



**Guidance for Donated Goods in the Child and Adult Care Food Program (CACFP)  
and the Summer Food Service Program (SFSP)**

Documentation of donated goods is required in the Community Nutrition Programs. The purpose of this document is to help establish that adequate food or goods were available for the month. This form should be used to record individual items that are donated to the Program. Please note that the actual value of the goods donated cannot be used as a cost for the Program. However, any other costs (mileage or travel to obtain the goods, relevant labor costs etc.) associated with obtaining the donated goods can be recorded separately and used to document cost.