



# Dare to Care

## Food Bank



**SCHOOL PANTRY HANDBOOK**

# ABOUT DARE TO CARE

**Dare to Care Food Bank** was founded in 1971, when a stunned Louisville community was confronted with the horrifying news that right in our own city, on Thanksgiving Day, a nine year old boy died from malnutrition. The name Dare to Care became the rallying cry of people throughout the area as they joined together to attack the very real problem of hunger in many of our neighborhoods.

Dare to Care receives its food from several sources including manufacturers, USDA commodities, processors, growers, retailers, wholesalers, distributors and consumers (those who donate product to food drives/ Care Barrels/ churches/ schools/ businesses). **The vast majority of our food is donated; therefore the product available is always changing.**

The food bank has a 55,000 square foot warehouse, including a 100,000 cubic foot freezer and 66,000 cubic foot cooler. We have 17 transport trucks, 10 of which are refrigerated.

Over 3,000 volunteers support our mission each year, contributing over 37,000 hours.





**VISION**  
**A HUNGER-FREE**  
**KENTUCKIANA**

**MISSION**  
**TO LEAD OUR**  
**COMMUNITY TO FEED**  
**THE HUNGRY AND**  
**CONQUER THE CYCLE OF**  
**NEED**

♥ Dare to Care Food Bank works in partnership with more than 300 nonprofit organizations with approved feeding programs.

♥ Each year, Dare to Care Kids Cafes serve more than 280,000 meals to children in Kentuckiana.

♥ Dare to Care Food Bank distributes more than 24 million pounds of food annually, which equates to 20 million meals.



Dare to Care Food Bank is a member of Feeding America, a national association of independent food banks serving every county in the United States. This membership allows Dare to Care access to national donations and industry best practices while avoiding duplication of services.

In order to maintain membership with this organization, Dare to Care Food Bank must maintain high standards of accountability in food handling. Our organization has received consistent high ratings on monitoring visits by regional officials. In addition, Dare to Care Food Bank is also subject to similar annual inspections by the food industry.



**Kentucky Association of Food Banks (KAFB)** is a 501(c)3 charitable organization working to end hunger in Kentucky. KAFB's seven member food banks serve all 120 Kentucky counties in partnership with a network of over 1,000 local food pantries and shelters. Last year our members distributed 60.5 million pounds of food and grocery products — enough for 50,400,000 meals for our struggling neighbors. We reach an estimated 1 in 7 of all Kentuckians each year.

# HOURS OF OPERATION

## FOOD BANK HOURS OF OPERATION

Dare to Care is open Monday – Friday, 8:00 AM – 4:00 PM

## PARTNER AGENCY SERVICE HOURS (DOCK HOURS)

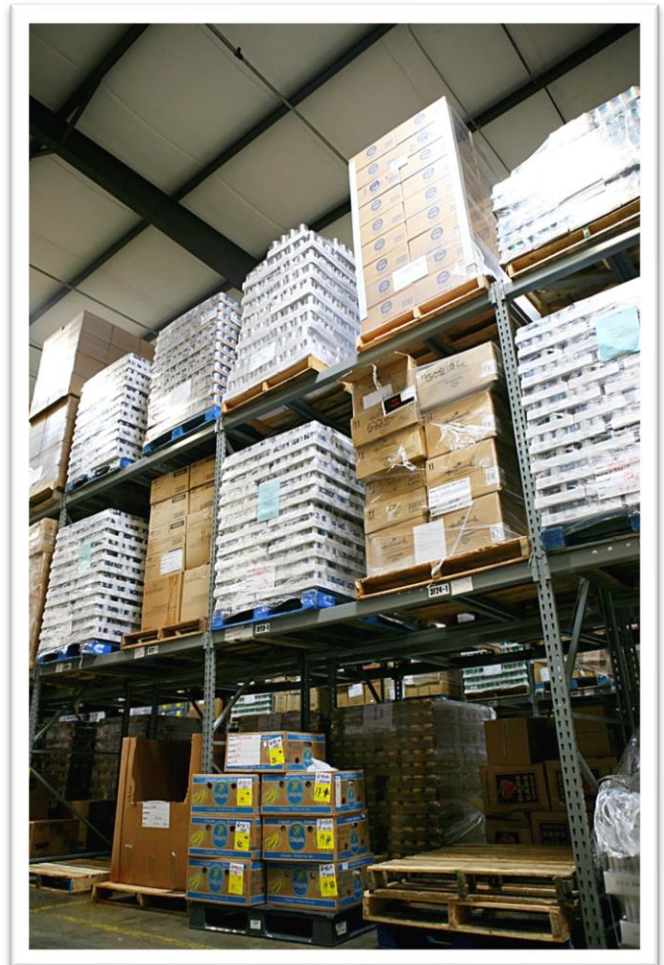
Monday – Friday

7:30 AM – 1:00 PM

## DARE TO CARE HOLIDAY SCHEDULE

The Food Bank will be closed on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Kentucky Oaks Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & the following Friday
- Christmas Eve & Christmas Day



# STAFF & RESOURCES

## SCHOOL PANTRY HOMEPAGE:

<https://daretocare.org/school-pantry/>

## PROGRAMS TEAM:

Annette Ball: (502) 736-9408, [Annette@daretocare.org](mailto:Annette@daretocare.org)

Mary Jo Mullen: (502) 736-9414, [Johnna@daretocare.org](mailto:Johnna@daretocare.org)

## DARE TO CARE INFORMATION:

Address: 5803 Fern Valley Road,  
Louisville, KY 40228

Main Line: (502) 966-3821

Fax: (502) 966-9252

## Additional Contacts:

Vincent James, Executive Director:  
(502) 736-9409 [vincent.james@daretocare.org](mailto:vincent.james@daretocare.org)

Marty Kraft, Warehouse Manager  
(502) 736-9913 [martin.kraft@daretocare.org](mailto:martin.kraft@daretocare.org)



## HELPFUL RESOURCES:

- Dare to Care Website: [www.daretocare.org](http://www.daretocare.org)
- Utilities Assistance: Metro United Way Resource Line 211
- Food Stamp Application Assistance: <http://www.louisvilleky.gov/NeighborhoodPlace>

# PARTNER AGENCIES

Dare to Care Food Bank reaches individuals facing hunger through our network of over 300 dedicated partner agencies that are committed to ending hunger in Kentuckiana. Through our strong network of partner agencies, Dare to Care has been able to distribute over 18 million pounds of food to families in need.

Partner agencies include food pantries, shelters, emergency kitchens and other organizations in our community. Dare to Care donates food from our inventory to these agencies. In turn, these agencies are on the front lines, directly providing food assistance to community members in need.

## OUR SERVICE AREA

Dare to Care serves the Metro Louisville area, including: Jefferson, Bullitt, Spencer, Shelby, Henry, Oldham, Trimble, and Carroll; and the following Indiana counties: Floyd, Clark, Harrison, Crawford and Washington.



## HOW WE WORK



### donors

We procure food from local and national donors. We also purchase food items to fill nutritional gaps.



### transport

We sort and distribute this food, adhering to the highest food safety standards.



### partner agencies

We partner with emergency kitchens, shelters and food pantries to get food into the hands of those who need it.



### meals for the hungry

Dare to Care is the leading nonprofit social service agency addressing the hunger needs of Kentuckiana.

# PROGRAMS & EVENTS

In addition to providing food to hundreds of emergency kitchens, shelters and food pantries, Dare to Care operates several programs targeting the most vulnerable in our community.

## **PROGRAMS:**

**Community Kitchen:** prepares and delivers hot, nutritious meals to Kids Cafes.

**Mobile Pantry:** brings a pantry directly to a neighborhood and provides fresh produce and other nutritious food items for our neighbors in isolated pockets of need.

**Patrol Against Hunger:** provides nutritionally balanced food boxes to seniors in need through a unique partnership with the Louisville Metro Police Department.

**Cooking Matters:** empowers families with the skills, knowledge and confidence to prepare healthy and affordable meals.

**School Pantry:** help solve child hunger by providing nutritious food to children and their families in convenient, familiar and safe locations.

**Prescriptive Pantry:** provides nutritious foods to families that screen positive for food insecurity while at a medical practice.



# PARTNERSHIP & LIABILITY

Our qualified partners provide the means by which Dare to Care Food Bank gets food to our community. As a partner of the Dare to Care, agencies are required to safely and efficiently distribute the resources provided by us. Dare to Care may change or revise procedures to comply with Feeding America or government policies and will communicate those changes with our partners as quickly as possible.

## **GOOD SAMARITAN ACT**

The Good Samaritan Act protects citizens, businesses, volunteers and nonprofit organizations that act in good faith to donate, recover and distribute excess food. It limits liability to acts of gross negligence or intentional misconduct and, absent these, donors and others shall not be subject to civil and criminal liability arising from the nature, age, packaging, or condition of the seemingly wholesome food of the apparently fit grocery products received as donations.

## **FDA ACT**

The United States Federal Food, Drug, and Cosmetic Act, is a set of laws passed by Congress in 1938 giving authority to the U.S. Food and Drug Administration (FDA) to oversee the safety of food, drugs, and cosmetics. Dare to Care and its partner agencies must ensure that any donated product adheres to the standards set forth by the Federal Food, Drug and Cosmetics Act and any regulations that follow.

Dare to Care is committed to the health and food safety of the population we serve. Each partner agency will receive food safety and handling training at the beginning of partnership. In this training, Dare to Care will provide agencies with extensive details to safely store and distribute food.



## **USDA REGULATIONS**

USDA provides food products funded through TEFAP. DTC distributes this food through a contract with the KY and IN Departments of Job and Family Services.

The Dare to Care Partnership Agreement clearly states that all partner agencies must agree to and adhere all USDA regulations and must keep copies of the USDA contract and intake records.

# PROGRAMS AGREEMENT

Dare to Care Food Bank is a nonprofit corporation with a vision of a hunger-free Kentuckiana and a mission to lead the community to feed the hungry and conquer the cycle of need. Dare to Care executes its mission by partnering with other nonprofit agencies and churches who share a commitment to fight hunger in Kentuckiana.

All partners of the food bank must sign a program agreement. By entering this agreement, Dare to Care (DTC) and each partner agree to be bound by its terms and to work together for a hunger-free Kentuckiana. The purpose of this agreement is to create a relationship where DTC provides food and grocery products to our partners for distribution to those in need.

This section outlines the agreement as it relates to food distribution and program operations.

## FOOD RECEIPT & INSPECTION AGREEMENT

**All product is accepted as is.** Dare to Care and the original donor expressly disclaims any warranties in relation to the donation of this product. There have not been, nor are there at any time, any express warranties in relation to this donation of product. Your organization releases the original donor and Dare to Care Food Bank from any liability resulting from use of product from Dare to Care. Your organization further agrees to indemnify and hold the original donor and Dare to Care free from any and all liabilities, damages, losses, claims and causes or action and suits of law or in equity or any obligation of your organization or any personnel employed by your organization in connection with its storage and use of the donated product.

