*See complete hospitality food guidelines</i></p>
<h3>MEAT (BEEF, PORK, OR POULTRY)</h3>  <ul style="list-style-type: none"><li>• Fresh NOT accepted, frozen only.</li><li>• Must be frozen by the sell-by date.</li><li>• Must be in sealed packages with appropriate labels.</li><li>• Wild game must be processed through the Hunters Feeding MI Program.</li></ul>	<h3>SEAFOOD</h3>  <ul style="list-style-type: none"><li>• Fish, shellfish, and other seafood is only accepted if continuously frozen from the time of processing until donation.</li><li>• Must be in sealed packages with appropriate labels.</li></ul>

## LABELING

Forgotten Harvest has the ability to label and/or repack food service quantities. For general labeling Fair Packaging and Labeling Act, PL 89-755 The Fair Packaging and Labeling Act (“FPLA”) prohibits the distribution of any food item (except fresh fruit and vegetables) without a label.

Labels must contain:

- a) The common or usual name of the product.*
- b) The name and place of business of the manufacturer, packer, or distributor.*
- c) The net quantity of the contents.*
- d) The common or usual name of each ingredient, listed in descending order of prominence.*

*\*For hospitality surplus foods, please see separate guidelines.*

## PICK-UP CRITERIA AND ARRANGEMENTS

Forgotten Harvest has the flexibility to pick up small donations (under 200 pounds) or donations up to a full truckload of product. We can work with you on an as-needed basis or include you on a weekly route to ensure consistent pickups.

Contact Jeff or Dan by phone or email:

Larger Donations: Jeff Diggs | [jdiggs@forgottenharvest.org](mailto:jdiggs@forgottenharvest.org) | 248-268-7777

Smaller Donations: Dan Burbulla | [dburbulla@forgottenharvest.org](mailto:dburbulla@forgottenharvest.org) | 248-298-3427

*\*We can only take donations from a facility that has been inspected and complies with local, state, and federal laws.*