**Product Inspection:** All products received from Dare to Care should be inspected in a timely and proper manner upon delivery. If product is found unfit for human consumption, you must notify Dare to Care immediately so that we may take corrective action.

## FOOD SAFETY AND STORAGE

Every programs partner of Dare to Care is required to go through a food safety training course. If the partner is a meal site, it should already have a Food Safety Manager certification and will be required to provide a copy for our records. Jefferson County Public health standards and certification are also required.

All food programs are to be housed in a public building, such as a church or other civic organization meeting place. **Product is never to be stored in a private home.**

Full food safety requirements and procedures can be found in this handbook.

## **MISAPPROPRIATION OF FOOD BANK PRODUCT**

The tax Reform Act of 1976 states that **product received from Dare to Care Food Bank may not be sold, or exchanged for money, other property, or services. Violations will result in immediate suspension and/or termination from the program.**

If necessary, Dare to Care Food Bank will not hesitate to prosecute any person or organization found to be in violation of the law.

All products that come to you from Dare to Care Food Bank are under the jurisdiction of the United States Internal Revenue Service or are direct federal property by virtue of having been donated for charitable use under the provisions of Section 501(c)3 of the IRS Code.

Under this code, the lawful use of such products is your providing them absolutely free of charge to the ill, needy, infants and/or elderly in full compliance with your agreement with Dare to Care Food Bank meaning:

1. YOU MAY NOT take any Dare to Care Food Bank product for your personal use.
2. YOU MAY NOT “pay” yourself or volunteers with Dare to Care Food Bank product.
3. YOU MAY with one and only one exception: in group settings where staff eats along with the clients and/or to create a “family atmosphere,” only then may staff consume donated product.
4. YOU MAY NOT use food for church suppers, volunteer/staff appreciation, and other activities not associated with the parameter of your program.

**The approved non-profit organization can only use Food Bank products to support the program(s) stated on the original application. Dare to Care products are to be used for the approved program only, and not for other purposes.**

## **CLIENT SERVICES**

All food donated by Dare to Care must go toward the use by the agreed upon programs and their parameters. Your organization must serve in an area that has 50% Free and Reduced Lunch rates. You must provide product received from Dare to Care Food Bank directly to clients, whether on-site or for home use. All products must be free of charge and may not be attached to any religious service or proselytization.

## COMMUNICATIONS WITH THE FOOD BANK

The main communication method with partner agencies is through email. All agencies must have an ACTIVE email account and regularly check that account to receive information and updates from the programs team.

In general, when communicating with the programs team, **please be sure to state your name and the name of your pantry** so that we can be prepared to assist you efficiently.

**Changes in Staff:** Must be reported within 3 days on letterhead or via email. This is to ensure that all pick-up volunteers are approved by your organization. Should changes in personnel occur, your organization is responsible for training new employees/ staff.

**Changes in Physical Address/ Location:** Must be reported on letterhead or via email two weeks prior to the actual change. Be advised that changes may result in review of partnership.

**Changes in Distribution Times:** Must be reported within 10 days via online reporting. Be advised that changes may result in review of partnership.

**Closings:** Must be reported within 3 days, unless it is an emergency. Be advised that excessive closings may result in review of partnership.

**Order Cancellations:** If unable to pick up an order at a scheduled time, you must contact the Programs Team as soon as possible to reschedule.

**Product Inspection:** As mentioned above, if product is found unfit for human consumption, you must notify Dare to Care immediately so that we may take corrective action.

# SCHOOL PANTRY BASICS

## Mission

The mission of the School Pantry Program is to meet the needs of hungry students and their families by providing them with food and community assistance at school.

## Objectives

1. Reduce the number of children at risk for hunger by providing nutritious food at set times and locations through the school pantry.
2. Through collaborative efforts, identify students who are food insecure or at risk of food insecurity.
3. To prevent the educational and developmental effects of hunger by providing nutritious food for preparation and consumption at their place of residence.

## Standards

A School Pantry Program must meet the following standards. Feeding America and DTC will provide Participants with guidelines for meeting the following standards:

1. Approved agency in good standing or program or project of a Feeding America Participant that comply with all applicable Federal and local statutes, ordinances and regulations. Note: If a Food Bank or Approved PDO is operating the program it must operate at a school location as a direct program or project of the participant and the school cannot pay a shared maintenance fee for donated product.
2. Healthy, nutritious food must be distributed to children free of charge.
3. Food must be provided a minimum of once a month during the school year.
4. Staff and volunteers with direct repetitive contact with children must pass National Background Search.
5. Partner with a local non-profit Fiscal Sponsor to manage funds for your program.

Elements of Fiscal Sponsorship.

The IRS criteria are as follows:

1. Grants/donations are given to a 501(c)(3) tax exempt organization (the sponsor) that acts as a guardian of the funds for a project that does not have 501(c)(3) status
2. The funds received by the sponsor must be used for specific charitable projects that further the sponsor's own tax exempt purpose.
3. The sponsor must retain discretion and control as to the use of the funds.
4. The sponsor must maintain records that establish that the funds were used for 501(c)(3) purposes.

## **School Pantry Models**

The School Pantry Program operates in schools all over the country, resulting in a wide variety of creative distribution models. Whatever model you choose, students will be referred to access the pantry by school staff, or self-identify if the service is well known. Here are a few popular models utilized in schools:

### **Open Door/Direct Access**

This distribution model allows referred students to access the pantry at any time during school hours as their schedule allows. This model gives teachers the freedom to help students immediately upon seeing a need arise.

### **Pantry Hours/Shopping hours**

This model has set hours and days that the School Pantry is open and available to students giving school staff the ability to have more control over traffic in and out of the pantry.

### **Classroom Boxes/Teacher Tubs**

In this method of distribution, tubs or totes are filled weekly and strategically placed in certain classrooms. Teachers can then distribute food to students as needed, discreetly right in their class.

### **Choice vs. Pre-packed**

In all of the models discussed above there is still flexibility within the chosen distribution method. Choice refers to allowing students to 'shop' for the items they want or need, taking what they will use. This is great for building independence and important life skills in students. Pre-packed provides pre-packed bags or boxes of a variety of foods for students to pick up.

## School Pantry Coordinator Responsibilities

### Be aware of all School Pantry program policies and procedures

- Attend School Pantry Program trainings as assigned or requested
- Retain current food safety certification (provided by DTC at no cost)
- Ensure that food is distributed discreetly to referred students, by approved adults each week
- Work with fiscal sponsor and DTC to ensure sustainable funding
- Actively seek or participate in fund-raising to ensure sustainability

### Maintain records and reports

- Update DTC staff if your distribution numbers, contact information, or other relevant information changes
- Participate and include other teachers, students, parents in year-end program evaluation
- Maintain weekly distribution records and submit accurate Monthly Reports by the 5th of each month. Report forms and instructions will be provided by DTC's Program Manager.
- Communicate any problems, successes, or updates to DTC program staff

### Inventory control

- When food is received through DTC, retail purchase, or donation, confirm and record receipt of product
- Assure that food is being properly stored off the floor, in a clean locked room/closet/cabinet.
- Keep the stock rotated – use oldest items first, this is called FIFO *First-In, First-Out*
- Pay attention to expiration dates on individual items, refer to *Food Keeper* to determine safety for consumption beyond expiration or use by dates
- Discard any food with torn, leaking, or otherwise compromised packaging

### Student/Staff Liaison

- Communicate any necessary information about your School Pantry Program to school staff, including how to identify students, pantry hours and distribution model
- Ensure that school staff understand the signs & symptoms of chronic hunger, and refer only children who display these signs/symptoms
- Student orientation and parent notification
- Ensure that students and families understand if their household situation changes and they no longer need the supplemental food, to tell coordinator as soon as possible

## How to Identify Chronically Hungry Children

School Pantry is for students who are food insecure and who are not getting sufficient food outside of school *on a regular basis*. The following information is provided to help define a “chronically hungry” child.

**Food Insecurity:** If a child does not get enough food outside of school he/she is considered “food insecure.” The U.S. Department of Agriculture defines food insecurity as *households that are uncertain of having, or unable to acquire, enough food to meet basic needs of all their members because of insufficient money or other resources*. When the guardian of a child has to choose between food and other necessities, e.g., having electricity shut off because they don’t have enough money, it is an indicator of food insecurity.

A child will not necessarily tell you that he doesn’t have enough food at home, but through observation you can begin to see patterns and/or behavior that will set them apart. How do you identify a hungry child? Here are some examples:

A chronically hungry child will be anxious for a meal to be served. Perhaps they rush the cafeteria line or show up early for breakfast. During the meal they will eat all of the food, not being picky in what they have placed before them. One indicator of hunger is that a child cleans his plate and will not carelessly throw portions of it away. They will also linger around for second helpings or even ask for more.

- Rushing food lines
- Extreme hunger on Monday morning
- Eating all of the food served
- Linger around for seconds, or asking friends for uneaten portions

How to respond to a child who says he is hungry:

If child complains about being hungry, it does not automatically mean they are food insecure. Generally speaking, growing teens have an appetite and will say they are hungry often throughout the day. However, in the case of a chronically hungry child, certain questions can be asked to assess need. In the morning a student may say they are hungry. Ask them if they ate breakfast. If they are eligible for free or reduced price breakfast then make sure they are taking advantage of this program. If they say they skipped breakfast find out why. Ask if they had enough food in their house or if it was just the case that they woke up late and didn’t have time for breakfast. If they did eat breakfast, ask what they ate and if it was enough to make them full. You may also ask if they ate dinner the previous night. Once again ask what they had for dinner and if it was enough to fill them up.

By asking a few pointed questions you should be able to assess whether or not this is just a case of normal hunger (where your stomach growls in anticipation for food – not because of a series



of involuntary missed meals) or whether this seems to be a frequent incident that results because of food insecurity (the inability to afford enough food). Obviously a child who says there is never enough food in the house or that all they had for dinner were some potato chips is the child who is considered chronically hungry. Any child who exhibits this behavior should be considered a candidate for access to the School Pantry.

- Assess hunger through further questioning
- Determine reason for not eating
- Ask what they ate

Apart from recognizing food insecurity, physical appearance, school performance and home situation are secondary indicators that help confirm chronic hunger.

### **Physical Appearance:**

Certain physical features are indicators of vitamin and/or food deficiencies. A child who is very thin and whose bones are starting to protrude may have a lack of protein and calories. Obesity can be an indicator as well, although it seems counterintuitive, food insecure households often buy calorie dense, inexpensive foods to make their food budget stretch, contributing to obesity. Please keep in mind that the weight of a child isn't always a sure indication of food insecurity. Any of these physical signs should bring a concern and prompt further questions.

- Extreme thinness or obesity: lack of protein and calories, or poor nutrition/high calorie diet
- Puffy, swollen skin: protein deficiency
- Chronically dry, cracked lips: dehydration
- Chronically dry, itchy eyes: vitamin A deficiency
- Frequent illness – sore throat, common cold, stomach ache, ear infection, fatigue, etc.

### **School Performance/Behavior:**

Sometimes the behavior of a child indicates problems at home, with food insufficiency being one of the problems. By observing some of the following it may help in identifying chronic hunger:

- Excessive absences/tardiness – due to sickness or unexcused
- Hyperactive, aggressive, irritable, anxious, withdrawn, distressed, passive/aggressive
- Repetition of a grade
- Difficulty in forming friendships, getting along with others
- Short attention span, inability to concentrate

## **Home Environment:**

Sometimes students will be very open about what is going on at home. For example a child may say that her dad has lost a job and that the mother doesn't work. By listening to your students and by being in contact with parents the needs of the family can be assessed, which in turn can help determine whether or not the child needs access to additional food.

A single parent family where the parent works on the weekend is probably a situation in which the School Pantry could help a child who may be responsible for fixing their own meal.

The School Pantry is designed for students who are not able to get sufficient food at home due to neglect or other circumstances preventing them from having regular access to food, such as students or families that are homeless or in transition.

- Lack of food resources
- Parent unable to prepare meals
- Student caring for younger siblings
- Teen parents

***Any student with multiple risk factors as listed above should be considered for access to the School Pantry.***

# POLICIES & PROCEDURES

## RECORD KEEPING & STATISTICS

**Record Keeping:** According to the Dare to Care Programs Agreement, all partner agencies are required to keep copies of client intake forms, food storage temperature logs and monthly client statistics for three years plus the current year.

**Client Statistics:** Monthly statistical reporting is required for each partner organization. It is imperative that all partner agencies keep accurate records of individuals served. These statistics determine program efficiency and give us insight into the impact of the program. This information is also vital for use in grant applications, providing accountability and knowledge to our donors and the community.

- **School Pantry Statistics:** All pantries must keep written and verifiable proof of service. This requirement can be satisfied by recording name, signature, and family size. All organizations will be required to complete on-line reporting of appropriate statistical requirements for the program supported by the food bank. These statistics must be entered into the system by the fifth of the month following the reporting month.

**Temperature Logs:** Time and temperature logs must be kept for each refrigerator, freezer and dry storage area. Temperatures must be recorded on a weekly basis if not more frequently.

**Inventory Control:** Assure food is properly stored, stock is rotated, and compromised food is discarded.

## MONITORING

In an effort to better know our non-profit organizations and the people who are responsible for them, as well as to ensure that our foods are properly handled and distributed, we make monitoring visits. These visits give you the opportunity to ask questions and make suggestions as to how the Dare to Care Food Bank and staff may better serve you and how, together, we can better serve the community. We will try to give each organization at least a 24-hour advance notice of a monitoring visit, although Dare to Care Food Bank reserves the right to make unannounced visits.

Please have the following items on-hand for a monitoring visit:

- A copy of your most recent health inspection report should be on file and available (if applicable)
- Your original client statistic documentation

- Temperature logs

\*Monitoring visits will occur at least every two years, according to Feeding America guidelines.

\*\*The taking of photographs during a monitoring visit is considered a part of the monitoring process. Photographs may be taken with no further notice or consent, beyond this document.

## **MEDIA AND OUTREACH**

We ask that as a partner, you will positively affirm your partnership with Dare to Care Food Bank during any interaction with media, and will refrain from any negative communication regarding Dare to Care Food Bank. Conversely, Dare to Care will follow the same guidelines with media.

It is expected that any time your School Pantry is mentioned on live media or in print that the partnership with Dare to Care Food Bank would be mentioned. If at all possible, prior approval from Dare to Care is ideal.

# FOOD SAFETY

## An Introduction to Food Safety

What is a foodborne illness?

*An illness caused by eating contaminated food.*

What is a foodborne disease outbreak?

*The occurrence of two or more cases of the same illness.*

What microorganisms cause foodborne illnesses?

*Bacteria, viruses, fungi, parasites.*

## THE IMPORTANCE OF FOOD SAFETY

### How Food Becomes Unsafe

A foodborne illness is a disease that is transmitted to people through food. Many hazards can make food unsafe and cause a food borne illness.

### Types of Hazards

#### 1. Environmental

- Biological ( bacteria, viruses)
- Chemical (cleaners, sanitizers, machine lubricants)
- Physical ( glass, bones, fruit pits, metal shavings, staples, dirt, bandages, jewelry)

#### 2. People Practices

- Poor personal hygiene
- Time-temperature abuse... letting food stay too long at temperatures that are good for pathogen growth
- Cross contamination (storing food improperly)
- Poor cleaning and sanitizing



**What is my role in keeping food safe?**

- Practice good personal hygiene
- Control the time and temperature of food
- Do not let food stay too long at temperatures that will grow pathogens
- Prevent cross- contamination
- Clean and sanitize surfaces the right way

### **Good Personal Hygiene**

Your hands can transfer pathogens to food. In order to keep food safe you must follow the practice of good hand washing. Hand washing should only take about 20 seconds and is critical in maintaining good personal hygiene.

After washing your hands use a paper towel to turn off faucet and open the restroom door. Food employees shall keep their hands and exposed portions of their arms clean. You are required to have visible signage that notifies employees to wash their hands to be posted at all hand washing sinks used by food employees.

### **When to Wash: Food employees shall clean their hands and exposed portions of their arms:**

- Immediately before food prep, working with clean equipment and utensils and unwrapped single-service and single use articles;
- after using the toilet room;
- after coughing, sneezing or using a tissue;
- after eating, drinking or using tobacco;
- when switching between working with raw food and RTE food;
- before putting on gloves to engage in food prep;
- after handling soiled equipment or utensils;
- after caring for or handling service or aquatic animals;
- as often as necessary to remove soil and contamination to prevent cross contamination when changing tasks;
- or after engaging in other activities that contaminate the hands and arms.



## FOOD STORAGE

A dedicated storage space with adequate capacity should be maintained by each agency. All food storage areas must provide protection from elements such as weather, fire, theft and pests. Doors, windows and roofs should be sealed to prevent pests from entering your facility and to protect from water damage. Chemicals or clothing must be stored away from food and food must be stored in a locked and secured area. Food should never be stored in any area that is not specifically designated as a food storage area.

### Keep Food at Least 6 inches from the Floor

Adequate shelving must exist to keep all food off the floor (by 6 inches). If shelving is not available, Dare to Care Food Bank will provide you with pallets that may be used for off the floor food storage.

### Specific Storage Guidelines:

- Store dry food away from walls and at least 6 inches off the floor
- Keep storerooms cool and dry. The storeroom should be between 50-70°F
- Make sure storerooms are well ventilated
- Keep dry food out of direct sunlight

### Controlling & Monitoring Time and Temperature:

Any type of food can be contaminated. Some foods can be considered more hazardous for pathogen growth. The best way to control pathogen growth is to control TIME and TEMPERATURE .

Most Common Types of TCS foods:

- Milk and dairy products
- Meat (beef, pork, lamb)
- Poultry
- Eggs
- Shellfish
- Fish
- Baked Potatoes
- Others: tofu, sprouts, seeds, cooked rice, beans, vegetables, sliced melons, cut tomatoes, untreated garlic/oil mixture



All refrigerated food needs to be kept between 32-40 degrees Fahrenheit and all frozen product should be kept between -10-0 degrees Fahrenheit. Temperature must be monitored by temperature charts (for each cooler, freezer and dry storage area), in which temperatures are recorded weekly\*.

If equipment does not meet temperature guidelines please seek advice from maintenance and or call manufacturer.

\*See sample Temperature Chart on page 48 of this handbook

### DATE MARKING & LABELING FOOD FOR STORAGE:

All ready-to-eat (RTE), potentially hazardous foods (PHF) that are prepared on-site and are held in refrigeration for more than 24 hours must be marked with the date of preparation or with the date by which the food shall be consumed, sold, or discarded.



### Avoid Food Expiration

When storing food:

- Check the expiration date
  - Many food products are safe to eat beyond the sell-by date printed on the packaging, but manufacturers' dictate that these foods be removed from retail outlets. The Food Bank is still able to distribute many of those items.
  - Dare to Care works hard to ensure the quality of donated product, but agencies should ALWAYS inspect items as they come to your facility.
  - Please refer to the Food Handlers Guide provide during training for more information on sell-by, use-by and best-by stipulations.
- Store food using the FIFO method (First in, First out)
- Use the food in front first as it will expire first



Maintain Thermometers & Temperature Charts for Storage:

- Refrigerator
- Freezer
- Dry

### **Preventing Cross-Contamination of Food:**

Cross contamination is how bacteria can be spread.

Pathogens need food, acidity, temperature, time, oxygen, and moisture to thrive.

These are specific requirements for the procedures that must be followed for cleaning and sanitizing of food contact surfaces and utensils in the establishment.

Food shall be protected from cross-contamination by:

1. Separating raw animal foods during storage, preparation, holding and display from raw RTE foods (such as fruits, vegetables and fish for sushi)
2. Separating different types of raw animal foods from each other (such as beef, fish, lamb, pork and poultry) during storage, preparation, holding and display by: using separate equipment for each type, or preparing each type of food at different times or in separate areas
3. Proper cleaning and sanitizing of food contact surfaces, equipment and utensils should take place each time there is a change from working with raw foods to working with RTE foods
4. Storing food in packages, covered containers or wrappings and cleaning visibly soiled containers before opening
5. Separating fruits and vegetables before they are washed from RTE foods

### **What to do if cross-contamination occurs:**

- Do your best to fix the problem
- Set aside the contaminated item so no one can use it
- Ask your supervisor for directions
- Supervisor to call Dare to Care Agency Team
- Discard item ( labeled and dated)

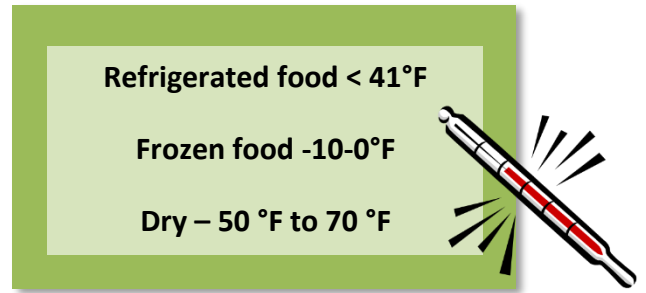
It is the responsibility of each agency to supply their site a thermometer. All temperature charts are to be stored for 3 years and the current year. There is a sample temperature chart in the appendix of this handbook.

## Transporting Food Product:

Specific guidelines for transporting food products from Dare to Care Food Bank warehouse to all associated agencies must be followed to ensure safe handling practices.

- Carriers ( cars, vans, trucks etc) must be clean and free of pests, dirt, debris, liquid spills and odors before food product will be loaded.
- Temperatures of foods must remain in the safety zone at all times.

All perishable and prepared food to include meat (fresh and frozen) must be delivered to the agency site and placed into proper storage within 1.5 hours of leaving the Dare to Care Food Bank warehouse.



## IMPORTANT REMINDER

This guideline is to protect all parties involved with the transportation of food products to ensure that clients receive optimal quality product. To ensure that food products remain at the appropriate temperature please bring coolers and/or cambros for food storage transportation. Refrain from using garbage bags as this does not keep food at safe temperatures.

**\*\*Minimize extra stops on the return back to the agency to prevent food spoilage.**

Put all perishable (fresh, refrigerated, frozen) products away immediately upon arrival at agency.

## CLEANING AND SANITIZING

Cleaning removes food and other dirt from a surface. Although pantries do not cook and serve foods it is important that all areas are clean and free of dirt, insects and rodents.



All areas of distribution from receiving to delivering products must be clean and organized to ensure safe handling of food.

- Daily and periodic cleaning duties should be assigned and inspected by management.
- Cleaning products **MUST BE LABELED** properly and stored away from ALL FOOD. Always wear protective equipment as needed when using chemicals, for example, gloves.
- Remove all garbage as quickly as possible to eliminate odors and pests.
- Do not clean garbage containers near food storage areas.

- Close all lids on outdoor containers.
- To combat any issues related to rodent and insect infestation, pest prevention measures should be taken regularly. It is the policy of the Food Bank that all partner agencies use a licensed pest control firm to treat and eliminate pest infestation in a timely manner.

### **Manager/Operator Food Safety Knowledge**

The person in charge (PIC) of the establishment must demonstrate to the health department that they are knowledgeable about the prevention of food borne disease and food code requirements.

This knowledge can be demonstrated by:

- Having no critical violations during the current inspection,
- Being a certified Food Protection Manager who has shown proficiency of required information passing a test that is part of an accredited program or local health department training
- Responding correctly to the inspector’s questions and providing satisfactory explanations for each as they relate to the specific food operation.

**Note:** Per ordinance #11 series 1989 Louisville Metro requires a certified food service manager to be present at all times of operation.

### **Employees/Volunteers with Illness**

Food employees (both permanent and temporary) shall report to the manager or owner information about their health and activities related to diseases that are transmissible through food.

Food employees must disclose to the person in charge (PIC) if they are experiencing:

- Vomiting, diarrhea, jaundice, sore throat with fever or a lesion containing pus or infected on the hands or wrists (unless protected by an impermeable cover) or exposed portions of the arm.

Food employees shall report if they have been diagnosed by a health practitioner with an illness due to: Norovirus, Hepatitis A, Shigella, Shiga toxin-producing E coli or Salmonella typhi., has been exposed to, or is the suspected source of a confirmed disease outbreak of: Norovirus within the past 48 hours of expo-sure, Shiga Toxin-Producing E coli within the past 3 days, Salmonella within the past 14 days or Hepatitis A within the past 30 days.

The manager or operator shall ensure that a food employee who exhibits or reports a symptom, or who reports a diagnosed illness or a history of exposure to any of the above diseases shall be excluded or restricted from work as specified under 2-201.12.

**If an employee or volunteer is sick, it is best if they do not work in the food pantry until they are well so as not to spread disease or infection to clients.**

### **Agency Distribution of Specific Food Products**

**Frozen Products:** All meat, poultry and fish must be provided to client in the frozen state. If product is discolored, discard immediately. Pull small quantities of product at a time and replenish as needed.

**Fresh Products:** All meat, poultry and fish must remain at 41°F and if product is kept in danger zone (41-135°F) for more than 2 hours DISCARD. Pull small quantities of product at a time and re-plenish as needed.

**Chilled Perishable:** All pre-packaged foods (orange juice) must remain at 41° or less and if product remains in danger zone of 41°-135° for 2 hours DISCARD.

- **Canned Products:** Must be labeled and not have swollen end, leaks, seal problems, lids that are popped, major dents, or rust.

**\*\*Remember – WHEN IN DOUBT, THROW IT OUT**

### **RE-PACKING FOODS**

Dare to Care Food Bank requires that all food products received must be distributed in the original container with the approved food label attached.

ONLY EXCEPTIONS INCLUDE:

- Potatoes (can be re-packaged into smaller containers)
- Sweet Potatoes
- Carrots
- Apples
- Squash/Zucchini
- All other produce varieties

Please contact an agency team member if you have any further questions and or concerns.

**\*\*FYI...Produce is the only type of food that if re-packaged does not require a label.**

## **FOOD ALLERGY SAFETY GUIDELINES**

Remind all clients to read food labels carefully for specific allergens.

Follow cleaning procedures that quickly and safely remove spills while preventing allergen cross contamination.

Inspect area where spillage occurred and remove contaminated product.

Most common allergens:

- Milk, eggs, peanuts, tree nuts ( walnuts, almonds, pecans, hazelnuts, pistachios, cashews, coconuts, pine nuts, macadamia nuts and brazil nuts), fish, shellfish, crab, crawfish, lobster, shrimp, oysters, wheat, soybeans and sesame seeds. Any derivative of these allergens (ex. milk products casein or whey).

### **High Susceptible Population Regulations**

Highly Susceptible Population - persons who are more likely than other people in the general population to experience food borne diseases because they are:

- Immunocompromised, children age 9 and younger, or an older adult
- Obtaining food at a facility that provides services such as custodial care, assisted living such as child or adult day care centers, kidney dialysis centers, hospital, nursing homes or nutritional or socialization services such as a senior center

Prohibited Practices:

1. Bare hand contact with ready to eat foods is not allowed
2. Time, by itself, is not to be used as a public health control measure, proper temperature must be used
3. Any foods served to patients shall not be re-served

Foods not to be served or offered for sale in ready to eat form:

- Eggs & Juices

The new FDA Food Code provides restrictions to children 9 years of age and younger that receive food in a school, day care setting, or similar facility for certain juices. Juice that has a warning label on it, may not be served or offered for sale.

Unpackaged juice that is prepared on site for service or sale in a ready to eat form shall be processed under a HACCP Plan that contains the information as specified in the 2005 FDA Food Code and 21CFR 120.

Pasteurized Eggs or Egg Products shall be substituted for raw eggs in the preparation of:

1. Foods such as Caesar salad, Hollandaise or Bearnaise sauce, mayonnaise, meringue, Eggnog, ice cream, and Egg-fortified beverages
2. Exception- shelled eggs combined for immediate service may be used if cooked to 145°F and served immediately as a single meal
3. Raw animal foods such as raw fish, raw marinated fish, raw molluscan shell fish, and steak tartare
4. Partially cooked foods such as lightly cooked fish, rare meat, soft cooked eggs

# ORDERING & PICK-UP

## ORDERING FAQ

We recommend that agencies designate an online ordering person but have several who are trained in ordering for sustainability purposes.

You may place food orders as much as once a week. We encourage you to at least order monthly.

Depending upon your agency type, you will have access to certain resources of DTCFB through online ordering, including:

- Salvage (damaged goods donated by retailers)
- Food Bank (items donated to and purchased by DTCFB)
- Bread/ Produce/ Surplus Items (items without shared maintenance)
- USDA/ TEFAP (for those who qualify)
- Hunger-Free Kentuckiana Co-op (partner members have the opportunity to apply for participation in the co-op program to purchase food for any of their programs)

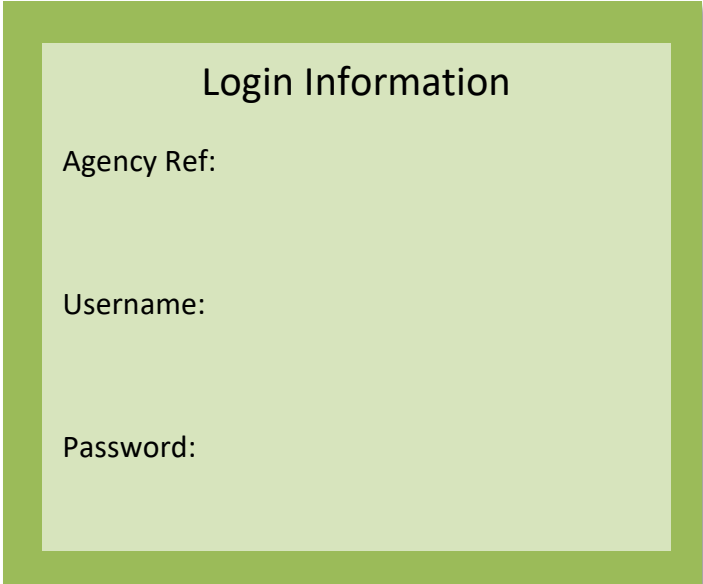
## NAVIGATING PRIMARIUS

In order to receive products from Dare to Care, partner agencies must place orders through the online ordering portal, Primarius. Inventory changes frequently, so we recommend that partner agencies check the website early and often.

## ACCESSING PRIMARIUS

The online ordering system, Primarius, can be found by visiting [http://daretocare.org/other\\_agencies/login](http://daretocare.org/other_agencies/login).

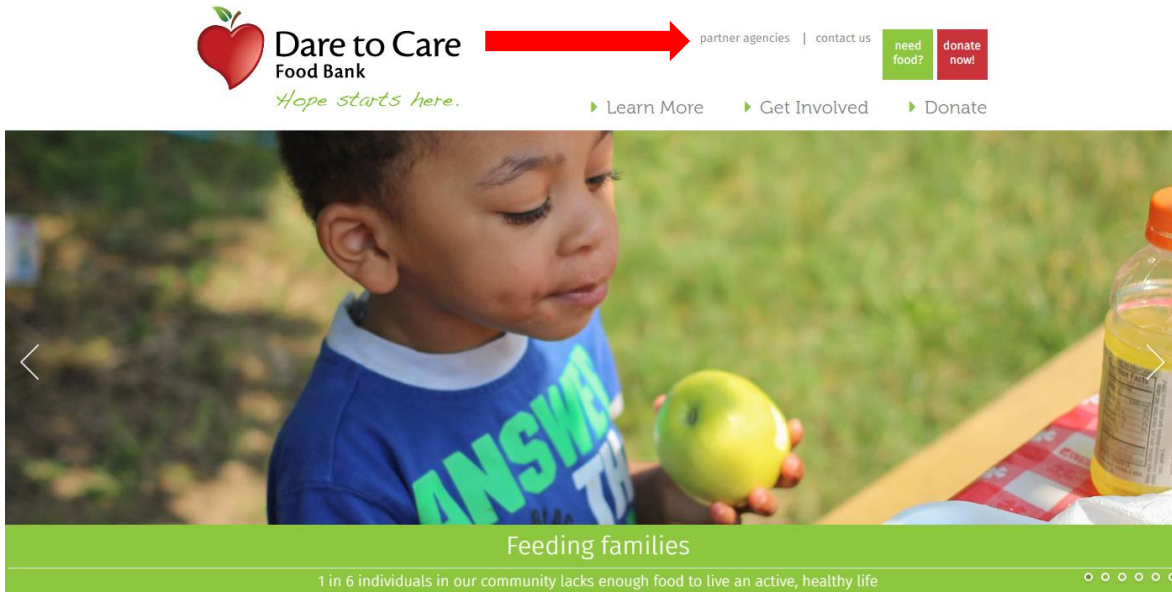
Bookmarking this web address into your web browser's "favorites" will allow for quick and easy access in the future.



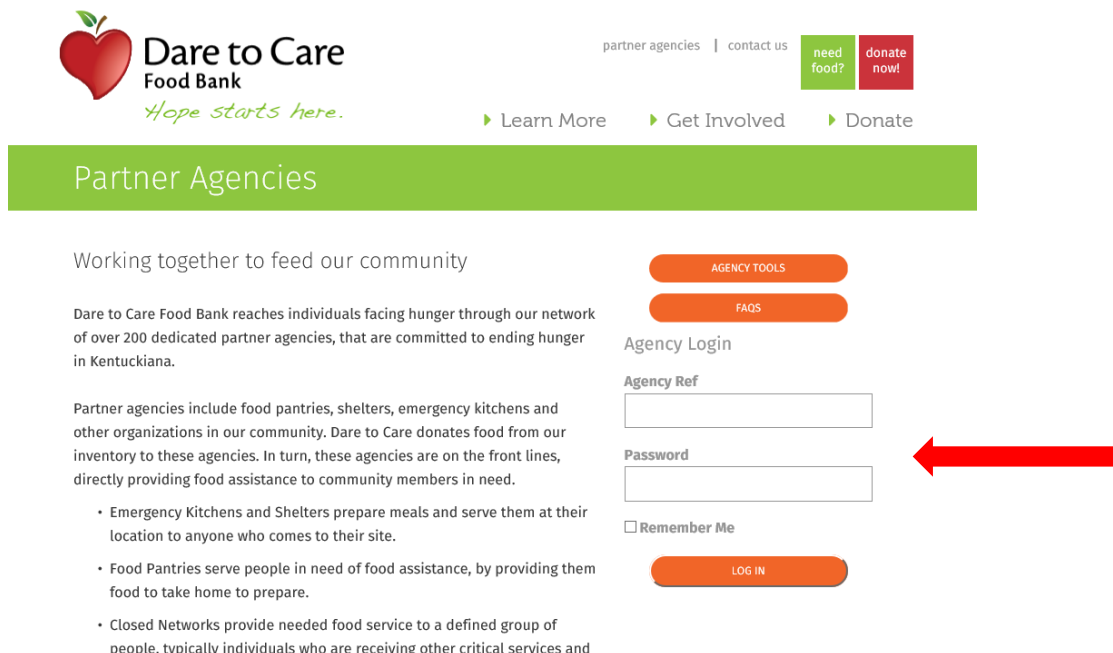
The image shows a screenshot of a login form titled "Login Information". The form is set against a light green background with a darker green border. It contains three labeled input fields: "Agency Ref:", "Username:", and "Password:".

## LOGGING INTO THE PARTNER AGENCY HOMEPAGE & PRIMARIUS

To place an order, you will first need to login to the Partner Agency Portal page of the website. To access this page, you will go to [daretocare.org](http://daretocare.org) and select “partner agencies” in the top right hand corner as shown below.



Once you click on “**partner agencies**”, you will be directed to the page show below. Here you will see information about Dare to Care’s different partnership classifications, as well the Agency Login portal on the right hand side of the page. In order to login to the partner page and proceed to place an order, you will need your **agency reference number and password** as seen below.

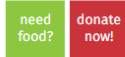




Once you enter your agency reference number and password and select “Log In”, it will take you to the **Partner Agency Home Page** as seen below. Here you have a few options to select from to access information and resources available to your agency.



partner agencies | contact us



▶ Learn More ▶ Get Involved ▶ Donate

## Partner Agencies

### Working together to feed our community

Dare to Care Food Bank reaches individuals facing hunger through our network of over 200 dedicated partner agencies, that are committed to ending hunger in Kentuckiana.

Partner agencies include food pantries, shelters, emergency kitchens and other organizations in our community. Dare to Care donates food from our inventory to these agencies. In turn, these agencies are on the front lines, directly providing food assistance to community members in need.

- Emergency Kitchens and Shelters prepare meals and serve them at their location to anyone who comes to their site.
- Food Pantries serve people in need of food assistance, by providing them food to take home to prepare.
- Closed Networks provide needed food service to a defined group of people, typically individuals who are receiving other critical services and would otherwise struggle to access Dare to Care's other resources.

AGENCY TOOLS

FAQS

### Agency Login

CLICK TO PROCEED TO PWW

AGENCY INFO

Under **Agency Tools** (the first orange button on the right), you will find a variety of documents that will help you operate your pantry, soup kitchen or closed network site. Here you will find the manual that walks you through how to place an order, food safety training tools, and a variety of documents that may be helpful to your agency.

## Agency Tools

Click [HERE](#) for link to download Adobe Reader

**PARTNER HANDBOOK & ORDERING MANUAL**  
 PWW (New System) Ordering Manual– PDF Version  
 PWW (New System) Ordering Manual – Word Version

**FOOD SAFETY TRAINING**  
 Food Safety Training 2012 for Pantries: PowerPoint  
 How to Access Online Serv Safe Training for Agencies  
 Food Safety Training Manual  
 Food Keeper Brochure

**FOOD PANTRY RESOURCES**  
 Pantry Sign-In Sheet  
 Temperature Recording Chart

**COMMUNITY AND CLIENT RESOURCES**  
 Legal Aid Society of Louisville

**FOOD DEMONSTRATIONS**  
 Pomegranates (Video)

AGENCY TOOLS

FAQS

### Agency Login

CLICK TO PROCEED TO PWW

AGENCY INFO



Under **Agency Partnership FAQs** you will find a series of Questions and Answers that pertain to Dare to Care’s partner search and onboarding process. This is a helpful section for any organization interested in partnership with Dare to Care.



[partner agencies](#) | [contact us](#)



[▶ Learn More](#)   [▶ Get Involved](#)   [▶ Donate](#)

## Agency Partnership FAQs

**Q: What kind of organization can partner with Dare to Care Food Bank?**

A: Tax laws allow Dare to Care Food Bank to build partnerships with nonprofit organizations, eligible to receive tax-deductible charitable contributions, under Internal Revenue Code Section 501(C)(3). All organizations that apply for partnership with Dare to Care must provide proof of its 501 (C) (3) status, or proof that it falls under the tax-exempt umbrella of a larger, faith-based organization. For more information, visit [www.irs.gov/charities](http://www.irs.gov/charities). An additional IRS directive requires that more than half of those served by the organization are in need.

**Q: Where are Dare to Care’s partners located?**

A: Dare to Care Food Bank’s service area covers thirteen counties, eight are in Kentucky and five are in Indiana. Kentucky counties include: Bullitt, Carroll, Henry, Jefferson, Oldham, Shelby, Spencer and Trimble. Indiana counties include: Clark, Crawford, Floyd, Harrison and Washington. Dare to Care strives to strategically develop a network of partners within its service area to ensure efficient service to those in need.

AGENCY TOOLS

FAQS



Agency Login

CLICK TO PROCEED TO PWW

AGENCY INFO

**AGENCY INFO** is the most important tab out of all of these. Here you will find notes and important information from the Partner Development team. **Please be sure to take a moment to go to this section and read this information before proceeding to place an order.**



partner agencies | contact us



▶ Learn More ▶ Get Involved ▶ Donate

Top healthcare employers looking to fill positions at Hiring Event on Friday, Nov. 18

**Looking to jumpstart your career in healthcare?**

**Kentucky Health Career Center**  
**HIRING EVENT**  
**November 18, 9 a.m. - 12 p.m.**

Don't miss this hiring event with top employers looking to fill a wide range of jobs in healthcare! These healthcare

AGENCY TOOLS

FAQS

Agency Login

CLICK TO PROCEED TO PWW

AGENCY INFO



### Product Recall

#### ICAPP Voluntarily Recalls Certain Lots of Frozen Strawberries

The International Company for Agricultural Production & Processing (ICAPP) is voluntarily recalling **certain lots of its frozen strawberries** out of an abundance of caution in response to a U.S. Food and Drug Administration (FDA) investigation of an outbreak of Hepatitis A. For more information about this investigation, please visit FDA's outbreak investigation website at <http://www.fda.gov/Food/RecallsOutbreaksEmergencies/Outbreaks/ucm518775.htm>.

The recalled products were all distributed for sale to and use in food service establishments nationwide — not for use in food products offered for retail sale to consumers. Nonetheless, ICAPP is issuing this news release publicly to help mitigate any possible risk to the public health and to fully ensure that all recalled products are recovered. Although none of ICAPP's own testing through an established surveillance program or through third party testing of retained samples has identified the presence of Hepatitis A in any of its products, **ICAPP has decided to recall all frozen strawberries that it has imported into the United States since January 1, 2016 out of an abundance of caution.**

No other ICAPP products, frozen or fresh, are covered by this voluntary recall.

Finally, to **login to Primarius** to place orders, submit statistics and enter inventory (if your organization distributes USDA commodities in Kentucky), you will click the button that says, “Click to Proceed to PWW”.



Top healthcare employers looking to fill positions at Hiring Event on Friday, Nov. 18

Once you click that button you will be redirected to the Primarius Web Window (PWW) and will need your agency number, a username and password to login.

Please note that your agency number, username and password are all given to the main contact when attending partner training. **This information should never be given to unauthorized personnel.** Please notify Dare to Care immediately in the event of staff changes.

## BEGINNING AN ORDER IN PRIMARIUS

Once you have entered your credentials to enter PWW, you will be taken to the main Primarius Web Window page shown below. Here you can place orders, enter statistics and see the status of current and past orders.

Logged as: mbart | [My Agency](#) | [Logout](#) | [Help](#)

**Dare to Care**  
Food Bank

Home Allocations Orders Statistics Inventory Other Agency Info **Order Entry**

Home

Home Your Cart Available Batches Pending Review

**Welcome to Primarius Web Window.**

For help or Questions Contact Partner Development: [Meagan@daretocare.org](mailto:Meagan@daretocare.org) or [laura.frankrone@daretocare.org](mailto:laura.frankrone@daretocare.org)

The system is unavailable at this time for maintenance.  
Sorry for the inconvenience.

Dare to Care will close at **11:30** on **December 11th** for Employee Team Building. Please make a note of this.

Thank You

11/12/15

**Attention Agencies:** Dare to Care received Oscar Meyer turkey product, which we have made available on the shopping list.

Please be advised the sell by date is 11/6 but the product will not expire until 1/6/16. To prolong the shelf life of this item please store in the freezer if possible.

Thank You

To place a Food Bank order, click “Order Entry” located on the top right corner of your PWW home page.

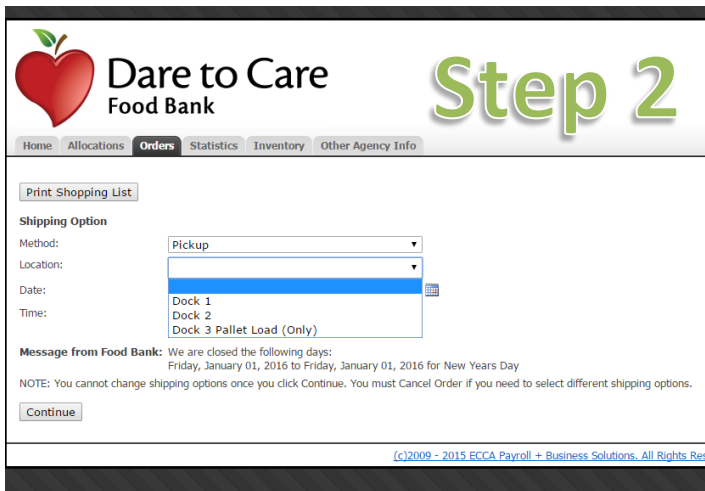
You will then be directed to the page below which will ask you to select a day, time and dock for when you'd like to pick up your order.

Steps to begin order:

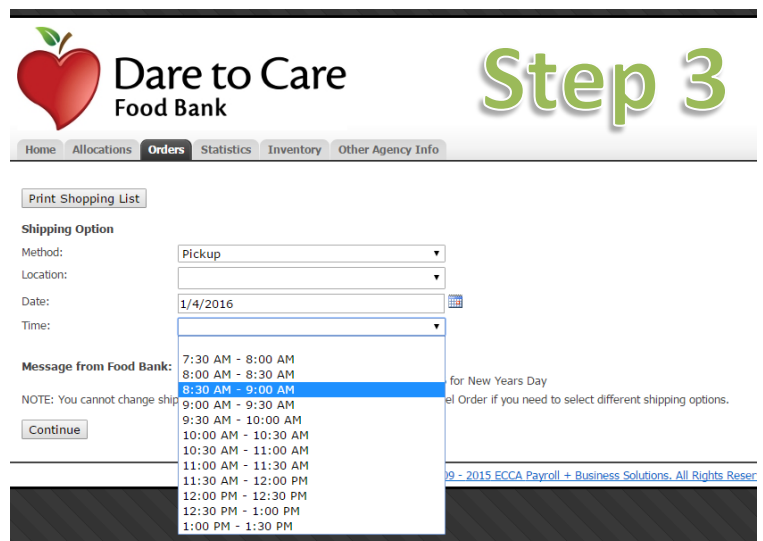
1. Select "Pick Up" as your shipping method from the first drop down option, as your agency will be picking up this order from the food bank.



2. You'll then select a dock location for where you will pick up your order. You'll choose either Dock 1 or Dock 2 when picking up in a car, van, pick-up truck, etc.



3. Then you will select the date you'd like to come pick up your order using the calendar icon to the right. All orders are on a 48 hour pick up schedule. Ordering after noon on a Monday, for example, is the same thing as ordering before noon on Tuesday. The system will automatically give you the next available pick up date.



4. You'll then be able to select a time to pick up your order on the selected day. Our dock opens at 7:30 AM and closes at 1:00 PM. Dock pick up times are scheduled in 20 minute increments to allow enough time for your agency to load the products into your vehicle. The system will tell you the times available based on the dock and day you have selected. If the dock time you were hoping for is not listed, that means that time has been taken. You may select another dock to few additional available times.

Once you have your dock, date and time selected, click **CONTINUE** on the bottom left of the page to view your shopping cart.

Ref	Product	Storage	Packing	Type	Category	Price	Unit	Weight	Available	Qty	Del
1-000236	BOTTLED WATER	DRY	24 - 16 OZ	03-Beverages	Food Bank	\$0.00	CASE	27	25		×
1-223379	V8 INFUSED WATER MANDARIN ORANGE GINGER	DRY	12 - 16 OZ BOTTLES	03-Beverages	Food Bank	\$0.00	CASE	13	35		×
1-221172	V8 SPLASH LEMONADE	DRY	12 - 12 OZ BOTTLE	03-Beverages	Food Bank	\$0.00	CASE	10	35		×
1-135200	KELLOGGS FRUIT& NUT BLEND CRANBERRY WALNUT CEREAL	DRY	12 - 12.9 OZ BOX	05-Cereal	Food Bank	\$0.00	CASE	12	17		×
1-134370	KELLOGGS MUESLI APRICOT CASHEW RAISIN COCONUT CERE	DRY	6 - 14.1OZ BAGS	05-Cereal	Food Bank	\$0.00	CASE	6	17		×
1-134350	KELLOGGS MUESLI RAISIN APRICOT CRANBERRY CEREAL	DRY	6 - 14.1 OA BAGS	05-Cereal	Food Bank	\$0.00	CASE	6	17		×
1-003388	ASSORTED GFS FROZEN FOODS	FROZEN	VARIES - FEEDING SITES ONLY	16-Mixed/Assorted	Food Bank	\$0.00	POUND	1	1000		×
1-003366	ASSORTED GFS GROCERY PRODUCTS	DRY	VARIES - FEEDING SITES ONLY	16-Mixed/Assorted	Food Bank	\$0.00	POUND	1	20000		×
1-045100	BURGER KING FROZEN ITEM ASSORTMENT	FROZEN	MEATS, FISH, FRIES, ETC	16-Mixed/Assorted	Food Bank	\$0.00	POUND	1	10000		×
1-262626	FOOD BANK - MISC. DRY FOOD	DRY	VARIES	16-Mixed/Assorted	Food Bank	\$0.00	BOX(ES)	23.8207	50		×
1-618535	ORINGINAL SALTINE CRACKERS	DRY	300 - 2 CT PKGS	25-Snack Foods/Cookies	Food Bank	\$0.00	CASE	6	100		×
PP-950026	LIQUID LAUNDRY DETERGENT	DRY	16 - 32 OZ BOTTLES	01-Non-Foods	Purchase Program	\$17.19	CASE	39	57		×
PP-152809	TOILET PAPER - COOP	DRY	24 - 4 CT PKGS	01-Non-Foods	Purchase Program	\$15.79	CASE	11	35		×
PP-112794	CEREAL MULTIGRAIN - COOP	DRY	10 - 17.63 OZ BAGS	05-Cereal	Purchase Program	\$11.22	CASE	11	11		×
PP-515202	CINNAMON TWIST INSTANT OATMEAL - COOP	DRY	100 - 1.48 OZ PKGS	05-Cereal	Purchase Program	\$22.27	CASE	9.25	10		×
PP-	STRAWBERRY FIELDS INSTANT OATMEAL - COOP	DRY	100 - 1.48 OZ PKGS	05-Cereal	Purchase Program	\$22.27	CASE	9.25	10		×

When you get to your shopping list, you will see a number of fields that explains each product.

**What those fields mean:**

**Ref:** The number given to the product by the Food Bank.

**Product:** The manufacturer description or name of the product given by the Food Bank. Sometimes this can have “miscellaneous” in the description. This means that the product has been donated to us and it is various frozen or dry product.

**Storage:** This is how the food is stored – dry, frozen or refrigerated grocery product.

**Packing:** This tells you what the products

**Type:** This specifies the general category the product may be found, such as Beverages, Cereal, Snack Food, etc. Again, this field can read “miscellaneous/assorted” if a product does not fall under one of Dare to Care’s defined categories.

**Category:** There are three category types – Food Bank Food, Salvage and Purchase Program. Food Bank food is product donated to Dare to Care by retailers, manufacturers, individuals, etc. Salvage is product retailers are unable to sell. These items might be slightly damaged, but are still safe to distribute. Purchase Program products are items that we have purchased. You will not see these items on your shopping list unless you are logged into your Co-op account.

**Price:** This will always read \$0.00, unless you are placing an order through the co-op program.

**Unit:** We have two main units – Cases and Pounds/Varies. Products ordered in pounds should be ordered in increments of 5 pounds or more.

**Weight:** This is the weight of the product per unit in pounds.

**Available:** The amount of product your pantry/feeding site may order.

**Quantity:** You may specify the amount you’d like to order up to the available amount listed in the column before.

The shopping list can be filtered by each header. Once it is set up, the system will keep it that way until it is changed. You may also search for products using key words in the search box about the start of the list.

**Please be aware that based on the ebb and flow of the Food Bank and because we work off donations, sometimes this list will have 20+ items and others it will have 5.**



## SUBMITTING YOUR ORDER IN PRIMARIUS

Once you have picked all the items you'd like to order, click **VIEW CART**.

Logged as: mbart | My Agency | Logout | Help

Home | Allocations | **Orders** | Statistics | Inventory | Other Agency Info

Order Ref # You have 1 days as of 1/13/2016 5:08:55 PM before your order is canceled.

[Cancel Order](#) | [Print Shopping List](#) | [Print Cart](#) | [View Cart](#)

Item Count:  Total Weight:  Purchase Cost:  Service Fees:  Total Cost:

Search:   Free Food Only  Column Sorting: Multi Page size: 20

Ref	Product	Storage	Packing	Type	Category	Price	Unit	Weight	Available	Qty	Del
<a href="#">1-434343</a>	ASSORTED BEVERAGES	DRY	VARIES	03-Beverages	Food Bank	\$0.00	VARIES	1	440	<input type="text"/>	<input checked="" type="checkbox"/>
<a href="#">1-000236</a>	BOTTLED WATER	DRY	24 - 16 OZ	03-Beverages	Food Bank	\$0.00	CASE	27	25	<input type="text"/>	<input checked="" type="checkbox"/>
<a href="#">1-111912</a>	PEPSI COLA ASSORTMENT	DRY	VARIES	03-Beverages	Food Bank	\$0.00	VARIES	1	790	<input type="text"/>	<input checked="" type="checkbox"/>
<a href="#">1-223379</a>	V8 INFUSED WATER MANDARIN ORANGE GINGER	DRY	12 - 16 OZ BOTTLES	03-Beverages	Food Bank	\$0.00	CASE	13	35	<input type="text"/>	<input checked="" type="checkbox"/>
<a href="#">1-221172</a>	V8 SPLASH LEMONADE	DRY	12 - 12 OZ BOTTLE	03-Beverages	Food Bank	\$0.00	CASE	10	35	<input type="text"/>	<input checked="" type="checkbox"/>
<a href="#">1-135200</a>	KELLOGGS FRUIT& NUT BLEND CRANBERRY WALNUT CEREAL	DRY	12 - 12.9 OZ BOX	05-Cereal	Food Bank	\$0.00	CASE	12	17	<input type="text"/>	<input checked="" type="checkbox"/>
<a href="#">1-134370</a>	KELLOGGS MUESLI APRICOT CASHEW RAISIN COCONUT CERE	DRY	6 - 14.1OZ BAGS	05-Cereal	Food Bank	\$0.00	CASE	6	17	<input type="text"/>	<input checked="" type="checkbox"/>
<a href="#">1-134350</a>	KELLOGGS MUESLI RAISIN APRICOT CRANBERRY CEREAL	DRY	6 - 14.1 OA BAGS	05-Cereal	Food Bank	\$0.00	CASE	6	17	<input type="text"/>	<input checked="" type="checkbox"/>
<a href="#">1-123810</a>	FAT FREE COTTAGE CHEESE	REFRIGERATED FOOD SURPLUS	8 - 4pk - 4 OZ CUPS	07-Dairy Products	Food Bank	\$0.00	CASE	9	25	<input type="text"/>	<input checked="" type="checkbox"/>

A list of all the items you selected will appear in your cart. From here you can delete items or go back to the shopping list if you think there is something you forgot. If everything is correct, click **CHECKOUT**.

Home | Allocations | **Orders** | Statistics | Inventory | Other Agency Info

Order Ref #443289 You have 1 days as of 1/13/2016 5:07:27 PM before your order is canceled.

**Contact Information**

Name:

Phone Number:

E-mail Address:

Comment:

**Shipping/Delivery**

Method: Pickup

Location: Dock 2

Date: 1/13/2016

Time: 8:10 AM

Order Status: Entry NOT complete. Must Check Out

[Shopping List](#) | [Checkout](#)

Item Count: 2 Total Weight: 271 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00

Ref	Product	Storage	Type	Weight	Category	Price	Unit Measure	Available	Qty	Del
<a href="#">1-000236</a>	BOTTLED WATER	DRY	03-Beverages	27	Food Bank	\$0.00	CASE	15	<input type="text" value="10"/>	<input checked="" type="checkbox"/>
<a href="#">1-434343</a>	ASSORTED BEVERAGES	DRY	03-Beverages	1	Food Bank	\$0.00	VARIES	439	<input type="text" value="1"/>	<input checked="" type="checkbox"/>

[Shopping List](#) | [Checkout](#)

Once your order is submitted a thank you message will appear on the screen with your order reference number. The system will send you an email once the order has been reviewed by a member of the PD team.

**Please note:** While we don't like when it happens, it may sometimes occur that not all of the product you initially ordered. This doesn't happen all the time, but unfortunately items can be left off for a couple of reasons:

1. Human Error: Sometimes our inventory can be off because of human error when entering quantities into the system.
2. Unauthorized to Operate a Forklift: Some of our Warehouse staff come from Dismas and are unauthorized to use a forklift. So, an item may be on the shopping list, but when the order is picked, they skip over this item because they couldn't retrieve it.

## SUBMITTING STATISTICS IN PRIMARIUS

From the main Primarius page, you can access different agency information and resources, one of which is statistics. Statistics are very important to Dare to Care because this is how we report the organization's activity. We use this information to apply for grants, inform and engage donors, as well as measure the impact we are making on the community overall. Therefore, it is important that this information is as accurate as possible and we need your help to do so!

Click the **STATISTICS** tab to view your statistics.



Logged as: mbart | [My Agency](#) | [Logout](#) | [Help](#)

**Dare to Care**  
Food Bank

Home Allocations Orders **Statistics** Inventory Other Agency Info Order Entry

Home

Home Your Cart Available Batches Pending Review

**Welcome to Primarius Web Window.**

For help or Questions Contact Partner Development: [Meagan@daretocare.org](mailto:Meagan@daretocare.org) or [laura.frankrone@daretocare.org](mailto:laura.frankrone@daretocare.org)

A list of past statistical information will be located under this tab. Please review this information to ensure your monthly statistics are present. If there are any months not present (6 months to present) please take the time to input these numbers. If over 6 months old,



**Dare to Care**  
Food Bank

Home Allocations Orders **Statistics** Inventory Other Agency Info Order Entry

**Statistics**

Page size: 50

Stat Date	Total People	Comment
06/30/2015		
02/28/2014		
05/08/2013		
03/31/2013	231	By Katie- March Food Clients
02/28/2013	229	Feb. Food Clients
01/31/2013	402	By Katie- Food Box
12/31/2012	374	Food Box- by Katie
11/30/2012	412	By Katie- Food box clients for November 2012
10/31/2012	357	By Katie- Foodbox Clients
09/28/2012	256	DTC Food Clients- Katie
08/31/2012	400	DTC food box clients for August, 2012. Entered by Katie.
07/31/2012	347	Brittany
06/30/2012	267	brittany
05/31/2012	353	BRITTANY
04/30/2012	317	entered by Brittany
03/31/2012	260	ENTERED BY BRITTANY
02/29/2012	201	entered by Brittany
01/31/2012	387	enterd by Brittany
12/31/2011	662	Brittany
11/30/2011	586	

< Prev 1 2 3 4 Next > | Page 1 of 4

Enter Statistics

please contact the PD team with that information.

Click **ENTER STATISTICS** at the bottom right hand corner to enter your monthly numbers.

Select the month and year for which you'd like to report your statistics.

There is also a comments section where you can explain any changes in statistics beyond your normal ranges.

You are only required to fill out the information pertaining to your program (**Total # of Children, Total # of Adults, and Total # of Seniors**). These will be assigned to you within your statistics tab. (You will likely never see as many fields available as shown to the right.) If you are unsure of what you should be reporting, please contact the Partner Development team.

Once you have entered your statistical information, click **SUBMIT STATISTICS**.

Once you submit, you will receive an automated message thanking you for the information and can click back on the Statistics Tab to view your submission.

**REMINDER:** All statistics should be reported by the 3<sup>rd</sup> of each month for the previous month's distribution. For example, all statistics for the month of January should be reported by the 3<sup>rd</sup> of February. If statistics have not been entered in a timely manner, the

Category	Quantity	Comment
BackPack Total Kids Served	<input type="text"/>	<input type="text"/>
Care Barrel Pounds Received	<input type="text"/>	<input type="text"/>
CSFP Seniors	<input type="text"/>	<input type="text"/>
EF # of Children Served	<input type="text"/>	<input type="text"/>
EF # of Households Served	<input type="text"/>	<input type="text"/>
EF # of Persons Served	<input type="text"/>	<input type="text"/>
EF # of Seniors Served	<input type="text"/>	<input type="text"/>
EF Household Projections	<input type="text"/>	<input type="text"/>
IN USDA Households Served	<input type="text"/>	<input type="text"/>
IN USDA Meals Served	<input type="text"/>	<input type="text"/>
IN USDA People Served	<input type="text"/>	<input type="text"/>
KC # of Children Served	<input type="text"/>	<input type="text"/>
KC # of Meals Served	<input type="text"/>	<input type="text"/>
Produce Only Total # Served	<input type="text"/>	<input type="text"/>
Total # of Adults Served	<input type="text"/>	<input type="text"/>
Total # of Children under 18	<input type="text"/>	<input type="text"/>
Total # of Meals Served	<input type="text"/>	<input type="text"/>
Total # of People Served	<input type="text"/>	<input type="text"/>
Total # of Seniors over 60	<input type="text"/>	<input type="text"/>
USDA # of Breakfasts Served	<input type="text"/>	<input type="text"/>
USDA # of Dinners Served	<input type="text"/>	<input type="text"/>
USDA # of Households Served	<input type="text"/>	<input type="text"/>
USDA # of Lunches Served	<input type="text"/>	<input type="text"/>
USDA # of Meals Served	<input type="text"/>	<input type="text"/>
USDA # of Persons Served	<input type="text"/>	<input type="text"/>

system will not let you place an order.

## SUBMITTING INVENTORY IN PRIMARIUS

If your agency receives and distributes USDA commodities in KENTUCKY through your partnership with Dare to Care, you will also need to report monthly inventory through Primarius.

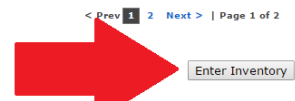


### Agency Inventory

Page size: 20 ▼

Begin Date	End Date	Date Reported	Date Submitted	ProductCatName	Username	Comment
07/01/2016	07/31/2016	08/01/2016	08/01/2016	USDA TEFAP Products	mabrown	
05/01/2016	05/31/2016	06/02/2016	06/02/2016	USDA TEFAP Products	mabrown	
04/01/2016	04/30/2016	05/02/2016	05/02/2016	USDA TEFAP Products	mabrown	
03/01/2016	03/31/2016	04/04/2016	04/04/2016	USDA TEFAP Products	mabrown	
02/01/2016	02/29/2016	02/29/2016	02/29/2016	USDA TEFAP Products	mabrown	
01/01/2016	01/31/2016	02/01/2016	02/01/2016	USDA TEFAP Products	mabrown	
12/01/2015	12/31/2015	01/04/2016	01/04/2016	USDA TEFAP Products	mabrown	
09/01/2015	09/30/2015	12/02/2015	12/02/2015	USDA TEFAP Products	mabrown	
08/01/2015	08/31/2015	11/02/2015	12/02/2015	USDA TEFAP Products	mabrown	
07/01/2015	07/31/2015	08/06/2015	08/06/2015	USDA TEFAP Products	mabrown	
06/01/2015	06/30/2015	07/07/2015	07/07/2015	USDA TEFAP Products	mabrown	
05/01/2015	05/31/2015	06/01/2015	06/01/2015	Emergency Food Purchased	mabrown	
05/01/2015	05/31/2015	06/01/2015	06/01/2015	USDA TEFAP Products	mabrown	
04/01/2015	04/30/2015	05/04/2015	05/04/2015	USDA TEFAP Products	mabrown	
04/01/2015	04/30/2015	05/04/2015	05/04/2015	Emergency Food Purchased	mabrown	
03/01/2015	03/31/2015	04/01/2015	04/01/2015	Emergency Food Purchased	mabrown	
03/01/2015	03/31/2015	04/01/2015	04/15/2015	USDA TEFAP Products	katie	
02/01/2015	02/28/2015	03/02/2015	03/02/2015	Emergency Food Purchased	mabrown	
02/01/2015	02/28/2015	03/02/2015	03/02/2015	USDA TEFAP Products	mabrown	
01/01/2015	01/31/2015	02/02/2015	02/02/2015	Emergency Food Purchased	mabrown	

Select "enter inventory" to enter remaining inventory from the previous month



FOOD BANK

Home Allocations Orders Agency Pickup Statistics **Inventory** Other Agency Info My Docs Order Entry

### Enter Inventory

Select Product Category: TEFAP :USDA TEFAP Products ▼

Begin Date: 10/1/2016 Ending Date: 10/31/2016 Continue

(c)2009 - 2016 ECCA Payroll

Enter beginning and ending dates for which you want to enter inventory – should be for the previous month – and hit "continue"

Once you enter the dates for which you are entering inventory, you will be directed to a page that looks like the below. This will list the USDA products from the previous month.

Enter Inventory

Comments 150 character max length:

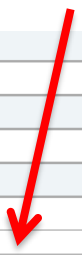
Product Ref:	Product Name:	Packing:	Begin Case:	Begin Unit:	Cases Received:	End Case:	End Unit:	Damaged:	Comment
5-008260	USDA BEEF STEW	24/24 OZ CANS	3	11	7	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5-012590	USDA WALNUTS	24/1 LB BAGS	6	4	9	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5-015010	USDA RAISINS	24/15 OZ PKGS	0	0	3	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5-028350	USDA SPAGHETTI	12/2 LBS BOXES	6	6	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5-126260	USDA RAISINS	144/1.33 OZ PKGS	0	26	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5-150100	USDA GREAT NORTHERN BEANS	12/2 LB BAGS	10	5	12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5-243000	USDA PEACHES	24/#300 CAN	7	5	10	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5-950000	USDA CORN FLAKES	12/18 OZ BOXES	0	0	6	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5-991070	USDA HAMS	12/3 LB CARTONS	8	10	16	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

You will be able to **enter the amount of cases and/or units you have left for each product received** from the previous month as shown below. If any products were damaged you will indicate that here and leave a comment to explain the situation. Also know there is a formal process for reporting damaged USDA products.

Begin Case:	Begin Unit:	Cases Received:	End Case:	End Unit:	Damaged:	Comment
3	11	7	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
6	4	9	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
0	0	3	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
6	6	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
0	26	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
10	5	12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
7	5	10	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
0	0	6	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
8	10	16	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
0	0	10	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
7	6	16	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
0	0	11	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Once you have entered all remaining USDA inventory, you will select **“submit inventory”** in the bottom right section of the page.

BLUEBERRIES	8-3 POUND BAGS	0	0	12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
BERRIES	12 - 2.5 LB BAGS	3	3	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
UICE	8 - 64 OZ BOTTLES	0	0	19	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
UPS	96 - 4.5 OZ CUPS	0	43	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
BERRIES	16 - 30 OZ POUCHES	0	0	8	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
/16	20 - 16 OZ	0	0	10	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>



Orders can be picked up at Dare to Care Food Bank, 5803 Fern Valley Road, Louisville, KY 40228. Please provide adequate transportation and personnel to pick up food from the Food Bank.

Dare to Care will make every effort to have your order ready at the dock for pick up and deliver orders in a timely fashion. If you have questions regarding your delivery or pick up, please contact the Partner Development team.

### **ORDER PICKUP POLICIES & PROCEDURES**

Once an order is placed, all partner agencies are expected to retrieve those items on the scheduled date and time that you have selected. Agency representatives should arrive on time, or a few minutes early for their scheduled pickup time. Please understand that tardiness causes delays and disruption to the schedule. Representatives may have to wait until all other agency representatives have loaded product into their vehicles.

\*\*It is the policy of the Food Bank that agencies must bring a freezer blanket if transporting refrigerated or frozen product from the food bank. This ensures that proper temperatures are maintained during transportation.

### **CHECK-IN**

All agency orders are available at two agency dock doors on the right side of the building. Please check in with Dare to Care's dock manager upon arriving at the food bank. There is a separate entrance for agency representatives. Representatives will be asked for their organization name and photo ID upon arrival. Once you have checked in, you will be able to retrieve your order and have a 20 minute window to load your items.

### **CHECK-OUT**

The Food Bank is not responsible for loading vehicles. If you have a large order, please bring someone to help you load your order. Warehouse staff will gladly assist with forklifts and pallet jacks if necessary.

#### **Agency Responsibilities:**

- Arrive on time for your scheduled appointment
- Bring adequate vehicle to transport your items
- Load all items within the allotted timeframe
- Ensure you have enough volunteers to load your vehicle
- Notify the team if you encounter any delays in retrieving your order

## MISSED OR CANCELLED APPOINTMENTS

If you miss your scheduled pick-up time, contact the Programs team immediately. Agencies are expected to make alternate arrangements in order to retrieve items within 48 hours. If you do not discuss alternate plans within that timeframe, your order is subject to be distributed to other agencies so we can move that product.

\*\*It is the responsibility of the partner agency to transport all items in a safe and secure manner. Please make sure your vehicle has the capacity to adequately and safely carry all your ordered items.

# PRODUCT RECALL PROCESS

When a recall has been issued on any product, the Foodbank receives a notification. Dare to Care will inspect our inventory list to determine if the product was donated or purchased by the food bank.

Partners will be notified immediately when a recall is issued. Partners will receive an email notification from a member of the Programs Team.

When a recall is issued, Dare to Care will provide you with the necessary product information to inspect your inventory. Please check for the following:

- Name of manufacturer or brand
- Packaging Size
- Serial/Lot Numbers
- Location/are of applicable recall
- Any special instructions for the disposal or return of recalled items

If your agency has received any recall items, please take the follow action:

- Check your DTC products and any other donated products for the appropriate product.
- Dispose of any remaining product by putting it in a dumpster and pouring bleach overtop.
- Promptly provide recall information to clients who may have received the affected product.
- Notify Dare to Care of the products you received, about how much had been distributed and how you disposed of the remaining product.



# TEMPERATURE RECORDING CHART

1. Name of Agency: \_\_\_\_\_

2. Type Storage \_\_\_\_\_

**RECOMMENDED TEMPERATURES:**

Freezers: -10°F to 0°F

Coolers: < 41°F

Dry Storage: 50 °F to 70 °F

Month	Day	Temperature	Checked By	Month	Day	Temperature	Checked By



Dare to Care Food Bank

Month / Year \_\_\_\_ / \_\_\_\_

Center Name & Address \_\_\_\_\_



DATE	PRINT NAME	ADDRESS	SIGNATURE	ADULTS	CHILDREN	SENIORS	Pounds Distributed

TOTAL EACH PAGE

_____	PAGE TOTAL CHILDREN
_____	PAGE TOTAL SENIORS
_____	PAGE TOTAL ADULTS
_____	PAGE TOTAL POUNDS

TRANSFER PAGE TOTALS TO MONTHLY REPORT - DUE BY 5<sup>th</sup> OF EVERY MONTH

KEEP A MASTER AND RETAIN THE COMPLETED FORMS FOR MONITORING PURPOSES



## Agency Monitoring Visit Checklist

Bi-annual Monitoring visits are a requirement for partnership with the Dare to Care Food Bank due to regulations set by the government and Feeding America. The checklist below provides a resource for you when preparing for your bi-annual visit.

**School Pantry Sign-In Log**

These must be kept on file at your food pantry from 3 years, plus the current year.

**Temperature Logs**

These must be posted on each refrigerator, freezer, and dry storage area. They must be checked on a weekly basis and kept on file at your pantry for 3 years.

**Thermometers**

There must be a working thermometer in each refrigerator, freezer, and dry storage area. The temperatures of each must be checked on a weekly basis if not more frequently.

**Food is stored six inches from the floors & walls**

**Site is free from infestation**

There should be a contract or a relationship with a licensed pest control firm.

**Appearance and upkeep of storage area**

**Statistics**

Numbers of clients served should be reported monthly and kept on file for 3 years

## Food Expiration Date & Shelf Life Guidelines

The information contained in the charts concerning food safety dates and date codes is based on USDA guidelines, consumer education and information reports.

Date Examples	Examples	May be found on	What it Means	When to Dispose
<b>Expiration Date</b>	"expires 12/15/2013"  "do not use after 12/15/2013"	baby food baby formula nutritional supp. medicine vitamins	The manufacturer cannot guarantee the nutritional value of the product after this date	Dispose of this product on this date
<b>Pack Date</b>	Open: "packed on 12/15/2013"  Closed: "22:5214125"	canned foods crackers cookies spices	This is the date the food was packaged  Purpose is to assist retailer with First in First Out	Has a very long shelf life. Refer to individual product chart
<b>Use by Date</b> (also called a Quality Date)	"best if used by 12/15/2013"  "use before 12/15/2013"  **do not confuse with soda "expiration" dates that state "do not use after"	crackers cookies cereal salad mixes beverages	This is the manufacturer's recommendation for when the food will be at peak quality	Let your senses of sight, taste and smell guide you
<b>Sell by Date</b> (also called a Pull by Date)	"sell by 12/15/2013"  "pull by 12/15/2013"	dairy	CT Law determines dating for dairy products. Stores cannot sell this product after the date.	If the food has been properly handled it is safe to eat for days/weeks beyond date, refer to product chart.

Source: FoodShare.org, [http://site.foodshare.org/site/DocServer/Food Storage and Shelf Life Guidelines.pdf?docID=5822](http://site.foodshare.org/site/DocServer/Food_Storage_and_Shelf_Life_Guidelines.pdf?docID=5822)

<b>Product</b>	<b>Estimated Shelf Life of Unopened Product</b>	<b>When to Discard</b>
Baby Food	Use by/expiration date	Broken seal, expired
Bread/Bakery Items	3-10 days	Visible mold, package defect
Boxed Dinners	2-5 years	
Cans/Bottles	1-5 years	Bulging, severe dents
Cereal, Chips, Crackers	6 months – 2 years	Stale, infestation
Cheese	Soft 7 days, hard 6 months	Visible mold
Condiments	1 year	
Eggs	3-5 weeks after purchase	Broken, infested, malodourous
Dry Beans	1-2 years	Infestation, mold, open
Frozen Items	6 months – 1 year	Freezer burn, malodourous, previously thawed
Items in Jars	2-5 years	Cloudy liquid, beyond date
Juice (Refrigerator)	3 weeks	Bulging, leaks in packaging, discoloration
Mayonnaise	2-3 months	Discoloration, separation, bulging, beyond date
Meat (Refrigerator) Poultry Beef, pork, lamb Ground meat Cured meat	1-2 days 3-5 days 1-2 days 5-7 days	Malodourous, discoloration, previously thawed, infestation, open
Milk (Refrigerated) Milk (Shelf Stable) Milk (Frozen)	1 week 1 year 3 months	Bulging, beyond date, discoloration, malodourous, leak in packaging
Mixes (cake, muffin, etc.)	12-18 months	Infestation, open
Prepared Salad/Dips	Use by date	Past date
Rice & Pasta	1-3 years	Infestation, mold, open
Yogurt & Sour Cream	1-3 weeks	Mold, open, malodourous

Sealed, Refrigerated, Processed Product	Discard when Unopened	Discard when Opened
Cooked Meat	3 to 4 days	3 to 4 days
Shelf-stable Sausage	6 weeks	3 weeks
Corned Beef, uncooked, and in pickling juices	5 to 7 days	3 to 4 days
Vacuum-packed Dinners	2 weeks	3 to 4 days
Bacon, Hot dogs	2 weeks	7 days (1 week)
Lunch meat	2 weeks	3 to 5 days
Ham, fully cooked	7 days	Sliced, 3 days Whole, 7 days
Meat, canned & shelf stable	2 to 5 years/pantry	3 to 4 days